

**Editing Existing OIS Organizations  
in Conjunction with the On-Line Application Process –  
Revised: January 2013**

The following procedures should be used to change data for an existing NRS Organization in PeopleSoft used by the Office of International Studies. These changes are necessary to present an accurate representation of the approved and sponsored programs for the on-line application process. (The procedures demonstrated have been performed in the Test database and do not affect actual data.) The changes fall into these four main areas:

1. Changing Ownership/Proprietorship to the newly created PINT (Petitioned International NRS)
2. External Organization Name change
3. Adding or editing Location information
4. Adding or editing Affiliations page

Below are overall descriptions of each change followed by an illustration of how to perform the edit.

**1. Changing Ownership/Proprietorship to PINT (Petitioned International NRS)**

- a. As of September 2011, there has been an addition to the External Ownership Names associated with OIS NRS Programs. Previously there were two Ownership Names: Approved International NRS and Sponsored NRS Pgm.
- b. The organizations (and countries) with these codes are the only organizations that are to be displayed in the on-line Inquiry drop-down boxes and the on-line Application form drop-down boxes.
- c. In order to differentiate other organizations that are currently incorrectly designated as INTL (Approved International NRS), a new Ownership Name of PINT (Petitioned International NRS) was created. Once this new name is applied to existing organizations in PeopleSoft, the INTL organizations will no longer appear in the drop-down boxes.
- d. The information regarding the current codes to be associated with OIS External Organizations is as follows:

Field Name	Value	Eff Date	Status	Long Name	Short Name
PROPRIETORSHIP	INTL	1/1/1900	A	Approved International NRS	APRV-INTL
PROPRIETORSHIP	PINT	1/1/1900	A	Petitioned International NRS	PET-INTL
PROPRIETORSHIP	SPON	1/1/1900	A	Sponsored NRS Pgm	Spon NRS

- e. There are two primary reasons why this change would be needed:
  - i. If the organization was approved at one time and is no longer approved (this is changed by adding a new row), or
  - ii. If the organization had never been approved (once a list of External Org IDs for these organizations has been compiled, it will be determined if they can be updated programmatically).

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- f. **QUERIES:** The following queries may be run to display the Ownership/Proprietorship of NRS organizations:
  - i. **WOIS\_EXT\_ORGS\_NRS\_ACTIVE\_ALL** displays active NRS organizations with INTL, SPON or PINT Ownership codes.
  - ii. **WOIS\_EXT\_ORGS\_APRV\_INTL\_SPONSR** displays only those active NRS organizations with an INTL or SPON Ownership code. Ultimately, only those organizations to be shown on the drop-down boxes will be displayed in this query.
- g. **Test Database:** These examples were created in the CS90Test Database.

***1.e.i. Adding a new Ownership/Proprietorship row  
for an organization that was approved at one time and is no longer approved***

- Open the Organization Table page (*Campus Community > Organization > Create/Maintain Organizations > Organization Table*) for the desired organization

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WESLEYAN UNIVERSITY

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

Organization Table | Regional

External Org ID: 500083

Organization Details | Find | View All | First | 1 of 1 | Last

\*Effective Date: 01/01/1900 \*Status: Active

\*Description: Hungary Program - Capital Univ

Long Description: Hungary Program - Capital University

Short Description: Hungary Pr

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Active Locations | Personalize | Find | View All | First | 1 of 1 | Last

Location	Description	Address	Effective Date	Primary
1	Hungary Program - Capital Univ		01/01/1900	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

Active Contacts | Personalize | Find | View All | First | 1 of 1 | Last

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred Contacts

Active Departments | Personalize | Find | View All | First | 1 of 1 | Last

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department: Departments

Vendor Information

SetID:

Vendor ID:

Taxpayer ID:

Organization Type Related Information

Non-Resident Study Program

Last Update Date/Time: 07/13/2012 4:21:57AM by: PPLSOFT

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Organization Table | Regional

- Note that the Effective Date is 01/01/1900.
- Also note on the dark blue bar **Organization Details** that this is page “1 of 1”
- Click on the plus sign in the upper right
- A new page opens:

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WESLEYAN UNIVERSITY

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

Organization Table | Regional

External Org ID: 500083

Organization Details Find | View All First 1 of 2 Last

\*Effective Date: 11/29/2012 \*Status: Active

\*Description: Hungary Program - Capital Univ

Long Description: Hungary Program - Capital University

Short Description: Hungary Pr

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Active Locations Personalize | Find | View All First 1 of 1 Last

