Student Groups

Student/Applicant Membership in Groups

Description
This Guide describes how to track student membership in various groups for reporting or tracking purposes. Student Groups are not secured by institution or career. 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.

For more detailed coverage of this subject, see the Business Process: AR007 Student Groups.

Navigation
Student Recruiting > Maintain Prospects > Academic Information > Student Groups
or
Student Admissions > Application Entry > Academic Information > Student Groups
or
Records and Enrollment > Career and Program Information > Student Groups
**Step 1: Search for the student/applicant**

Fill in search criteria and click Search. In the example at right, this person has two applications for the same Institution and Career. Be careful to select the correct one!
Step 2: Enter Student Group

Use the look up button to choose the correct **Student Group**.

Each Institution has its own list of valid Student Groups. The look up will only show the choices that correspond with the **Academic Institution**.

Once you have selected a Student Group from the list, the **Effective Date** field will be set to the current date (but you can edit that).

By default the **Status** is **Active**.

You can add optional comments in the **Comments** field.
Step 3: Adding More Student Groups

An applicant or student can belong to multiple Student Groups. To add another Student Group, click the button.
Step 4: Inactivating Membership in a Group.

Student Groups will be maintained throughout the student’s tenure at the Institution. At some point, a student may no longer be a member of a Group.

To indicate that the person is no longer in the Group, use the other button to add an effective dated row to the row for that Group and set the Status to Inactive.

In the example to the right, Charlotte has been a Graduate Assistant, but is no longer in that Group. We use the Button to add a new effective dated row for her GAST Student Group and set the Status to Inactive.

Step 5: Save

Click Save