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.

<div style="background-color:red; color:white; text-align:center;">**Organization Affiliation**</div>

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.