



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



▶ Student Groups

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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!

Student Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Application Nbr:	begins with	<input type="text"/>	
ID:	begins with	0539777	
Academic Institution:	=	UMS05	
Academic Career:	=	UGRD	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Include History Correct History Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

Search Results

[View All](#)

Application Nbr	ID	Academic Institution	Academic Career	Name	Gender	Date of Birth
00328274	0539777	UMS05	UGRD	Smith-Czerny,Charlotte Annabelle	Female	01/01/1987
00328253	0539777	UMS05	UGRD	Smith-Czerny,Charlotte Annabelle	Female	01/01/1987



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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.

Student Groups

Charlotte Smith-Czerny 0539777

Find | View All First 1 of 1 Last

*Academic Institution: UMS05 University of Maine

*Student Group:

*Effective Date: Status: Active

Comments

Save Return to Search Notify

Look Up Student Group

Academic Institution: UMS05

Student Group: begins with

Description: begins with

Short Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-14 of 14 Last


Student Group	Description	Short Description
ADVU	AdvantageU	AdvantageU
CONA	ConApp Program	ConApp
FGEN	First Generation Student	1stGenStu
GAST	Graduate Assistant	Grad Asst
INTL	International Student	Intl Stu
NATV	Native American Waiver	Nat Am Way
PDNT	Pre-Dental Student	Pre-Dental
PLAW	Pre-Law Student	Pre-Law
PMED	Pre-Med Student	Pre-Med
POPT	Pre-Optometry Student	Pre-Opt
PPHA	Pre-Pharmacy Student	Pre-Pharm
PVET	Pre-Veterinary Student	Pre-Vet
RA	Resident Assistant	Res Asst
RD	Resident Director	ResDirectr



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Step 3: Adding More Student Groups

An applicant or student can belong to multiple Student Groups. To add another Student Group, click the  button.

Student Groups

Charlotte Smith-Czerny 0539777

Find View All First 1 of 1 Last	
*Academic Institution:	UMS05 University of Maine 
*Student Group:	INTL International Student

*Effective Date:	08/03/2006	*Status:	Active	
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Comments

you can enter comments here, if desired.

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





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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 

Student Groups

Charlotte Smith-Czerny

0539777

Find View All		First	2 of 2	Last
*Academic Institution:	UMS05	University of Maine		
*Student Group:	GAST	Graduate Assistant		
Find View All		First	1 of 2	Last
*Effective Date:	08/03/2006	*Status:	Active	
Comments		<div style="border: 1px solid black; padding: 2px;"> Active Inactive </div>		

Save

Return to Search

Notify

Update/Display

Include History

Correct History