

Office of the Registrar

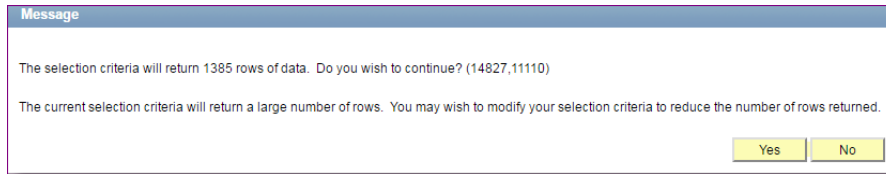
<b>Purpose</b>	Use this procedure to track a specific student cohort using a student group. A student group allows tracking for student and retention reporting.
<b>Security to be Requested</b>	SR_STUDENTGROUPUPDATE
<b>Statement</b>	The department which “owns” the student group is responsible for identifying 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.

Navigate to Records and Enrollment>Career and Program Information>View Student Groups by Student.

1. Enter Student Group 4 character code.

2. Click Search.
3. Select Effective Dates: Options
  - Most Current Active (Default)** – Displays the most current active student group row.
  - Most Current (Any Status)** – Returns all student groups and displays on the most current effective-dated row, regardless of status.
  - Most Current Inactive** – Displays the most current inactive student group row.
  - All** – Returns all student groups and displays all effective-dated rows for each group.

**CAUTION:** As student group membership continues to increase, selecting “All” will prompt a warning:



Optional:

Range Selection:

**No Range Selection (Default)** – Displays the Emplid From and Emplid To fields. Unhide the Last Name From and Last Name To fields. Entering a Last Name From ‘A’ and Last Name To ‘D’ will return records with last names beginning with A to C and exclude D.

**Select Emplid Range:** Displays the Last Name From and Last Name To fields. If you enter A in the Last Name From field and D in the Last Name To field, the system will return records with the last names beginning with A through C but excluding D.

**Select Emplid Range:** Displays the Last Name From and Last Name To fields. If you enter A in the Last Name From field and D in the Last Name To field, the system will return records with last names beginning with A through C but excluding D.

4. Click Get Results. All students will be displayed based on the criteria entered.

Name	ID	Effective Date	Effective Status	Comment	Details
		01/01/2008	Active		<a href="#">Details</a>
		01/01/2008	Active		<a href="#">Details</a>
		01/01/2008	Active		<a href="#">Details</a>
		09/22/2011	Active		<a href="#">Details</a>
		01/01/2008	Active		<a href="#">Details</a>
		01/01/2008	Active		<a href="#">Details</a>

5. Click Details to view additional information about the Emplid. You will be transferred to a student group page view in correction mode. You can make changes in this view. If you make changes, please click the Apply icon so the View Student Groups by Student page appears. The page must be refreshed to view your changes.

\*Academic Institution:  Kansas State University

\*Student Group:  DS Enrollment

\*Effective Date:  \*Status:

Comments

Last Update Date/Time: Updated By: Type:

OK Cancel Apply