

Activating & Inactivating Student Groups

OBJECTIVE: Explain steps taken to activate and inactivate a Student Group code for an individual student.

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NEED ADDITIONAL INFORMATION?

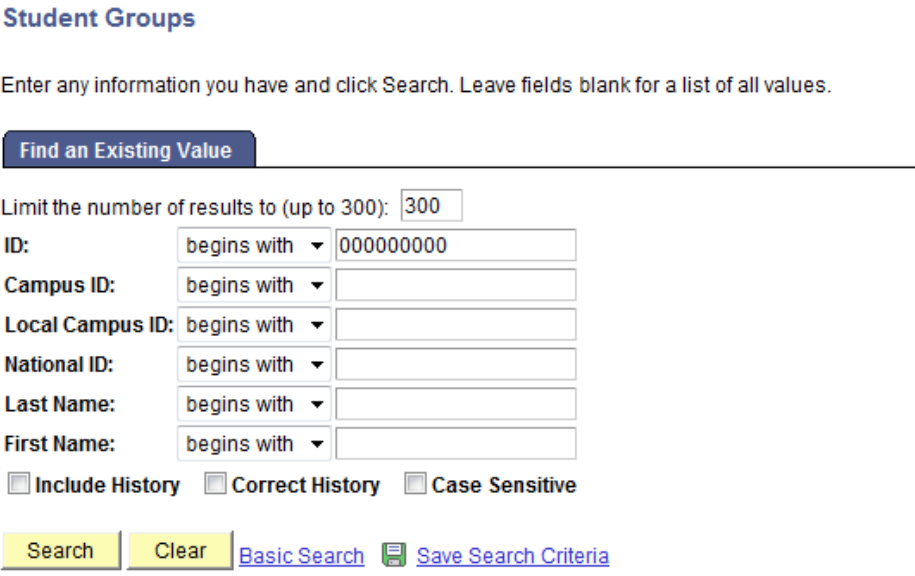

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **Campus Community Functional Lead.**

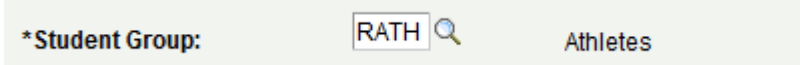

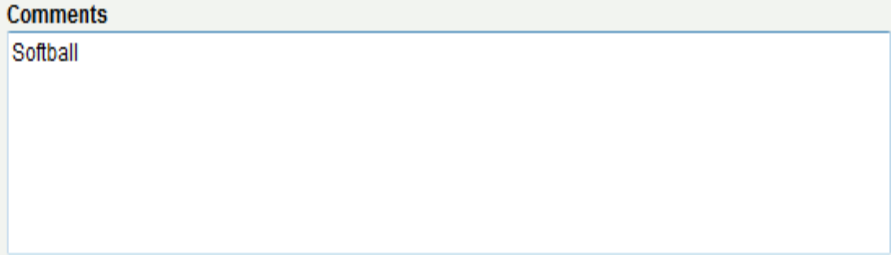
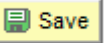

Lesson 1: Activating a Student Group

Navigation: Main Menu > Records and Enrollment > Career and Program Information > Student Groups

Introduction

Student Groups allow for the tracking of students based on a group or classification they belong to (i.e. DSS, Honors, Student Ambassadors, International Student, etc). A student stays in a Student Group until they are made inactive from that group (see Lesson 2: Inactivating a Student Group). All Student Groups must be maintained by the office assigning the Group to the student’s record.

Step	Directions	Screenshot
1	Enter in the student ID or the students first and last name, if the ID is not known.	
2	<p>If a Student Group already exists, click the blue “plus” button in the upper right corner of the top row.</p> <p>Note: The “Correct History” button does not need to be on when adding a new row.</p>	

Step	Directions	Screenshot
3	<p>Enter the code for the Student Group. If you do not know the code, click on the magnifying glass to search.</p> <p>Note: <i>Not all groups that exist will appear. Groups that are considered confidential (i.e. AEOP, RDSS, RLSS, RCMP, and RCPA) will not appear unless they are related to your job responsibilities.</i></p>	 <p>*Student Group: <input type="text" value="RATH"/>  Athletes</p>
4	<p>You may also use the Comments box to record any special instructions or comments about this assignment.</p>	 <p>Comments Softball</p>
5	<p>Click the Save button</p>	 <p> Save</p>



