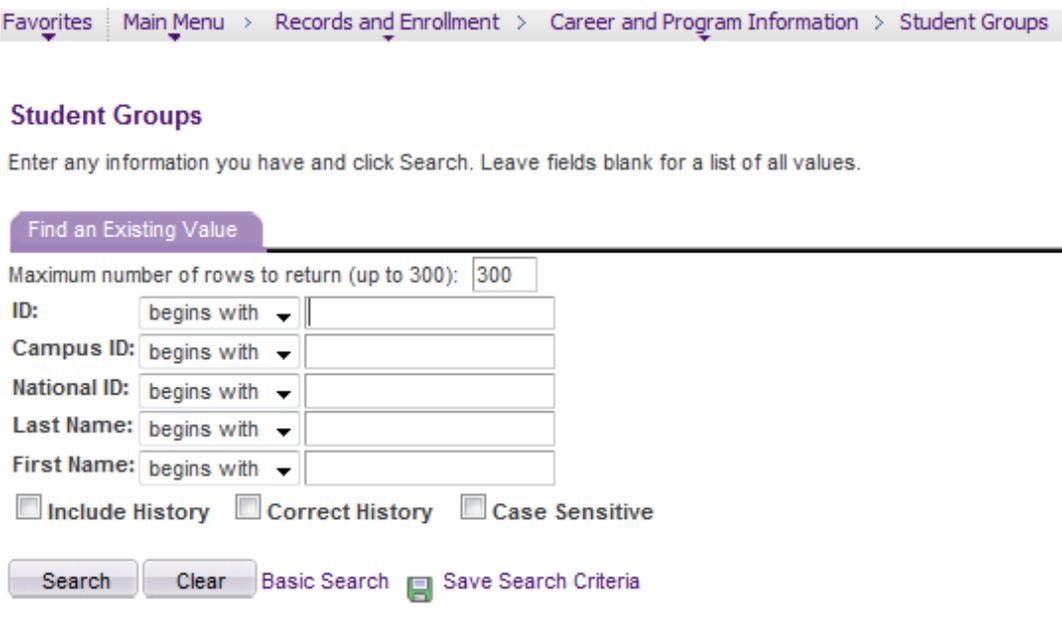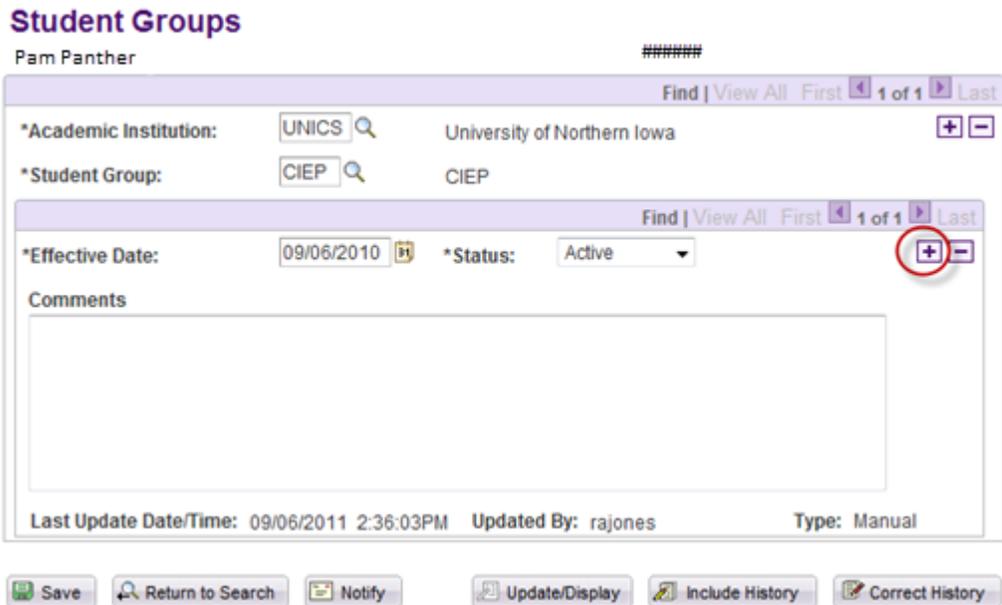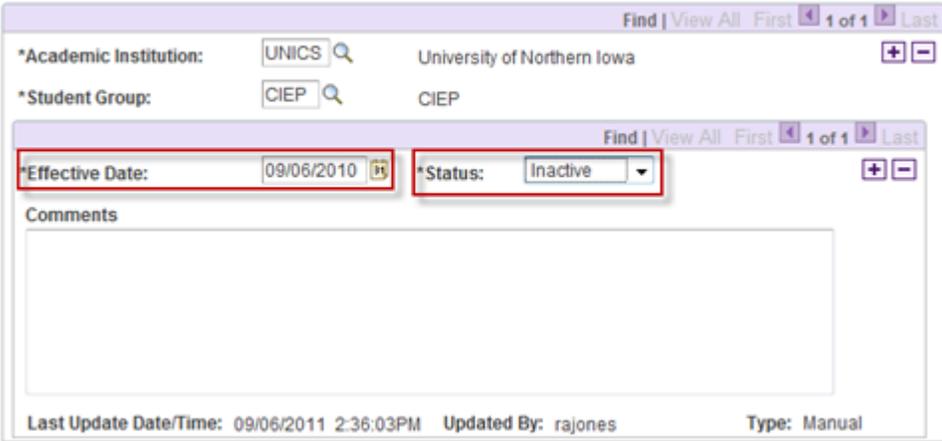# Removing a Student from a Student Group

Purpose: Students may need to be removed (Inactivated) from Student Groups for various reasons. These instructions show how to inactivate a student from a student group (CIEP – Cultural and Intensive English Program) to indicate the student is no longer a CIEP student.

Step	Action
1.	Navigate to the **Student Groups** page. Select **Main Menu › Records and Enrollment › Career and Program Information › Student Groups** *Tip:* You may wish to add this page to your Favorites for easier access. Favorites Main Menu › Records and Enrollment › Career and Program Information › Student Groups **Student Groups** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 ID: begins with ▾ Campus ID: begins with ▾ National ID: begins with ▾ Last Name: begins with ▾ First Name: begins with ▾ ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
2.	Enter *search criteria*. For example, enter the student's six digit UNI ID in the ID field. Click the **Search** button. *Result:* Student Groups page displays.

Step	Action
3.	On the **Student Groups** page, navigate to the student group you wish to remove (in this example, CIEP). Click the **Add Row** ⊞ button in the *Effective Date* area (NOTE: This is the lower **Add Row** button associated with this particular Student Group).
4.	Complete the following: • **Effective Date** – Defaults to today's date. May be changed. • **Status** – Select *Inactive*.
5.	Click the **Save** ⊟ Save button. *Result:* The Student Group has been inactivated.