

# STUDENT GROUP

## 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/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

## **STUDENT RECORDS**

# Lesson 1: Activating a Student Group

**Navigation:** Home > [CSU SA Baseline](#) > [CSU Student Records](#) > Student Groups > Use > Student Groups OR Search on "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).<sup>1</sup> A student stays in a Student Group until they are removed or 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.

Item	Action
1.	Enter the student ID under "Find an Existing Value". Click "Search".
2.	If the message " <i>no matching values were found</i> " appears, select "Add a New Value" (Figure 2). Otherwise, click on any of the student groups listed and skip to Step 5.
3.	Enter the student's EmplID, and SOCMP for Academic Institution. (Fig. 2) <b>NOTE:</b> Depending on your access, you may not see "Add a New Value".
4.	Click "Add" or hit the "Enter" key

**Figure 1 - Search**



**CSU Student Groups**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

ID:

Academic Institution:

Student Group:

Last Name:

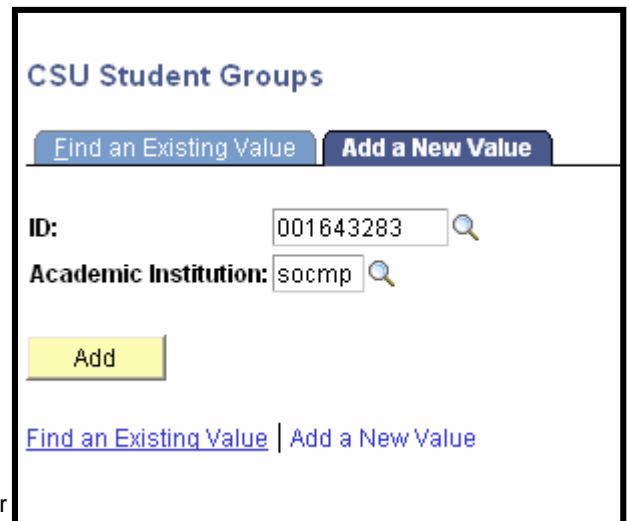
First Name:

Include History  Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 2 – Add New Value**



**CSU Student Groups**

[Find an Existing Value](#) [Add a New Value](#)

ID:

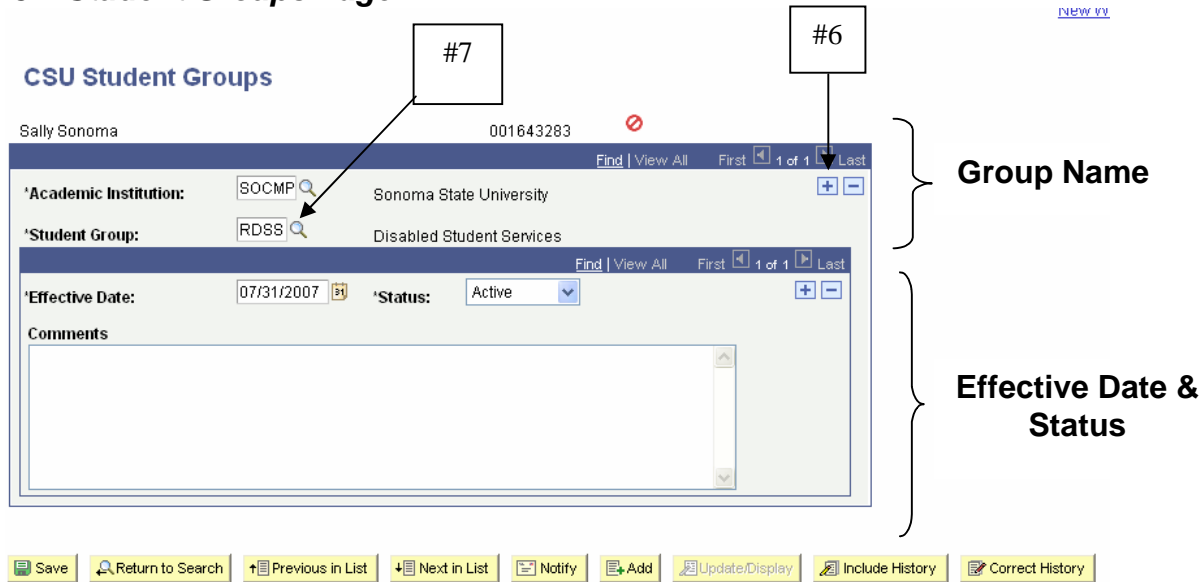
Academic Institution:

[Find an Existing Value](#) | [Add a New Value](#)

## STUDENT RECORDS

5.	<p><b>Note:</b> There are two levels of “rows” on this page divided by a blue band.</p> <ul style="list-style-type: none"> <li>➤ The first level is used to display the group name</li> <li>➤ The second level has an effective date to show when the student group was assigned and if the status is active or inactive.</li> </ul>
6.	<p>If a Student Group already exists, click the blue “plus” button in the upper right corner of the top row.  <b>Note:</b> The “Correct History” button does not need to be on when adding a new row.</p>
7.	<p>Enter the code for the Student Group. If you do not know the code, click on the magnifying glass to search. <b>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></b></p>
8.	<p>You may also use the Comments box to record any special instructions or comments about this assignment.</p>
9.	<p>If you have another Group to add to this student, click the blue “plus” button in the upper right corner of the top row.</p>
10.	<p>Click “Save.”</p>

