

Wesleyan University SFIS/HRMS Training

Adding an Organization Affiliation Office of International Studies Only

As part of the process of adding or updating an educational institution in the SFIS database, OIS needs to create an **Organization Affiliation** which is used to store more detailed information about a particular school.

Organization Affiliation

The **Organization Affiliation** page is reached separately from the standard Organization maintenance pages.

The navigation is: **Main Menu > Campus Community > Organization > Create/Maintain Organizations > Organization Affiliation**

Enter the Search Criteria. When the following page opens, enter the values for each field as indicated.

Affiliation Details – Affiliation with Institution (these fields are required):

1. **Academic Institution:** Accept default of “Wesleyan University”
2. **GPA Type:** Select “100P”
3. **Grading Scheme:** Accept default of “UGD” (Undergrad)
4. **Grading Basis:** Select “TRN” (Transfer Grading Basis)

Transfer Credit Transcript Print (the Level of Detail field is required):

1. **Level of Detail:** Select “Detail.” Note that if “Detail” is selected, the last field must be filled in as well)
2. **Include Transfer Credit in GPA:** check the box
3. **Details to Print:** Select **External Courses**

Organization Groups:

1. **Group Type:** leave blank (if **Group Type** is populated, the next field must be filled in as well)
2. **Group Code:** leave blank unless **Group Type** has been populated.

Favorites | Main Menu > Campus Community > Organization > Create/Maintain Organizations > Organization Affiliation

Organization Affiliation

Org ID: 894925 Mansfield College, Oxford Univ

Affiliation Details Find | View All First 1 of 1 Last

Affiliation with Institution

*Academic Institution: Wesleyan University

*GPA Type: 100P 100 Point Scale

*Grading Scheme: UGD Undergraduate Grading Scheme

*Grading Basis: TRN Transfer Grading Basis

Transfer Credit Transcript Print

*Level of Detail: Detail Include Transfer Credit in GPA

Details to Print: External Courses

Organization Groups Personalize | Find | First 1 of 1 Last

*Group Type: *Group Code:

Add

Save Return to Search Notify