Location	Description	Address	Effective Date	Primary
1	Hungary Program - Capital Univ		01/01/1900	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

Active Contacts Personalize | Find | View All First 1 of 1 Last

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred Contacts

Active Departments Personalize | Find | View All First 1 of 1 Last

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department: Departments

Vendor Information

SetID:

Vendor ID:

Taxpayer ID:

Organization Type Related Information

[Non-Resident Study Program](#)

Last Update Date/Time: 07/13/2012 4:21:57AM by: PPLSOFT

Save Return to Search Notify Add Update/Display Include History Correct History

Organization Table | Regional

- The Effective Date now is today's date. You may leave the date as is or change it as appropriate to a date later than 01/01/1900.
- This is now page "1 of 2"
- Click on the Proprietorship drop-down and select from the list **PET-INTL**
- Click Save.
- Unless you made other changes to the page, it will now appear as follows:

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**WESLEYAN UNIVERSITY**

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

Organization Table | **Regional**

External Org ID: 500083

**Organization Details** Find | View All First 1 of 2 Last

\*Effective Date: 11/29/2012 \*Status: Active

\*Description: Hungary Program - Capital Univ

Long Description: Hungary Program - Capital University

Short Description: Hungary Pr

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: **PET-INTL**

**Active Locations** Personalize | Find | View All | First 1 of 1 Last

Location	Description	Address	Effective Date	Primary
1	Hungary Program - Capital Univ		01/01/1900	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

**Active Contacts** Personalize | Find | View All | First 1 of 1 Last

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred Contacts

**Active Departments** Personalize | Find | View All | First 1 of 1 Last

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department: Departments

**Vendor Information**

SetID:

Vendor ID:

Taxpayer ID:

**Organization Type Related Information**

[Non-Resident Study Program](#)

Last Update Date/Time: 11/29/2012 2:22:58PM by: CPIKE01

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Organization Table | [Regional](#)

## 2. External Organization Name change

- a. In order to make the organization names more easily searchable in the drop-down boxes, there may need to be changes in the way the names appear in the PS External Organization table.
- b. Examples of organization name changes are:
  - i. A formal name change - If the name of the organization is changing officially as of a given date (adding a new row plus using Correct History for the Location)
  - ii. A simple edit - If the name of the organization is incorrect, but there has been no official change (Correct History)

### ***2.b.i. Making an official name change as of a given date by adding a new row (and Correct History under Location Summary)***

- Open the Organization Table page (*Campus Community > Organization > Create/Maintain Organizations > Organization Table*) for the desired organization

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WESLEYAN UNIVERSITY

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

Organization Table | Regional

External Org ID: 500132

Organization Details Find | View All First **1 of 1** Last

\*Effective Date: 01/01/1900 in Status: Active

\*Description: OTS San Jose, Costa Rica

Long Description: OTS San Jose, Costa Rica - Duke University

Short Description: OTS San Jo

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Active Locations Personalize | Find | View All First **1 of 1** Last

Location	Description	Address	Effective Date	Primary
1	OTS San Jose, Costa Rica		01/01/1900	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

Active Contacts Personalize | Find | View All First **1 of 1** Last

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred Contacts

Active Departments Personalize | Find | View All First **1 of 1** Last

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department: Departments

Vendor Information

SetID:

Vendor ID:

Taxpayer ID:

Organization Type Related Information

[Non-Resident Study Program](#)

Last Update Date/Time: 07/13/2012 4:21:57AM by: PPLSOFT

Save Return to Search Notify Add Update/Display Include History Correct History

Organization Table | Regional

- Click on the yellow Correct History button in the lower right. It is now grayed out.
- Note that the Effective Date is 01/01/1900.
- Also note on the dark blue bar **Organization Details** that this is page "1 of 1"
- Click on the plus sign in the upper right
- A new page opens as follows:

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WESLEYAN UNIVERSITY

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

Organization Table | Regional

External Org ID: 500132

Organization Details Find | View All First 1 of 2 Last

\*Effective Date: 11/29/2012 \*Status: Active

\*Description: OTS San Jose, Costa Rica

Long Description: OTS San Jose, Costa Rica - Duke University

Short Description: OTS San Jo

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Active Locations Personalize | Find | View All | First 1 of 1 Last

Location	Description	Address	Effective Date	Primary
1	OTS San Jose, Costa Rica		01/01/1900	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

Active Contacts Personalize | Find | View All | First 1 of 1 Last

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred Contacts

Active Departments Personalize | Find | View All | First 1 of 1 Last

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department: Departments

Vendor Information

SetID:

Vendor ID:

Taxpayer ID:

Organization Type Related Information

Non-Resident Study Program

Last Update Date/Time: 07/13/2012 4:21:57AM by: PPLSOFT

Save Return to Search Notify Add Update/Display Include History Correct History

Organization Table | Regional

- The Effective Date on this page is today's date. You may leave this as is or change it as appropriate to a date later than 01/01/1900. (After the new name has been entered, when this organization is referenced, it will be with the new name as of the new Effective Date.)
- This is now page "1 of 2." (Page 2 of 2 is the old name.)
- Make the changes for the official name in the three description boxes. Click Save.

