


Faculty

If you are a faculty member that is NOT the APD, you will only be able to enter information in the Faculty section. The Program information will be visible to you, but cannot make any changes to the program unless you are the APD.

1. Under **My Personal Info**, enter the following:
 - a. If you are currently under a 12 month contract, click **Yes**, otherwise, click **No**.
 - b. Enter your **Cell Phone #** in the space provided. This is for emergencies only, and will NOT be distributed to students.
2. Under **My Courses**, you will enter the courses you will be teaching in the program.
 - a. Click **Add Course**.
 - b. Enter the **Subject Code** (e.g. SOCI) and **Course Number** (e.g. 3364) and click **Verify** to search for your class. Make sure to enter the **Subject Code** as it appears in the course catalog, including any spaces within the program. To cancel the process, click **Go Back**.
 - c. Verify that the course is correct. If it is not the correct course, click **Verify Another**.
 - d. Enter the **Study Abroad Contact Hours** in the textbox provided. Your contact hours should be greater than or equal to 15 hrs per credit hour (so a 3 credit hour course should have at least 45 contact hours).
 - e. You must upload a syllabus that will include your syllabus information, a list of excursions, and bibliography for each course. Syllabi must be saved in PDF format.
 - i. Click **Select**
 - ii. Browse to your syllabus using the windows file browser.
 - iii. Select your file by clicking the file name, and then clicking **Open**.
 - iv. The file name will appear next to the **Select** button.
 - f. Click **Add** to save your Course information. Your course will appear in the course table.
 - g. To add more courses, repeat the process for each additional course you will be teaching.



If you do not see any programs after you log in, you have not been added to a program and need to contact your program's APD.



Enter the "Subject Code" and "Course Number" of the course you would like to add and click "Verify."
Otherwise, you can click "Go Back" to close this window.

Subject Code:

Course Number:

You have entered "DEATH & DYING" under "SOCI!"
If this is correct, click "Add". Otherwise click "Go Back".
You may return and complete this section at a later time by clicking "Edit".
This must be completed before submitting for approval.

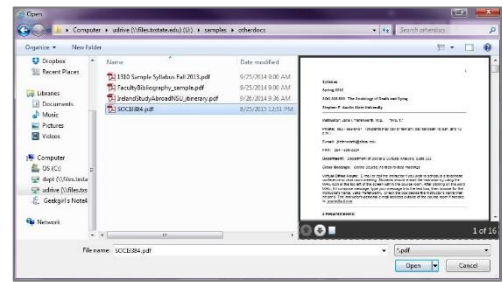
Subject Code:

Course Number:

Study Abroad Contact Hours:

Syllabus:

The Syllabus should contain bibliography and excursions associated with this course.
Selecting a new Syllabus document will overwrite the previous one once you update.
If you do not select a new document then the previous document will remain.



Subject Code:

Course Number:

Study Abroad Contact Hours:

Syllabus:

The Syllabus should contain bibliography and excursions associated with this course.
Selecting a new Syllabus document will overwrite the previous one once you update.
If you do not select a new document then the previous document will remain.

Courses:					Add Course
Title	Subject	Number	SA Contact Hours	Syllabus	
DEATH & DYING	SOCI	3384	60.000	Download	Remove

3. Under **My Agreements** you will see all the required documents you must sign to participate in the Study Abroad program. You must sign a printed copy of each document and deliver it to the Study Abroad Office (either by scanning and emailing the agreements, or sending a paper copy to the office).
 - a. Click **download** to save a copy of the document to your computer.
 - b. **Click I agree to acknowledge that you have read and agree to the terms of the documents** (after downloading and reading).
 - c. You must also click the **Intent Statement**, which does not require download.

4. If you will have guests traveling with you on the program that are not participating in the program, you must add them as a Guest.
 - a. Click **Add Guest**
 - b. Enter the Guest Name in the text Box.
 - c. If the guest is a minor, click Yes. Otherwise, click No.
 - d. If the guest is a minor, please indicate who will be responsible (on site) for the minor in the event of an emergency.
 - e. If you would like to purchase ACE international health, emergency, and liability Insurance for the guest, click Yes. If you do not want the insurance, click No.
 - f. Click Add to add the guest to the table.
 - g. If you have additional guests, repeat the process until all guests are listed.

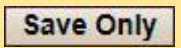
Faculty - My Guests					
Guests:					
	Guest Name	Alternate Caregiver	Is Minor	Insurance?	Add Guest
Edit	Bradford Johnson		No	No	Remove
Edit	Vincent Johnson	Susan Morrison	Yes	Yes	Remove

If you are done entering course information, you may click **Save & Submit**. Once you submit your course(s) for approval you will not be able to make additional changes.

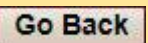
If you have missed any required fields, you will see a window where the missing fields are listed. Additionally, the fields will have a red **[!]** next to the field name. All missing fields must be completed before your course may be submitted for approval.

A note about Save & Submit, Save Only and Go Back buttons

If you want to save your progress, but are NOT ready to submit your course(s) for review, use **Save Only**. You will still be able to make changes to your course(s).



If you want to go back to the main page, and do NOT want to save your progress, use **Go Back**. You will return to the main Study Abroad application page.



If you want to save your progress, and are ready to submit the course(s) for review, use **Save & Submit**. You will NOT be able to make further changes to your course(s).

