

# Activating & Deactivating Student Groups

## **OBJECTIVE:**

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

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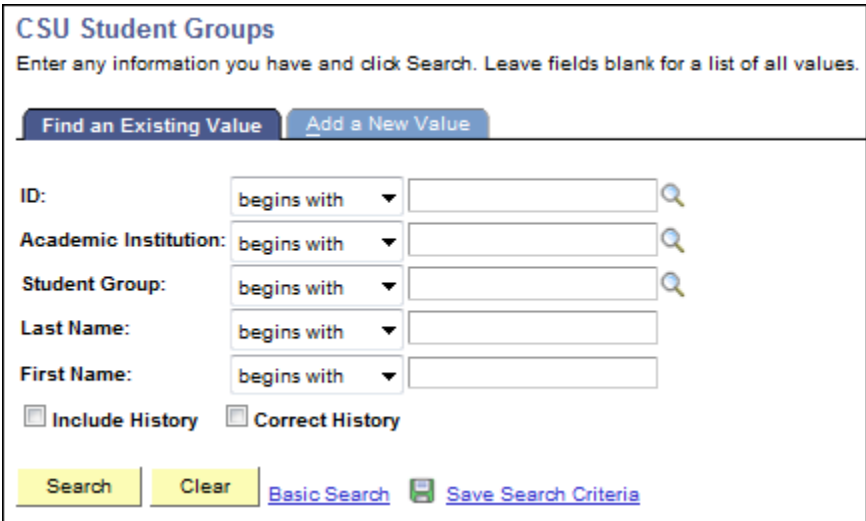
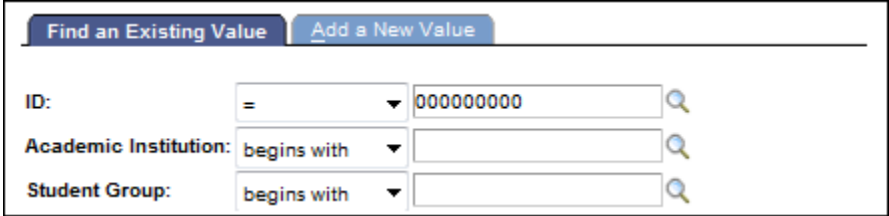
### ***NEED ADDITIONAL INFORMATION?***

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **Student Records Functional Lead** under Student Administration.