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Organization Table | Regional

External Org ID: 500132

Organization Details

\*Effective Date: 11/29/2012 \*Status: Active

\*Description: Org Tropical Studies Costa Ric

Long Description: Organization for Tropical Studies Costa Rica

Short Description: Org Trop S

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Location	Description	Address	Effective Date	Primary
1	OTS San Jose, Costa Rica		01/01/1900	<input checked="" type="checkbox"/>

Primary Location: 1

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department:

Vendor Information

SetID:

Vendor ID:

Taxpayer ID:

Organization Type Related Information

Non-Resident Study Program

Last Update Date/Time: 11/29/2012 2:32:57PM by: CPIKE01

Save Return to Search Notify Add Update/Display Include History Correct History

Organization Table | Regional

- Changing the Name Under Active Locations You'll note that the name of the organization has not changed in the Active Locations section. Unless the name for the primary location is meant to stay the same, this information needs to be edited on the Locations page which is a separate table.
  - Click the yellow Correct History button at the bottom of the page. The text will gray out.
  - Click on the yellow Locations button.

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WESLEYAN UNIVERSITY

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

Location Summary | Location Detail

Org ID: 500132    Org Tropical Studies Costa Ric

Primary Location: 1    OTS San Jose, Costa Rica

Location	Description	Address	Effective Date	Status	Location Details
1	OTS San Jose, Costa Rica		01/01/1900	Active	<a href="#">Location Details</a>

OK    Cancel    Apply

[Location Summary](#) | [Location Detail](#)

- o Click on the Locations Details link

WESLEYAN UNIVERSITY

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

Location Summary | Location Detail

Org ID: 500132    Org Tropical Studies Costa Ric

Primary Location: 1    OTS San Jose, Costa Rica

Location: 1

Location History

Effective Date: 01/01/1900    Status: Active

\*Description: OTS San Jose, Costa Rica

Short Desc: OTS San Jo

Country: CRI    Costa Rica

Address: [Edit Address](#)

Electronic Addresses

Email ID:

URL Address:

EDI Address:

Location Phones

*Phone Type	Prefix	Phone	Extension	Preferred
				<input type="checkbox"/>

Last Update Date/Time: 07/13/2012 4:21:37AM by: PPLSOFT

OK    Cancel    Apply    Refresh

[Location Summary](#) | [Location Detail](#)

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- Note the original names are still on the Location Summary page under the Location History Section.
- Change the Description and Short Desc to correspond with the same fields on the Organization Table page.
- NOTE: There must be a Country code filled in under Location History. If there is not, when you click OK, you will receive the Message: *Warning -- At least one address is required when adding a new organization. (14200,14)*
  - Simply click **OK**. This is because only the Country is required. If the Country is on the page, you are not required to enter the full address or contact information. Those are optional.
- Click OK and when the Organization Table page opens, click Save.
- The new description is now saved in both the Organization and Location tables.

### ***2.b.ii Correcting an inaccurate name through Correct History***

- Open the Organization Table page (*Campus Community > Organization > Create/Maintain Organizations > Organization Table*) for the desired organization

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

Organization Table | Regional

External Org ID: 739435

Organization Details Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1990 \*Status: Active

\*Description: Universidad Autonoma de Yucata

Long Description: Universidad Autonoma de Yucatan

Short Description: Universida

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Active Locations Personalize | Find | View All First 1 of 1 Last

Location	Description	Address	Effective Date	Primary
1	Universidad Autonoma de Yucata		01/01/1990	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

Active Contacts Personalize | Find | View All First 1 of 1 Last

Contact	Name	Type	Job Title	Effective Date	Primary
					<input type="checkbox"/>

Primary Contact: Contact Type Preferred Contacts

Active Departments Personalize | Find | View All First 1 of 1 Last

Department	Description	Type	Effective Date	Primary
				<input type="checkbox"/>

Primary Department: Departments

Vendor Information

SetID:

