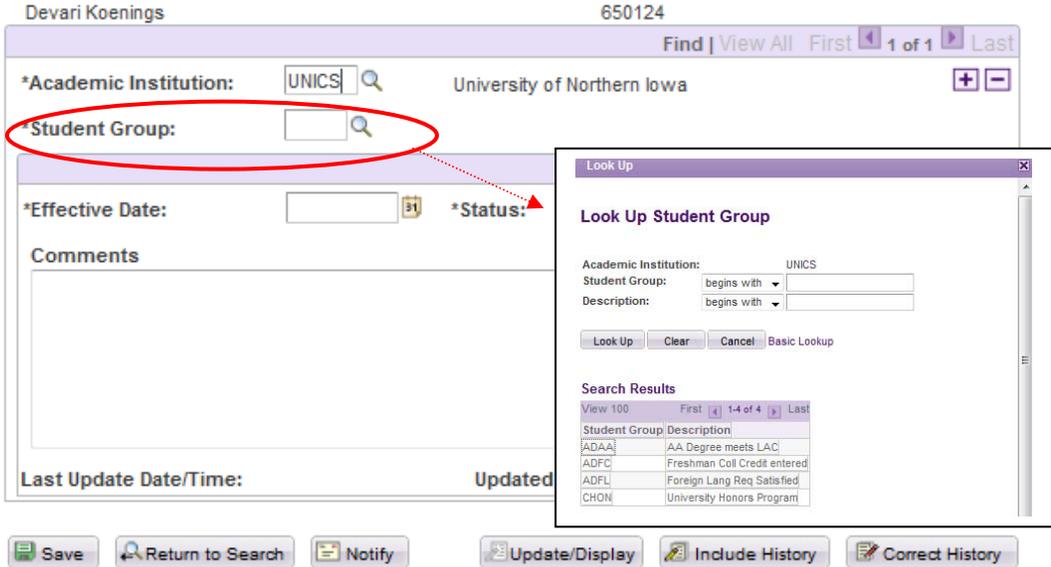
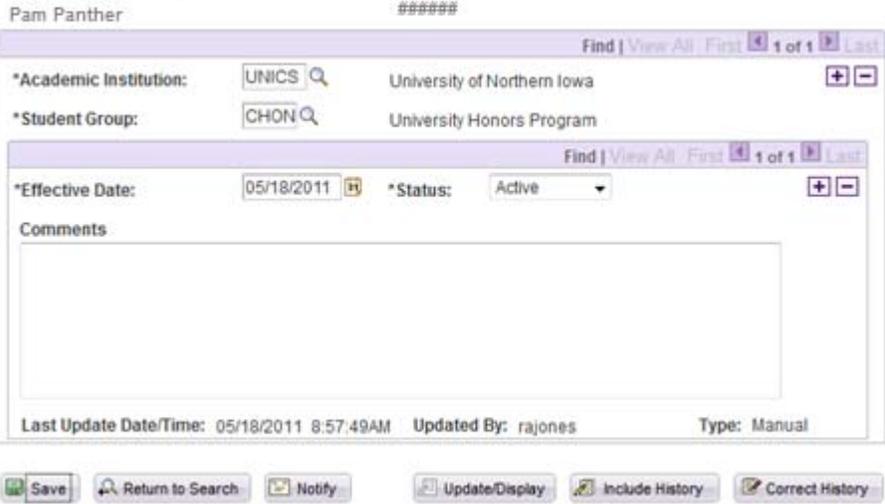


Adding a Student to a Student Group

Purpose: Students may be added to Student Groups for various reasons. These instructions show how to add a student to a student group (CHON – University Honors Program) to indicate the student is an honor student.

Step	Action
1.	<p>Navigate to the Student Groups page. Select Main Menu > Records and Enrollment > Career and Program Information > Student Groups</p> <p><i>Tip:</i> You may wish to add this page to your Favorites for easier access.</p>  <p>Student Groups</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p><i>Note:</i> Admissions may use the following navigation: Main Menu > Student Admissions > Application Entry > Academic Information > Student Groups</p>
2.	<p>Enter <i>search criteria</i>. For example, enter the student’s six digit UNI ID in the ID field. Click the Search button.</p> <p><i>Result:</i> Student Groups page displays.</p>

Step	Action
<p>3.</p>	<p>Complete the following:</p> <ul style="list-style-type: none"> • Enter or select UNICS in the <i>Academic Institution</i> field. • Use the Look up  button to populate the <i>Student Group</i> field with CHON – University Honors Program, or enter CHON. • Ensure the effective date is on or before the start of the term you wish the student group to take effect. E.g. Fall 2011 term begins on 8/22/2011, so the effective date must be 8/22/2011 or prior. <p>Student Groups</p>  <p>The screenshot shows the 'Student Groups' form for user Devari Koenings (ID 650124). The 'Academic Institution' is set to 'UNICS' (University of Northern Iowa). The 'Student Group' field is empty, and its search button is circled in red. A 'Look Up' dialog box is open, displaying search results for 'CHON' (University Honors Program). The dialog box includes fields for 'Academic Institution' (UNICS), 'Student Group' (begins with), and 'Description' (begins with). Search results are listed below, with 'CHON' selected. The main form also shows 'Effective Date' and 'Status' fields, a 'Comments' section, and a 'Last Update Date/Time' field.</p>
<p>4.</p>	<p>Click the Save  button.</p> <p>Result: The Student Group is added.</p> <p>Student Groups</p>  <p>The screenshot shows the 'Student Groups' form after saving. The user is Pam Panther (ID #####). The 'Academic Institution' is 'UNICS' (University of Northern Iowa) and the 'Student Group' is 'CHON' (University Honors Program). The 'Effective Date' is '05/18/2011' and the 'Status' is 'Active'. The 'Save' button is highlighted. The 'Last Update Date/Time' is '05/18/2011 8:57:49AM', updated by 'rajones', and the type is 'Manual'.</p>