


Update Student Groups

1. Click the **Records and Enrollment** link.

 Records and Enrollment

2. Click the **Career and Program Information** link.


 Career and Program Information

3. Click the **Student Groups** link.

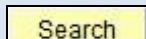
 Student Groups

4. Enter the desired information into the **ID** field.

5. Click the **Include History** option.

 Include History

6. Click the **Search** button.

 Search

7. Before adding a **Student Group**, check all rows to find if that group already exists for the student. A student could have dropped out of an activity and been inactivated.

If this is the case, the Student Group needs to be designated "**Active**".

Note: Both situations are covered in this training.

First: Reactivate/Inactivate a Student Group.

Second: Add a Student Group.

8. **Reactivate/Inactivate a Student Group:**

Click the **Show next row** button until the desired group is displayed.



9. Click the **Add a new row** button in the **lower section** of the page under the *second* blue bar.

The *existing row* displays the **Effective Date** when the group was *inactivated*. The *new row* will display the **Effective Date** when the group was *re-activated*.



10. Click the **Status** list.

Notice the **Effective Date**; change if necessary.

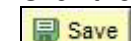
Inactive ▼

11. Select **Active** to re-activate the student in the Student Group.

Active

12. **Note:** Using the **Status** drop down menu is also the method by which you would list a student as **Inactive** in a Student Group.

13. Click the **Save** button.

 Save

14. **TO ADD A STUDENT GROUP:**

Click the **Add a new row** button on the *top* dark blue bar.



15. Click the **Look up Student Group** button.



16. If you know the first letter of the group code, enter it into the Student Group field.

If you do not, only the first 300 Student Groups will be displayed.

Click the **Look Up** button.

Look Up

17. Select a Student Group by clicking on it in the description column.

18. The **Effective Date** and the **Status** for the new **Student Group** will be displayed below the second blue bar.

The **Effective Date** will default to the **current date** and the **Status** will be **active**. The **Effective Date** usually **MUST** be changed!

Advance Enrollment Student Groups:

Adds and updates for Student Groups involving enrollment **MUST** be dated **prior** to the start of **preparations** for the first term the student will be active in the Student Group.

Term Preparation:

Term Preparation for the Fall term starts the preceding March 1st.

Term Preparation for the Spring terms starts the preceding October 1st.

Tuition Benefits Student Groups:

Adds and updates for Student Groups involving tuition benefits **MUST** be dated **prior** to the first day of class for the first term the student will be active in the **Student Group**.

19. Click the **Save** button.



20. **End of Procedure.**

