


# View and Update Extracurricular Activities (Add, Delete, and Modify)

1. Only Greek org members are entered via my.SMU. All other Extracurricular Activities members are added via Orgs@SMU, managed by Student Life.

Students cannot self-join via my.SMU. They self-join via Orgs@SMU, and their memberships are displayed on that website. They can only view their Greek memberships via my.SMU.

There are no date edits in my.SMU, since only Greek members are entered via my.SMU.

2. Click the Campus Community link.

 Campus Community

3. Click the **Personal Information (Student)** link.

 Personal Information (Student)

4. Click the **Participation Data (Student)** link.

 Participation Data (Student)

5. Click the **Extracurricular Activities** link.

 Extracurricular Activities

6. You can also navigate to this page via **Records and Enrollment> Student Background Information> Extracurricular Activity**.

7. Enter the desired information into the **Empl ID** field.

8. Click the **Search** button.



9. **Viewing Extracurricular Activities:**

Click the **View All** link.

 View All

10. All extracurricular information is now displayed.

11. **Adding Extracurricular Activities:**

Click the **Add a new row** button.

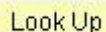


12. Select **Internal** from the **Internal/ External** list.

13. Click the **Look up** button.



14. Click the **Look Up** button.



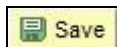
15. Scroll down.

16. Click the desired **Extracurricular Activity**. Do **NOT** select non-Greek student groups. Non-greek affiliation *must* be added in Student Life's Orgs@SMU, *not* in my.SMU.

17. The activity type of the organization is displayed.



18. **Note:** For activity type Greek, students can then be added in current, previous, or future academic year.
19. Enter the desired information into the **Start Date** field.
20. Enter the desired information into the **End Date** field. This field can be future dated to avoid reentering annually.
21. Select the **Interest** checkbox if the student only reports an interest in the activity.
22. Check all the years involved if known.
23. If you did not enter start and end dates, enter the desired information into the **Term** field. Otherwise, the Term field will be populated for you.
24. Select the appropriate **Office Held** if needed.
25. Click the **Save** button.



26. **Deleting an Extracurricular Activity:**

To delete an extracurricular activity, scroll to the appropriate row using the arrow buttons.

You cannot delete a row that was **self-joined by a student**. Those rows will be grayed out. To delete all other activities, click the **(-)**. A warning message will display. Click **OK**. Then click **Save**.

27. **Modifying an Extracurricular Activity:**

To edit an activity that was previously entered (not self-joined by student), use the arrow to scroll to the appropriate row. Overwrite or add the information as needed. Click **Save**.

28. **Navigating to Orgs@SMU:**

Students can get to Orgs@SMU by navigating to **SMU.edu** and choosing **Student Affairs**. From there click on the **Orgs@SMU** link. Or, they can navigate to **SMU.edu** and choose **Student Activities** under the **Campus Life** drop down. From there, they can click on **Student Organizations** and **Orgs@SMU**. Full instructions for students using Orgs@SMU can be found on the IT Training webpage under Student Self-Service Tutorials.

29. **End of Procedure.**