Lesson 2: Inactivating

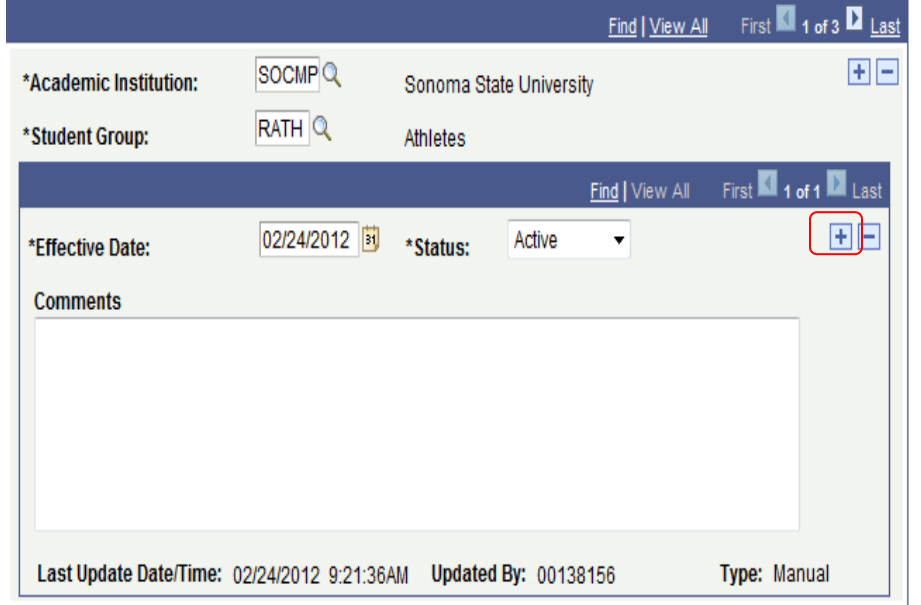
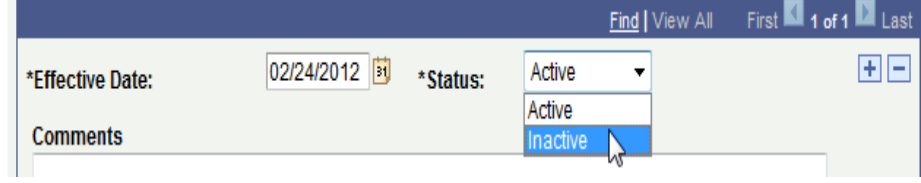
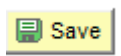
Navigation: Main Menu > Records and Enrollment > Career and Program Information > Student Groups

Introduction

Student Groups allow for the tracking of students based on a group or classification they belong to (i.e. DSS, Honors, Student Ambassadors, International Student, etc). A student stays active (see Lesson 1: Activating a Student Group) in a Student Group until they are made inactive from that group. All Student Groups must be maintained by the office assigning the Group to the student's record.

Note: Student group activation and inactivation dates should never be set to the same date. Always make sure the inactivation date is at least one date after the activation.

Step	Directions	Screenshot
1	Enter in the student ID or the students first and last name, if the ID is not known.	
2	If there is more than one student group attached to the student's record, make sure you are on the correct one.	

Step	Directions	Screenshot
3	<p>From the Status section, click the blue plus button to add a row.</p> <p>NOTE: In most cases it is important that history be preserved. Always add a row when inactivating a student group. If you are unsure if history is needed, check with your department manager.</p>	
4	<p>Click on the Status field and select "Inactive." The inactive row will have the current date as the new Effective Date.</p>	
5	<p>Click Save</p>	

Student Group Examples

STUDENT GROUP	DESCRIPTION	SHORT DESCRIPTION
AEOP	EOP Students	AEOP
AEPN	EOP Pending	AEPN
FACO	FA Eligible Consortium	Elig Conso
FAIP	FA Eligible International Prog	Elig IP
FAVI	FA Eligible Visitor	Elig Visit
FNIA	FA Eligible NSE Incoming A	Elig IncA
FNIB	FA Ineligible NSE Incoming B	Inelg IncB
FNOA	FA Ineligible NSE Outgoing A	Inelg OutA
FNOB	FA Eligible NSE Outgoing B	Elig OutB
GSRV	SERVES Americorps Program	SVS Americ
RAMB	Student Ambassadors	RAMB
RASI	Associated Students	RASI
RATH	Athletes	RATH
RBSG	Business Grad Applied	RBSG
RCMP	College Assist Migrant Program	RCMP
RDSS	Disabled Student Services	RDSS
RFRZ	Freshmen with Zero Units	RFRZ
RFYE	Freshman Year Experience	RFYE
RGRK	Students in Greek Organization	RGRK
RINT	International Student	RINT
RIP	International Student (SSU)	RIP
RLOA	Leave of Absence Students	RLOA
RLSS	Lrning Skills Serv Participant	RLSS
RNIA	NSE Incoming - Plan A	RNIA
RNME	Remediation Not Met English	RNM ENGL
RNMM	Remdiation Not Met MATH	RNM MATH
RNOA	NSE Outgoing - Plan A	RNOA
RNUN	Not Enrolled in Univ 102	RNUN
RPRI	Priority Student Appt Block	PrioritySt
RPRS	President's Scholars	RPRS
RREG	Priority Registration	RREG
RUCR	UGRD admitted to credential	RUCR
RUNV	Freshman Seminar Student	RUNV
RVET	Military Veteran	MVET
RVIP	Visitor Program	RVIP
V51G	51 Units/LIBH GE Pattern	V51G
VTRG	Transfer GE Pattern	VTRG