

External Organization Request Form

Requestor Information			
Request Type:		Date:	
Priority:		Date Takes Effect:	
Requested by:		Requestor Email:	
ATP/CEEB:		FICE:	
Accreditation Status:	See notes below for how to fill out this field.		
Issues/Comments:			

New Organization Description			
Org Name:			
Previous Name:			
Address 1:			
Address 2:			
Address 3:			
City:			
ZIP Code:	State:	Country:	
Web Site URL:			
Proprietorship:			
Org Type:		Unit Type:	
Career:		Term Type:	

Resolution			
SIS Date Implemented:		By:	
Issues/Comments:			
Organization ID:			

External Organization Request Form Instructions

Field Name	Field Type	Instructions/Content
Request Type	Drop Down List	Duplicate Record, New College/University, New High School or Update to Existing Record
Requestor Priority	Drop Down List	Normal or Urgent – if urgent, please explain in issues/comments.
Requested by	Free Form Text	Name of person filling out form. (May differ from person submitting form to SIS)
ATP/CEEB	Free Form Text	The organization's ATP or CEEB number, if known. Only request an additional External Org ID for separate CEEB numbers. If multiple locations have the same CEEB number, an update request to add a location to the existing external org may be submitted. Explain in the "Issues/Comments" section.
FICE	Free Form Text	The organization's FICE number, if known.
Accreditation Status	Checkbox	<u>Domestic Institutions</u> : Only check "Accredited" if regionally accredited in the United States, a candidate for regional accreditation or sponsored by a regionally accredited institution. If nationally or otherwise accredited, or not accredited, check "Not Accredited." Avoid using the "Do Not Know" option for US schools. See page 3 of this form for approved resources when researching. <u>International universities/colleges</u> : Choose "Accredited" if the school is accredited by the country's Ministry of Education or the respective national accreditation agency. Otherwise mark "Not Accredited."
Issues/Comments	Free Form Text	Relevant information needed to expedite request resolution.
Org Name	Free Form Text	The current official name found on the transcript, etc.
Previous Name	Free Form Text	If a name change, provide current name in PeopleSoft.
Address 1, 2 & 3	Free Form Text	See ATP/CEEB notes above.
Proprietorship	Drop Down List	Please select the proprietorship of the school. All non-US schools will be "Foreign."
School Type	Drop Down List	Choices limited to "4-year," "2-year," "Unknown," and "High School." Foreign high schools should be classified in the High School category, but foreign colleges and universities should be classified as "Unknown." See note on page 3 regarding determination of School Type for US colleges and universities.
Career	Free Form Text	Please select a career (educational institutions only).
Unit Type	Drop Down List	The credits used with courses to determine value & academic progress (Quarter/Semester/Units, etc.)
Term Type	Drop Down List	The terms used. (e.g. Semester, Quarter, etc.)

The following sources should be used when researching external organizations.

College Source

<http://www.collegesource.org/idxsearch.asp>

Useful for locating ATP/CEEB, FICE and address in one location.

Carnegie Foundation

http://classifications.carnegiefoundation.org/lookup_listings/institution.php

Note: While institutions like Great Basin College do offer 4-year degrees, their "School Type" in the External Org table is 2-year. In determining whether a US institution type should be classified as 2-year or 4-year, look at "Undergraduate Instructional Program,"

American Association for Collegiate Registrars and Admission Officers

<http://www.aacrao.org>

US Department of Education

<http://www.ope.ed.gov/accreditation>

Regional Accrediting Commissions

Northwest Commission on Colleges and Universities

<http://www.nwccu.org>

Middle States Commission on Higher Education

<http://www.msche.org>

New England Association of Schools and Colleges

<http://www.neasc.org>

<http://ctci.neasc.org>

North Central Association of Colleges and Schools

<http://www.ncacihe.org>

Southern Association of Colleges and Schools

<http://www.sascoc.org>

Western Association of Schools and Colleges

<http://accjc.org>

<http://wascsenior.org>