UNIVERSITY
of HAWAI'I
SYSTEM

December 16, 2020

MEMORANDUM

TO: CCAO, CSSAO, Schedulers, Registrars and Banner Central

FROM: Pearl Iboshi
            Director

SUBJECT: **Banner Coding Recommendations for Study Abroad/International Classes**

As part of the effort to improve existing system-wide internal reports (namely, Faculty Assignment Report and Low Enrollment Class Sections Report), classes that need to be excluded from some or all of these reports have been identified. In particular, classes that are taught abroad or offered internationally are paid for with separate fees and are often taught by faculty in the foreign country. For this reason, guidelines for coding study abroad/ international classes has been developed, which are included in the subsequent sections of this memo.

Course schedulers/builders/registrars on all ten campuses should begin using the attached recommendation when building Study Abroad classes in Banner, starting with the Fall 2022 term.

Please contact my office should you have any questions.

Setting up study abroad/international classes in Banner:

1) SSASECT: Schedule
    a. Course Section Information
        i. Campus Code: OC, MOC or other appropriate code for fee determination
           Campus Code Description: Off-campus (or other appropriate code)

    b. Meeting Times and Instructor
        i. Meeting Location and Credits
            1. Building Code: ABROAD *or* the country abroad
               Building Code Description: Study Abroad

2) SSADETL: Schedule Detail
    a. Degree Program Attributes
        i. Attribute Code: SABR
           Attribute Code Description: Study Abroad

Specific internationally offered programs may have attributes that differ from those previously listed. For example, students in the Vietnam Executive MBA (VEMBA) Program, should use the attribute code VEMB within the Schedule Detail (SSADETL).

Setting up Teaching Responsibility:
For classes taught at international venues or via study abroad, the following guidelines are recommended to ensure consistency in the allocation of teaching responsibility across learning modalities. For additional details on setting up teaching responsibility in banner, please see the Banner Coding for Faculty Memorandum distributed on October 7, 2019.

- Instruction:
  - If the primary instructor in the Banner record is the lecture instructor, assign lecture instructor as primary instructor and assign 100% as percent of teaching responsibility.
  - If the primary instructor in the Banner record is the program coordinator and not the lecture instructor, and the program coordinator 0% (or appropriate percentage) as percent of teaching responsibility, and the lecture instructor 100% (or appropriate percentage as secondary if the lecture instructor is a UH employee.

Example Type	Subject + Course Number	Type	CRN	Percent Responsibility	Primary Indicator
1*	Biol 100	Instructor	XXXXX	100	√
2*	Biol 100	Program Coordinator	XXXXX	0	
		Instructor	XXXXX	100	√

Note: The details provided in this table represent fictitious examples for the purposes of demonstration only.

*Examples 1 & 2 in Banner: