

Course Notification Forms (CNFs) for Education Abroad

Reasons to Submit a CNF

1. There's a special course fee or non-standard tuition rate associated with the course.
2. There's a special agreement between the academic unit and central regarding the percentage of tuition revenue received by the academic unit.
 - a. True of all summer session faculty-led study abroad programs.
3. The tuition revenue needs to be routed to a special, non-standard budget.
 - a. True of all exchange study abroad programs.

Who Prepares and Submits CNFs for Education Abroad Programs

- Global Learning Program Coordinator
 - All exchange program CNFs
 - Most faculty-led program CNFs (excluding programs sponsored by CCB)
- CCB Course Scheduler
 - All CCB-sponsored faculty-led programs

Procedure for Preparing and Submitting CNFs

1. Program's application deadline passes; program is confirmed to run.
2. Relevant course sections are scheduled with adherence to the [education abroad course scheduling guide](#).
3. Need for CNF is assessed based on criteria/reasons listed above. A CNF is always needed for exchange programs and summer session faculty-led programs, but not commonly needed for faculty-led programs occurring during the fall/spring semesters.
4. If needed, CNF spreadsheets are drafted using the CNF Template spreadsheet (includes a tab with template for fall/spring programs and a tab with template for summer programs).
 - a. GL Program Coordinator gets course information from myWSU.
 - b. GL Program Coordinator enters central or exchange budget information.
 - c. GL Program Coordinator requests sponsoring department's budget information from Area Finance Officer(s).
5. Completed CNFs are submitted to the Crimson Service Desk (CSD/ESG), with all the following people copied, and include a request to be notified ASAP if any adjustments or corrections are needed.
 - a. Program Faculty Director(s)
 - b. Department Scheduler(s) / Enrollment Coordinator(s)
 - c. Area Finance Officer(s)
 - d. GL Advisor / Faculty-Led Program Coordinator
 - e. Dean, Department Chair, or Unit Director of Sponsoring Department

- f. Summer Session (*summer programs only*)
 - g. Kelley Westhoff and Maggie McFadden (WSU Budget Office)
6. CSD/ESG responds to confirm course fees have been set up, or to notify us that the Bursar's Office needs to be involved to either adjust an existing item type or create a new one.
- a. If the Bursar's Office needs to be involved, GL Program Coordinator notifies sponsoring department's Area Finance Officer(s).
 - b. Bursar's Link for Requesting an Item Type: <https://bursar.wsu.edu/request-an-item-type/>.
7. Global Learning involvement ends after CSD/ESG confirms that course fees are all set up and good to go. Enrollment roster is sent to sponsoring department(s).