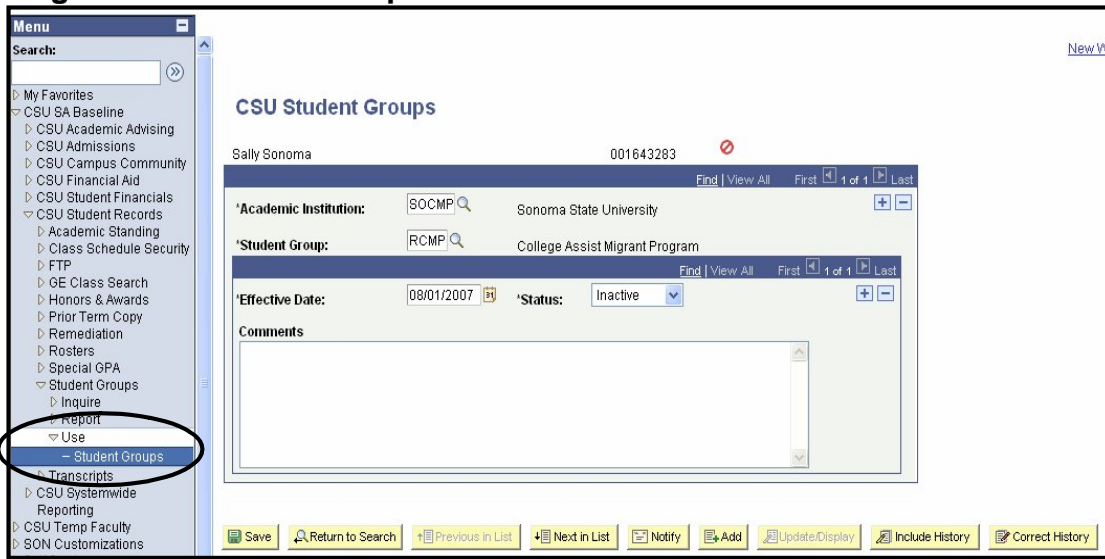
**Figure 3 – Student Groups Page**



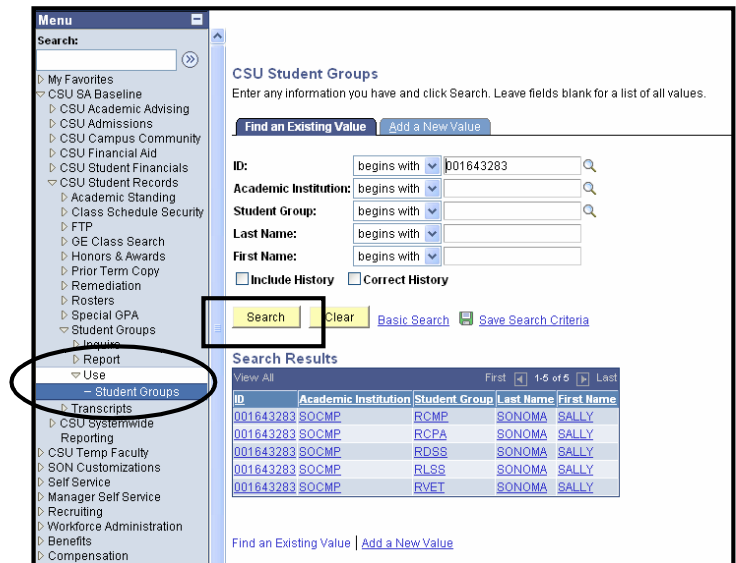
## STUDENT RECORDS

11. To Exit this page, click on "Return to Search".  
**NOTE:** If this is the first group for this student, you must click Student Group in the left hand column (Fig. 4). I
12. To refresh the list of Student Groups, click on the Student Groups on the left hand column (Fig. 4).
13. Click Search again. The new list of groups will appear (Fig. 5)

**Figure 4 – Student Groups Left Hand Column**



**Figure 5 – Student Groups Left Hand Column**



## STUDENT RECORDS

## Lesson 2: Inactivating a Student Group

**Navigation:** Home > CSU SA Baseline > CSU Student Records > Student Groups > Use > Student Groups OR Search on “Student Groups”

Item	Action
1.	Select “Find An Existing Value” (Figure 6)
2.	Enter the student’s EmplID. Click Search.
3.	If there is more than one Student Group attached to the student’s record, click on the appropriate group to inactivate.

