Updating Extracurricular Activities (Add, Delete, and Modify)

Step	Action
1.	Click the **Campus Community** link. ▷ Campus Community
2.	Click the **Personal Information (Student)** link. Personal Information (Student)
3.	Click the **Participation Data (Student)** link. Participation Data (Student)
4.	Click the **Extracurricular Activities** link. Extracurricular Activities
5.	You can also navigate to this page via **Records and Enrollment**> **Student Background Information**> **Extracurricular Activity**.
6.	Enter the desired information into the **Empl ID** field.
7.	Click the **Search** button. Search
8.	**Adding Extracurricular Activities:** Click the **Add a new row** button. +
9.	Select the appropriate field from the **Internal/ External** list.
10.	Click the **Look up** button. 🔍
11.	Click the **Look Up** button. Look Up
12.	Scroll down.
13.	Click the desired **Extracurricular Activity**.
14.	The activity type of the organization is displayed. For all activities **except** Student Organization Chartered and Temporary Chartered, you will be able to add members for current and previous years. For all activities other than Greek, select a start and end date in a previous academic year.

Step	Action
15.	**Note:** For current academic year, students must enter their extracurricular activity through Access.SMU Self-Service for activity types Student Organization Chartered and Temporary Chartered. For activity type Greek and any activity type other than Student Organization Chartered and Temporary Chartered students can then be added in the current academic year. For activity types Student Organization Chartered and Temporary Chartered and any activity type other than Greek, students cannot be added in a future academic year. For Student Organization Chartered or Temporary Chartered that have gone into revoked status, students can then be added in the same academic year. Enter the desired information into the **Start Date** field.
16.	Press **[Tab]**.
17.	Enter the desired information into the **End Date** field.
18.	Select the **Interest** checkbox if the student only reports an interest in the activity.
19.	Check all the years involved if known.
20.	Enter the desired information into the **Term** field.
21.	Select the appropriate **Office Held** if needed.
22.	Click the **Save** button. 🖫 Save
23.	**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.**
24.	**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**.
25.	**End of Procedure.**