KANSAS STATE
U N I V E R S I T Y

Office of the Registrar

Assigning a Student to a Student Group

Purpose	Use this procedure to track a specific student cohort using a student group. A student group allows tracking for student and retention reporting.
Security to be Requested	SR_STUDENTGROUPUPDATE
Statement	The department which "owns" the student group is responsible for identifying the student as a member of the specific group, monitoring the continued eligibility for membership of the student in that student group and determining when the student is no longer eligible to be identified as being a member of the student group.

1. Navigate to: Records and Enrollment>Career and Program Information>Student Groups. Enter search criteria to display student to be assigned a student group.

2. If the student has other student group(s) assigned, click "+" icon to add a row. If no

other student group has been assigned, proceed to Step #3.

CAUTION: Click the + button in the TOP region (in the Academic Institution area) to add a student group.

3. Enter the following information:
   - **Student Group:** XXXX
       Note: If you cannot select the student group, then security will need to be assigned to update the student group.
   - **Effective Date:** MM/DD/YYYY
       --the **Effective Date** indicates when the student became **Active** in the student group.
       --this date normally defaults to the date the entry was made
       --if the student group will be used with term-related processes or term-based reporting then the **Effective Date** should be **PRIOR** to the Term Start Date in order to include that student in the specific student group
       --in those cases where the current date is past the term start date, and then use the following standard effective dates:
       01/01/YYYY – Spring
       05/01/YYYY – Summer
       08/01/YYYY – Fall
   - **Status:** Select Active
   - **Comments:** This area allows special notes to be created.

4. Click Save.