Academic Information

Student Groups

Description
This script will describe how to track student membership in various groups for reporting or tracking purposes. Student groups are not secured by institution or career, however each institution has defined its own set of student groups. For prospects, it’s better to use Recruiting Categories rather than student groups. Student Groups provide tracking though all phases of a student's career.

Process Steps

Navigation:
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

Step 1: The Student Groups Search Page

1.1 Entering Search Criteria

ID: If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.

ID: 0137401

1.1.1 ID: begins with 0137401
1.1.2 **Institution:** Enter your institution code.

1.1.3 **Academic Career:** Enter the academic career for which you wish to record event information for the individual.

1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.

1.1.5 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.

1.1.6 **Last Name:** You can enter a portion of the last name as search criteria.

1.1.7 **First Name:** You can enter a portion of the first name as search criteria.

1.1.6 Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

**Step 2: Entering Student Group Data**

When you have completed navigation, you will be presented with the Student Groups page. Note that you can enter multiple groups, and that effective dating and status (active or inactive) allows you to keep the history of membership in groups for an individual.

2.1 **Student Group** – Click the Lookup, [ ], to search for available student groups. You can narrow your search on the Lookup Student Group page by entering part of the Student Group Code or description.

### Look Up Student Group

<table>
<thead>
<tr>
<th>Academic Institution:</th>
<th>UMS05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Group:</td>
<td>begins with [ ]</td>
</tr>
<tr>
<td>Description:</td>
<td>begins with [ ]</td>
</tr>
<tr>
<td>Short Description:</td>
<td>begins with [ ]</td>
</tr>
</tbody>
</table>

[Look Up] [Clear] [Cancel] [Basic Lookup]

### Search Results

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-14 of 14</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Group</td>
<td>Description</td>
<td>Short Description</td>
<td></td>
</tr>
<tr>
<td>ADVU</td>
<td>AdvantageU</td>
<td>AdvantageU</td>
<td></td>
</tr>
<tr>
<td>CONA</td>
<td>ConApp Program</td>
<td>ConApp</td>
<td></td>
</tr>
<tr>
<td>FGEN</td>
<td>First Generation Student</td>
<td>1stGenStu</td>
<td></td>
</tr>
<tr>
<td>GAST</td>
<td>Graduate Assistant</td>
<td>Grad Asst</td>
<td></td>
</tr>
<tr>
<td>INTL</td>
<td>International Student</td>
<td>Int Stu</td>
<td></td>
</tr>
<tr>
<td>MSCH</td>
<td>Merit Scholarship</td>
<td>Merit Sch</td>
<td></td>
</tr>
<tr>
<td>PDNT</td>
<td>Pre-Dental Student</td>
<td>Pre-Dental</td>
<td></td>
</tr>
<tr>
<td>PLAV</td>
<td>Pre-Law Student</td>
<td>Pre-Law</td>
<td></td>
</tr>
<tr>
<td>PMED</td>
<td>Pre-Med Student</td>
<td>Pre-Med</td>
<td></td>
</tr>
</tbody>
</table>
2.2 Click on the Student Group you wish to use. You will be returned to the Student Group page. Your choice will be visible on the page.

2.3 **Effective Date** and **Status** -- The date will default to today’s date; you may change this date to a future date if desired. The status will default to Active.

2.4 **Comments** -- you can choose to enter a comment about this individual’s membership in this group if desired.
2.5 To enter additional Student Groups, use the + − button at the top level, and repeat steps 2.1 – 2.4.

2.6 To change the status of a membership in a group, use the + − in the effective-dated section of the group you wish you modify. If you add, a new effective-dated row will be inserted, and you can change the Status and the Effective Date as needed. When a student is no longer a member of a student group, It is better to add an inactive row than to delete a row because there may be charges, or other programming, related to membership in a student group.

2.7 Click  when you have finished entering your changes.

Source Documents

Advantage U (ADVU) Participation form. Email, Admissions Application (INTL)
Security Roles

Maintained by:
S_RA_SUPERUSER (correction mode)
S_RA_LEADERS_RA_RECRUITER
S_RA_APPLICATION_REVIEWER
S_RA_DATA_ENTRY
S_RA_STUDENT_STAFF
(Other university personnel, Registrars, etc.)

Viewable by: Everybody

APPROVED and TESTED by Admissions and Campus Community Team on January 31, 2006