Vendor ID:

Taxpayer ID:

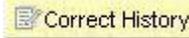
Organization Type Related Information

Non-Resident Study Program

Last Update Date/Time: 07/13/2012 4:21:57AM by: PPLSOFT

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Organization Table | Regional

- Click on the Correct History button in the lower right
- The appearance of the button changes so that the icon is grayed out - 
- Make whatever changes are needed to the organization name by typing in the three Description fields

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Navigation: Favorites | Main Menu > Campus Community > Organization > Create/Maintain Organizations > Organization Table

Organization Table | Regional

External Org ID: 739435

Organization Details Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1990 \*Status: Active

\*Description: IF SA Butler Universidad Autonoma de Yucatan

Long Description: IF SA Butler Universidad Autonoma de Yucatan

Short Description: IF SA Buti

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

Location	Description	Address	Effective Date	Primary
1	Universidad Autonoma de Yucatan		01/01/1990	<input checked="" type="checkbox"/>

Primary Location: 1 Locations

Contact	Name	Type	Job Title	Effective Date	Primary
---------	------	------	-----------	----------------	---------

Primary Contact: Contact Type Preferred Contacts

Department	Description	Type	Effective Date	Primary
------------	-------------	------	----------------	---------

Primary Department: Departments

Vendor Information

SAPID: Vendor ID: Taxpayer ID:

Organization Type Related Information  
Non-Resident Study Program

Last Update Date/Time: 11/29/2012 3:21:21PM by: CPIXF01

Buttons: Save Return to Search Notify Add Update/Display Include History Correct History

Organization Table | Regional

- Click Save.
- Changing the Name Under Active Locations You'll note that the name of the organization has not changed in the Active Locations section. Unless the name for the primary location is meant to stay the same, this information needs to be edited on the Locations page which is a separate table.
  - The Correct History button will still be grayed out.
  - Click on the yellow Locations button.

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

Location Summary | Location Detail

Org ID: 739435 IF SA Butler Universidad Auton

Primary Location: 1 Universidad Autonoma de Yucata

Location	Description	Address	Effective Date	Status	Location Details
1	Universidad Autonoma de Yucata		01/01/1990	Active	<a href="#">Location Details</a>

OK Cancel Apply Refresh

Location Summary | Location Detail

- o Click on the [Location Details](#) link.
- o Change the Description and Short Desc to correspond with the same fields on the Organization Table page.

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

Location Summary | Location Detail

Org ID: 739435 IF SA Butler Universidad Auton

Primary Location: 1 IF SA Butler Universidad Auton

Location: 1

Location History

Effective Date: 01/01/1990 Status: Active

\*Description: IF SA Butler Universidad Auton

Short Desc: IF SA Butl

Country: MEX Mexico

Address: [Edit Address](#)

Electronic Addresses

Email ID:

URL Address:

EDI Address:

Location Phones

Phone Type	Prefix	Phone	Extension	Preferred
				<input type="checkbox"/>

Last Update Date/Time: 11/29/2012 3:33:43PM by: CPIKE01

OK Cancel Apply Refresh

Location Summary | Location Detail

- Click Save. The following message may appear: *Warning -- At least one address is required when adding a new organization. (14200,14)*. Simply click **OK**. This is because only the Country is required. If the Country is on the page, you are not required to enter the full address or contact information. Those are optional.
- Click OK and when the Organization Table page opens, click Save.

- The new description is now saved in both the Organization and Location tables.

### 3. Addition or editing of Location information

- a. There are currently a number of Organizations that either do not have countries associated with them or the country needs to be revised (e.g. from USA). These occur in the Organization Locations table.
- b. These edits include:
  - i. [Adding a country where none exists in the Organization Locations page](#)
  - ii. [Changing a country code on both pages.](#)

#### *3.b.i Adding a country where none exists in the Organization Locations Table*

- Start by making a note of the Description and Short Desc to be entered onto the Locations page (NOTE: this information may be missing from the Location page). Open the Organization Table page (*Campus Community > Organization > Create/Maintain Organizations > Organization Table*) for the desired organization.

