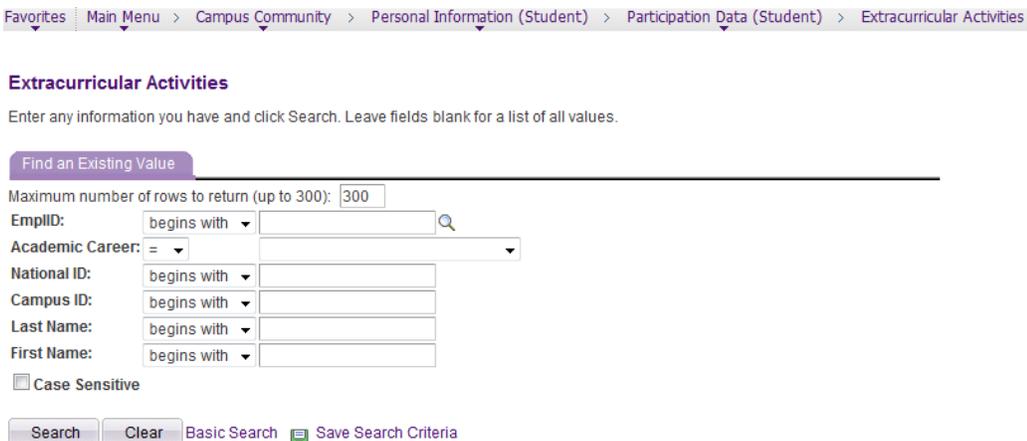
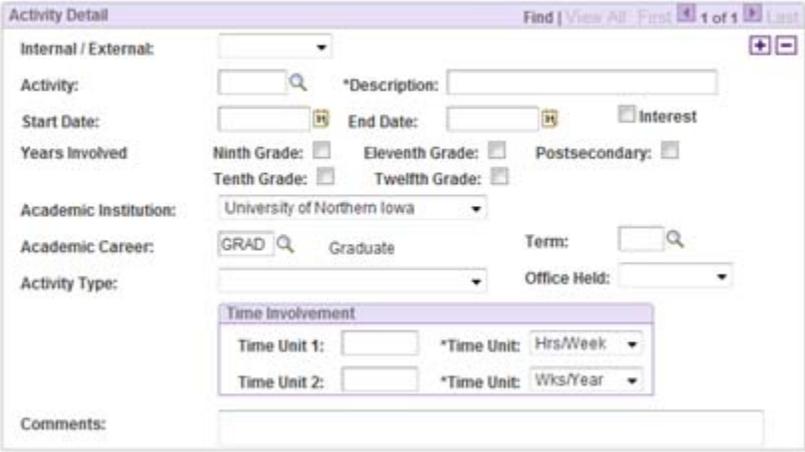
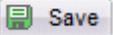


## Updating Extracurricular Activities

**Purpose:** Use the Extracurricular Activities page to update a student’s participation in activities such as Greek Organizations and Honor Societies.

Step	Action
1.	<p>Navigate to the <b>Extracurricular Activities</b> page. <b>Main Menu &gt; Campus Community &gt; Personal Information (Student) &gt; Participation Data (Student) &gt; Extracurricular Activities.</b></p> <p>OR</p> <p><b>Main Menu &gt; Campus Community &gt; Personal Information &gt; Participation Data &gt; Extracurricular Activities.</b></p> <p><b>Result:</b> The <b>Extracurricular Activities</b> search page displays.</p> 

Step	Action
2.	<p>Enter search criteria (E.g. enter student’s U-ID in the Empl ID field). Click the <b>Search</b> button.</p> <p><b>Result:</b> The <b>Extracurricular Activities</b> page displays.</p> 
3.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Internal/External</b> - Select <i>Internal</i> or <i>External</i>. For Greek Organizations select <i>Internal</i>.</li> <li>• <b>Activity</b> – Enter or select the appropriate code (E.g. GDC – Delta Chi). Note: The Description &amp; Activity Type fields auto-populate based on this selection.</li> <li>• <b>Academic Career</b> – Select as appropriate. Required field.</li> <li>• <b>Start &amp; End Date</b> – Enter or select the term start &amp; end dates. The start date defaults to the current date if the term is not entered. If the term is entered it defaults to the term start date. This can be modified.</li> <li>• <b>Term</b> – Optional. Select as appropriate (E.g. 2112 for Fall 2011) <b>Note:</b> Selecting the Term populates the term’s start and end dates. If you do not enter a term, the end date is required.</li> <li>• <b>Office Held</b> – Select as appropriate.</li> </ul>
4.	<p>Click the <b>Save</b>  button.</p>

**Notes:**

- Use the **Add Row** button  to add additional Extracurricular Activities
- To deactivate a student from an Extracurricular Activity, add a row and select today’s date in the **End Date** field.