**Figure 6 – “Find an Existing Value**

**CSU Student Groups**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**ID:**

**Academic Institution:**

**Student Group:**

**Last Name:**

**First Name:**

**Include History**
 **Correct History**

[Basic Search](#)

**Search Results**

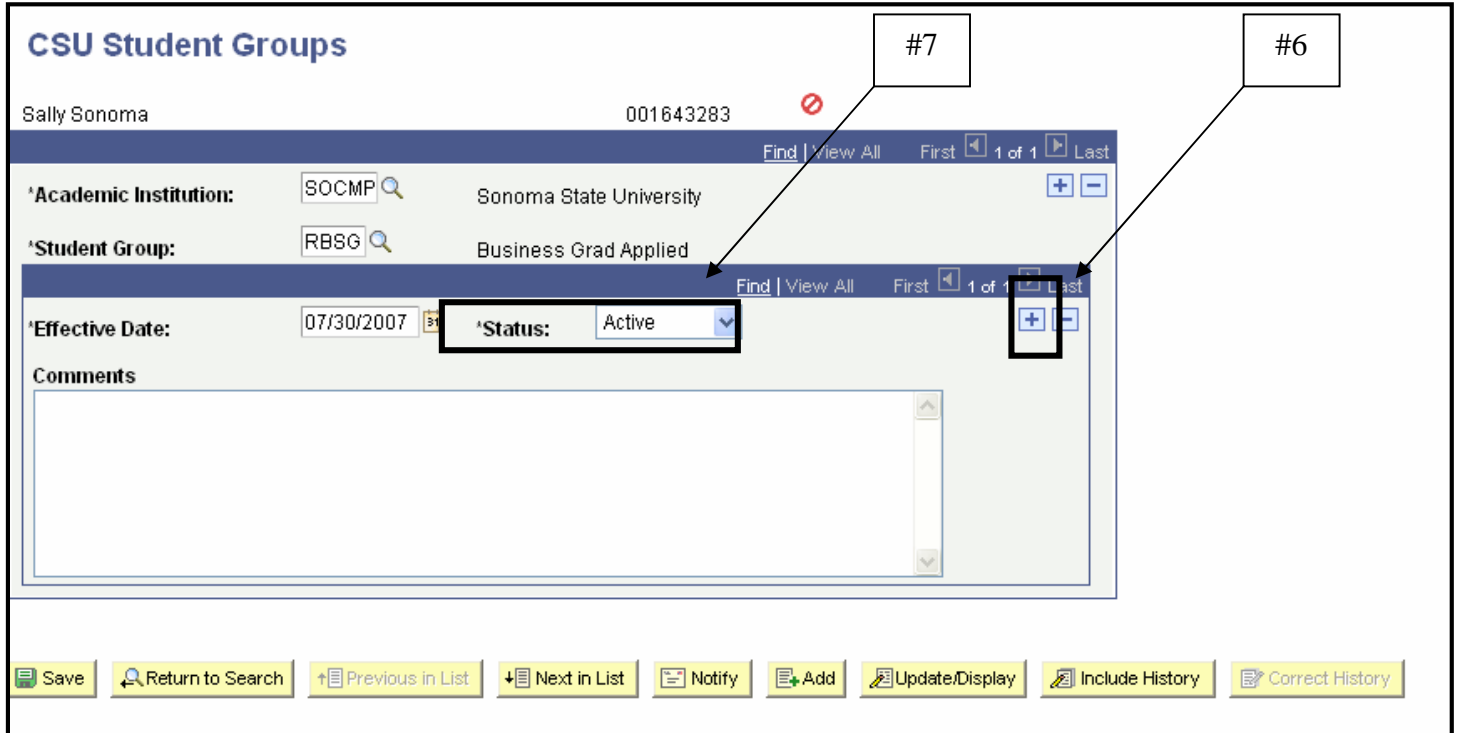
View All First  1-4 of 4  Last

ID	Academic Institution	Student Group	Last Name	First Name
<a href="#">001643283</a>	<a href="#">SOCMP</a>	<a href="#">RBSG</a>	<a href="#">SONOMA</a>	<a href="#">SALLY</a>
<a href="#">001643283</a>	<a href="#">SOCMP</a>	<a href="#">RPRI</a>	<a href="#">SONOMA</a>	<a href="#">SALLY</a>
<a href="#">001643283</a>	<a href="#">SOCMP</a>	<a href="#">RUCR</a>	<a href="#">SONOMA</a>	<a href="#">SALLY</a>
<a href="#">001643283</a>	<a href="#">SOCMP</a>	<a href="#">VTRG</a>	<a href="#">SONOMA</a>	<a href="#">SALLY</a>

[Find an Existing Value](#) | [Add a New Value](#)

4.	To inactivate a student group, you must select "Correct History".
5.	<b>NOTE:</b> 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. (Fig. 6)
6.	From the Status section, click the blue plus button to add a row.
7.	Click on the down arrow key in the Status field and select "Inactive." If you select "View All" you will see both the active and inactive row. The inactive row will have the current date and the new Effective Date.
8.	Click the yellow "Save" button.
9.	Click "Return to Search".
10.	Click Search again. The new list of groups will appear.

**Figure 6 – Adding a Row to Inactivate**



**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

**STUDENT RECORDS**