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

Organization Table | Regional

External Org ID: 0500520

**Organization Details** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1990 \*Status: Active

\*Description: Florence Campus - Fairfield Un

Long Description: Florence Campus - Fairfield University

Short Description: Florence C

\*Organization Type: NRS Non-Resident Study Program

\*Proprietorship: APRV-INTL

**Active Locations** Personalize | Find | View All | First 1 of 1 Last

Location	Description	Address	Effective Date	Primary
				<input type="checkbox"/>

Primary Location:  [Locations](#)

**Active Contacts** Personalize | Find | View All | First 1 of 1 Last

Contact	Name	Type	Job Title	Effective Date	Primary
					<input type="checkbox"/>

Primary Contact:  [Contact Type Preferred](#) [Contacts](#)

**Active Departments** Personalize | Find | View All | First 1 of 1 Last

Department	Description	Type	Effective Date	Primary
				<input type="checkbox"/>

Primary Department:  [Departments](#)

**Vendor Information**

SetID:

Vendor ID:

Taxpayer ID:

**Organization Type Related Information**

[Non-Resident Study Program](#)

Last Update Date/Time: 07/13/2012 4:21:57AM by: PPLSOFT

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Organization Table | Regional

- After having noted the descriptions, open the Location Summary page by clicking on the yellow Locations button.

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Location Summary | Location Detail

Org ID: 0500520    Florence Campus - Fairfield Un

Primary Location:

Location	Description	Address	Effective Date	Status	Location Details
1					Location Details

OK    Cancel    Apply    Refresh

- Click on the Locations Details link.
- Change the Effective Date to be the same as the Effective Date on the Organization Table page. **In this case, it should be changed to 01/01/1990.**
- Enter the Description and the Short Desc
- From the Country drop-down box, select the appropriate country

Location Summary | Location Detail

Org ID: 0500520    Florence Campus - Fairfield Un

Primary Location:

Location: 1

Location History

Effective Date: 01/01/1990    Status: Active

\*Description: Florence Campus - Fairfield Un

Short Desc: Florence C

Country: ITA    Italy

Address: [Edit Address](#)

Electronic Addresses

Email ID:

URL Address:

EDI Address:

Location Phones

Phone Type	Prefix	Phone	Extension	Preferred
				<input type="checkbox"/>

Last Update Date/Time: 11/29/2012 4:09:44PM by: CPIKE01

OK    Cancel    Apply    Refresh

- Click OK.
  - The following message may appear: *Warning -- At least one address is required when adding a new organization. (14200,14)*. Simply click **OK**. This is because only the Country is required. If the Country is on the page, you are not required to enter the full address or contact information. Those are optional.
- You are returned to the Organization Table page. Click Save.

#### 4. Adding or editing Affiliations page

- a. The Affiliations page contains required information for NRS organizations as well the new elective Full-year designation (Group Type = OIT and Group Code = FYM or FYO).
- b. **QUERY:** This query displays all the Affiliations Details fields, required as well as elective: **WOIS\_EXT\_ORG\_AFFILIATIONS**
- c. The details regarding these codes are shown here:

Group Type	Group Cd	Eff Date	Status	Descr	Short Desc
OIT	FYO	1/1/1900	A	Full-year optional	FY Option
OIT	FYM	1/1/1900	A	Full-year mandatory	FY Mandtry

- i. There are some active organizations that do not have any of the required information (i.e. Affiliation Details). These should be reviewed and updated as needed
- ii. Any organizations that should have the Group Code/Group Type designating Full-year needs to be updated.

#### ***4.b.i. Adding required Affiliation Details information***

- Open the Organization Affiliation page : (*Campus Community > Organization > Create/Maintain Organizations > Organization Affiliation*) for the desired organization
- Complete the fields on this page as follows (some may already be populated):
  - **Academic Institution:** Wesleyan University
  - **GPA Type:** 100P
  - **Grading Scheme:** UGD
  - **Grading Basis:** TRN
  - **Level of Detail:** Detail
  - **Details to Print:** External Courses (*This means that the course number and title that will print on the transcript is the external course title, not the internal equivalent course.*)
  - **Check Include Transfer Credit in GPA:** *This box must be checked.*

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

### Organization Affiliation

Org ID: 638783      SIT: Vietnam Culture & Develo

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 | [Icons]    First 1 of 1 Last

*Group Type	*Group Code

Add

Save Return to Search Notify

- Save the page.

### ***4.b.ii Adding elective Affiliation page information (full year under Organization Groups)***

- Open the Organization Affiliation page : (Campus Community > Organization > Create/Maintain Organizations > Organization Affiliation) for the desired organization

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

## Organization Affiliation

Org ID: 500091 International Christian Univer



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
OIS-Time	Full-year mandatory

Add

Save Return to Search Notify

- Under Organization Groups, Group Type, select OIS-Time.
- Under Organization Groups, Group Code, select the appropriate code; in this example it is Full-year mandatory
- Click Save.