

# Assigning a Student Group to a Student

## Overview

This procedure will show you how to assign a student group to a student's record.

- A student may need to be added to a group for cohort reporting purposes, registration processes (Freshman Reserved Seating), or degree progress assessment.

## Steps

### Assigning Student Groups

1. Navigate to Student Groups using one of these paths:

**Student Recruiting > Maintain Prospects > Academic Information > Student Groups**  
**Student Admissions > Application Entry > Academic Information > Student Groups**  
**Records and Enrollment > Career and Program Information > Student Groups**  
**Self Service > Administrative Center (View Data For Students) > General Info tab**  
**edit student groups**


2. Enter the student's **ID** or **Last Name** and **First Name**.  
**Academic Institution** is also required on the **Student Recruiting** path and the **Student Admissions** path.

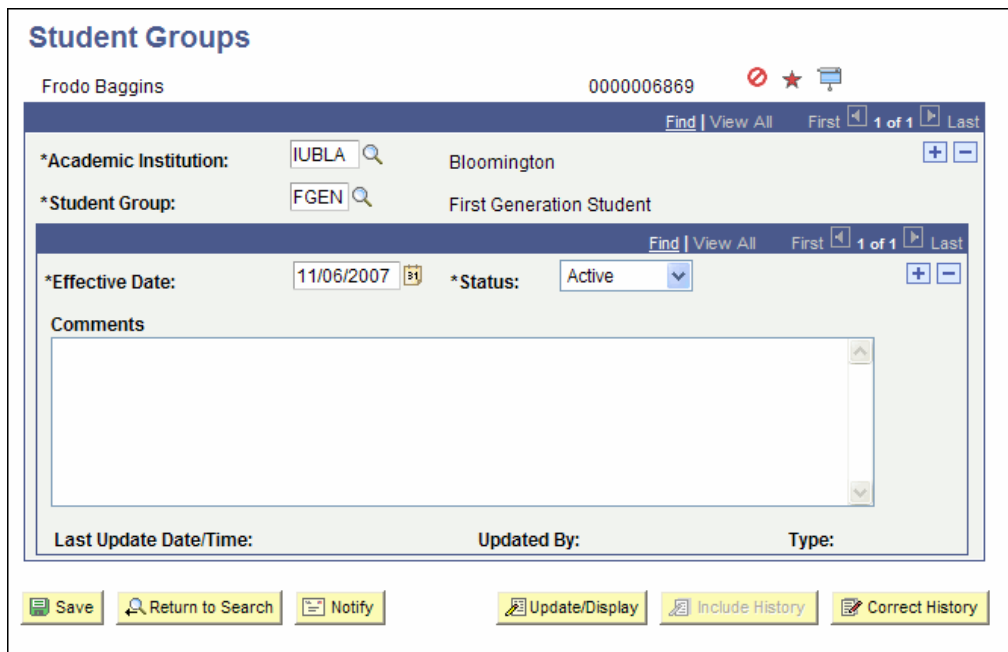
3. Click **Search**.

You should now be on the *Student Groups* page. Your student's name should be displayed at the top left of your screen and his/her ID number to the right.

The screenshot shows the 'Student Groups' page for a student named Frodo Baggins with ID 0000006869. The page includes search filters for Academic Institution and Student Group, and a record for an effective date of 11/06/2007 with a status of Active. There is a large empty text area for comments and a table with columns for Last Update Date/Time, Updated By, and Type. At the bottom, there are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

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4. Enter the **Academic Institution** if the field is not already populated.
5. Enter the **Student Group** code or click  to search for it. Once you tab out of this field, the Student Group Description will be displayed.
6. The **Effective Date** will default to today's date. This can be changed if necessary.
7. The **Status** should be displayed as Active.
8. If you wish, enter a comment in the **Comments** field.



**Student Groups**

Frodo Baggins 000006869

Find | View All First 1 of 1 Last

\*Academic Institution: IUBLA Bloomington

\*Student Group: FGEN First Generation Student

\*Effective Date: 11/06/2007 \*Status: Active

Comments

Last Update Date/Time: Updated By: Type:

Save Return to Search Notify Update/Display Include History Correct History

9. Click .

**NOTE:** You should now see the **Last Update Date/Time**, **Updated By** and **Type** fields listed under the Comments section. This information will fill in automatically after clicking the save button.