

# STUDY AWAY RESOURCES for FACULTY: COURSE REGISTRATION

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Office of Global Engagement  
UNIVERSITY OF GEORGIA

## COURSE REGISTRATION SUMMARY

While OGE oversees the planning process of international study abroad and domestic field study programs, *it is the responsibility of the individual Program Directors/ academic departments to provide instructions and support for course registration.* Every student participating in an international study abroad or domestic field study course should sign up for **both** of the following:

- The academic course(s) associated with their program
- The non-credit SABD (study abroad) or FSTY (field study) placeholder course

## ACADEMIC COURSES

Program Directors should work with the course schedulers/ academic advisors in their departments to provide students with:

- Course numbers/ CRNS for the academic courses related to their program
- PODS for the academic courses
- General support for questions related to academic course sign-up

## SABD/ FSTY PLACEHOLDER COURSES


OGE works with Curriculum Systems and the OGE Business Office to facilitate the activation of the SABD (study abroad) and FSTY (field study) placeholder courses. Each study abroad and domestic field study program has an SABD or FSTY course number that is unique to that program. It is non-credit bearing. By enrolling in an SABD or FSTY placeholder course, UGA is able to charge a program fee to their Student Account and officially track their participation in a study abroad or field study program.

Program Directors and Business Managers will receive an email from OGE when their SABD or FSTY placeholder course is activated for the semester. This email will include:

- CRN
- SABD/ FSTY number
- Program Name
- Fund
- Program
- Class
- Chartfield 1
- Department ID
- Detail Code
- Program Fee

Program Directors should work with the course schedulers/ academic advisors in their departments to provide students with:

- PODs for the SABD or FSTY placeholder course



Program Directors should also communicate with students to make sure that they are aware that they will need to sign up for both the academic course(s) associated with the program and the placeholder course.

*Sample email:*

- In addition to the individual academic courses associated with the **Name of Program**, participants are also required to register for **SABD/ FSTY #####**. This course demonstrates your overall enrollment with the **Name of Program**.
- Enrollment in **SABD/ FSTY #####**, as well as registration for **X** credits in the academic classes associated with studying abroad must be maintained for participation in the study abroad program. It is non-credit/non-graded.
- The **Name of Program (or name of specific Course Scheduler/ Academic Advisor)** will authorize access (give Permission of Department) for you to register for **SABD/ FSTY #####** after submission of participation agreement/waiver forms, as well as the required deposit made through the StudyAway Portal.
- DEADLINE<sup>1</sup>: Add **SABD/ FSTY #####** to Athena Schedule of Classes using Course Reference Number **(CRN) xxxxx** by **date**.
  - TIP: Enter the CRN of SABD directly into the Add/Drop Worksheet in Athena – Otherwise, the class is not “searchable” in Athena.
  - In addition, students may view the CRN section number authorized (POD by Program’s Department) in the “Registration Status” section of Athena.

## **PAYMENT**

Once a student has successfully signed up for *both* the academic course(s) associate with their program as well as the SABD or FSTY placeholder course, program participants will be charged via their Student Accounts. These charges are subject to payment deadlines set by UGA’s Bursar’s office.

## **TRACKING STUDENT REGISTRATION/ PAYMENT**

A study abroad/ field study student registration report is available to Program Directors and support staff. Features include the ability to:

- Check enrollments in your program’s SABD/ FSTY course
- Check enrollments in the academic courses for your program
- Check to see if students have paid their program fee/ tuition

Access can be requested directly from OGE via this online form:

<https://fs2.formsite.com/GeneralFormsSite/form34/index.html>

## **FINANCIAL AID**

Financial aid and scholarships are disbursed 10 days prior to the start of the program. All financial aid questions should be directed to the Office of Student Financial Aid. All scholarship questions should be directed towards the sponsoring office or department.

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<sup>1</sup> Each program is responsible for setting its own deadline for registration and tracking registration. It is mandatory that students have registered prior to program departure.