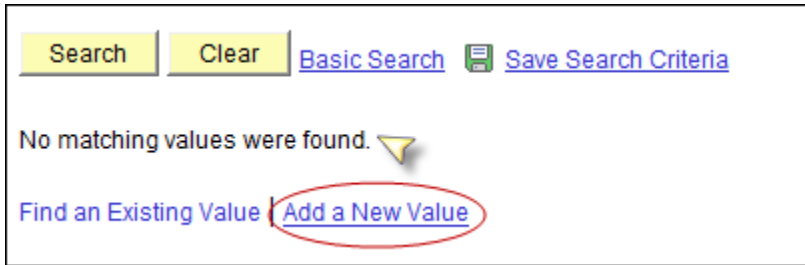

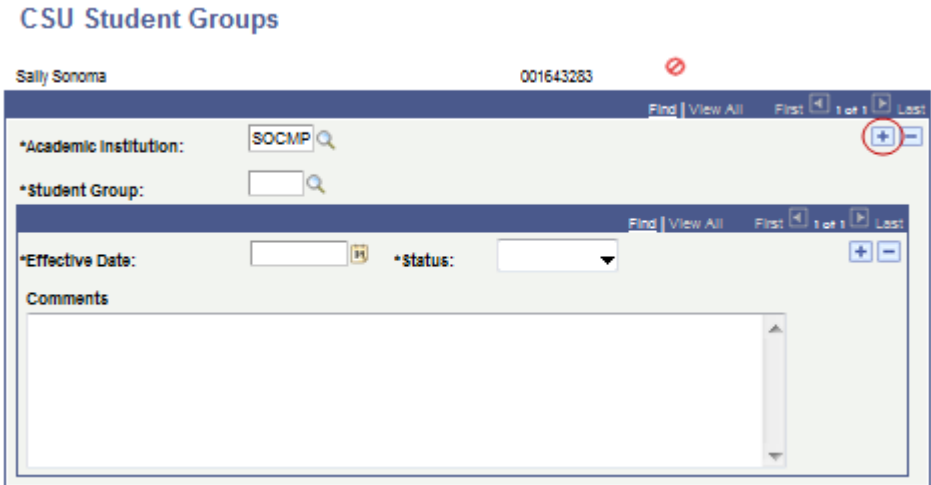
# Lesson 1: Activating a Student Group

**Navigation:** Home > CSU SA Baseline > CSU Student Records > Student Groups > Use > Student Groups



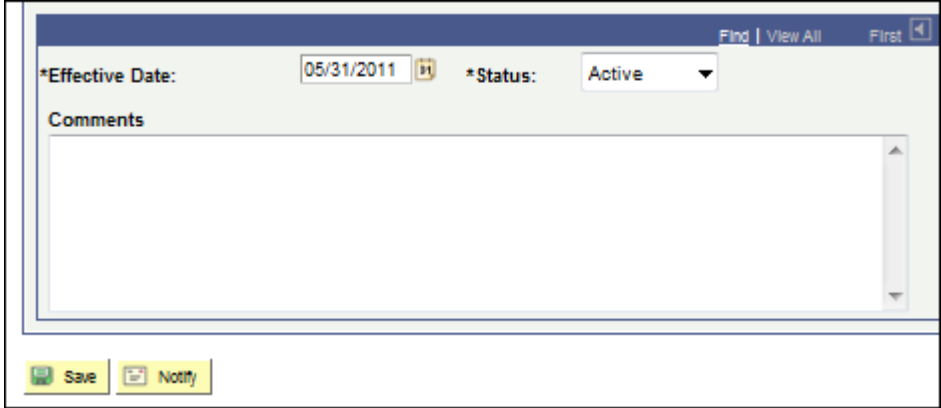
**INTRODUCTION:** Student Groups allow for the tracking of students based on a group or classification they belong to (i.e. DSS, Honors, Student Ambassadors, International Student, etc). A student stays in a Student Group until they are removed or made inactive from that group (see Lesson 2: Inactivating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

Step	Action	Screenshot
1	<p>Follow the navigation:</p> <p>Home &gt; CSU SA Baseline &gt; CSU Student Records &gt; Student Groups &gt; Use &gt; Student Groups</p>	 <p>The screenshot shows the 'CSU Student Groups' search interface. It includes a title, a search instruction, and two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are search criteria fields: ID, Academic Institution, Student Group, Last Name, and First Name. Each field has a dropdown menu set to 'begins with' and a search icon. At the bottom, there are checkboxes for 'Include History' and 'Correct History', and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
2	<p>Enter the student ID under “Find an Existing Value”. Click “Search”. If no ID is known search by name.</p>	 <p>This screenshot shows the same search interface as above, but with the 'ID' dropdown menu set to '=' and the text input field containing '000000000'. The other search criteria fields remain empty.</p>

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<p>3</p>	<p>If the message “no matching values were found” appears, select “Add a New Value” (Figure 2). Otherwise, click on any of the student groups listed and skip to Step 5.</p>	
<p>4</p>	<p>Enter the student’s EmplID, and SOCMP for Academic Institution. (Fig. 2)</p> <p>Click “Add” or hit the “Enter” key</p> <p><b>NOTE:</b> Depending on your access, you may not see “Add a New Value”.</p>	
<p>5</p>	<p>If a Student Group already exists, click the blue “plus” button in the upper right corner of the top row.</p> <p><b>Note:</b> The “Correct History” button does not need to be on when adding a new row.</p>	

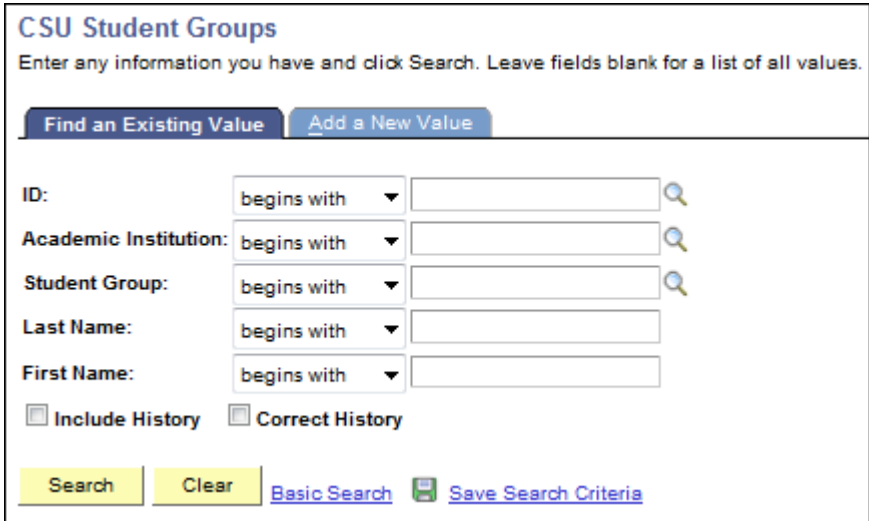
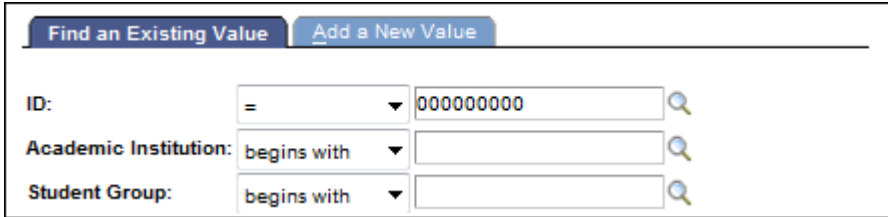
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<p>6</p> <p>Enter the code for the Student Group. If you do not know the code, click on the magnifying glass to search. <b>Note: Not all groups that exist will appear. Groups that are considered confidential (i.e. AEOP, RDSS, RLSS, RCMP, and RCPA) will not appear unless they are related to your job responsibilities.</b></p>	 <p>The screenshot shows the 'CSU Student Groups' interface. At the top, it displays 'Sally Sonoma' and '00000000'. Below this, there are search fields for '*Academic Institution:' (with 'SOCMP' entered and a magnifying glass icon) and '*Student Group:' (with 'RBSG' entered and a magnifying glass icon). The results show 'Sonoma State University' and 'Business Grad Applied'. At the bottom, there are fields for '*Effective Date:' (05/31/2011) and '*Status:' (Active).</p>
<p>7</p> <p>You may also use the Comments box to record any special instructions or comments about this assignment.</p> <p>Click .</p>	 <p>The screenshot shows a 'Comments' box within the interface. It includes a text area for entering comments, a 'Save' button, and a 'Notify' button. The interface also shows the '*Effective Date:' (05/31/2011) and '*Status:' (Active) fields.</p>

## Lesson 2: Deactivating

**Navigation:** Home > CSU SA Baseline > CSU Student Records > Student Groups > Use > Student Groups

### INTRODUCTION:

Step	Action	Screenshot
1	Follow the navigation:  Home > CSU SA Baseline > CSU Student Records > Student Groups > Use > Student Groups	
2	Enter the student ID under "Find an Existing Value". Click "Search". If no ID is known search by name.	

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3 If there is more than one Student Group attached to the student's record, click on the appropriate group to deactivate.

### 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 1-2 of 2 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="#">RDSS</a>	<a href="#">SONOMA</a>	<a href="#">SALLY</a>

4 To deactivate a student group, you must first select "Correct History".

**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.

### CSU Student Groups

Sally Sonoma 00000000

Find | View All First 1 of 1 Last

\*Academic Institution:   Sonoma State University

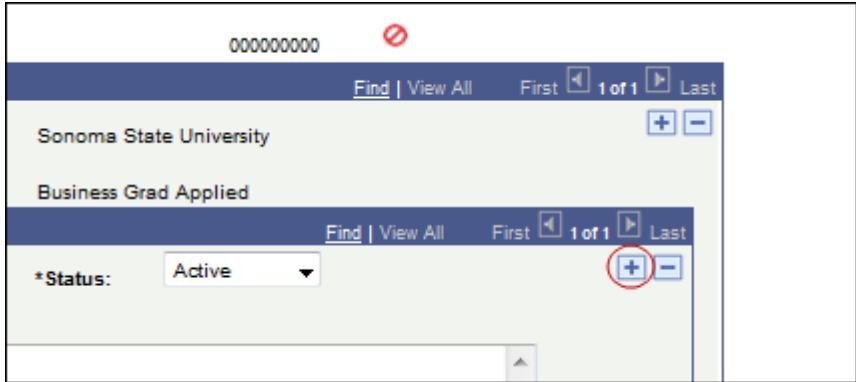

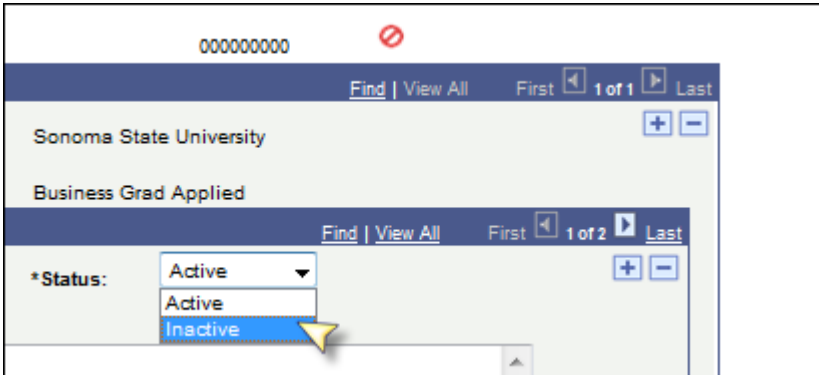
\*Student Group:   Business Grad Applied

Find | View All First 1 of 1 Last

\*Effective Date:   \*Status:

Comments

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<p>5</p>	<p>From the Status section, click the blue plus button to add a row.</p>	 <p>The screenshot shows the PeopleSoft interface for 'Business Grad Applied'. At the top, there is a header with '000000000' and a red 'no' symbol. Below that, there are two sections: 'Sonoma State University' and 'Business Grad Applied'. The 'Business Grad Applied' section has a sub-header with 'Find   View All' and 'First 1 of 1 Last'. Below this, there is a '*Status:' dropdown menu currently set to 'Active'. To the right of the dropdown, there are two buttons: a blue plus button and a blue minus button. The plus button is circled in red.</p>
<p>6</p>	<p>Click on the Status field and select "Inactive." The inactive row will have the current date and the new Effective Date.</p> <p>Click the  Save button in the bottom left corner of the screen.</p>	 <p>The screenshot shows the same PeopleSoft interface as above, but the '*Status:' dropdown menu is now open, showing 'Active' and 'Inactive' options. The 'Inactive' option is highlighted in blue, and a yellow mouse cursor is pointing at it. The sub-header now shows 'First 1 of 2 Last', indicating that a second row has been added.</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