

External Organization Request Form

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Requestor Information							
Request Type:				Date:			
Requestor Institution:				Priority:			
Requested by:				Requestor			
				Phone:			
ATP/CEEB:				FICE:			
Accreditation Status:	Accre	dited	Not Ac	credited	Do Not Know		
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							
SH Date Implemented:				Ву:			
Issues/Comments:							
OPE ID:							
Organization ID:							

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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	Drop Down List	Normal or Urgent – if urgent, please explain in	
Priority		issues/comments.	
Requested by	Free Form Text	Name of person filling out form. (May differ from person	
		submitting form to SCS)	
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	Checkbox	Only check "Accredited" if regionally accredited in the United	
Status		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.	
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.)	

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The following sources have been agreed upon by all seven institutions and 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

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