STUDENT GROUPS - ACTIVATING & INACTIVATING A STUDENT

Student Groups are any identified group to be tracked and they can also be used to manage enrollment, immunization requirement, and mandatory health insurance requirements, among other things.

Some examples of Student Groups include specific distance-learning cohorts, student veterans, preview, and students participating in a study abroad programs.

NAVIGATION

- 1. Click Main Menu
- 2. Click Student Information System
- 3. Click Records and Enrollment
- 4. Click Career and Program Information
- 5. Click Student Groups

ACTIVATING A STUDENT

Use the following steps to activate a student.

1. Search for a student by entering the student's UFID in the ID field. Be sure to check the Include History checkbox, then click Search.

Student Groups Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value			
Search Criteria			
ID: begins with 🗸 12345678			
Campus ID: begins with V			
National ID: begins with 🗸			
Last Name: begins with 🗸			
First Name: begins with 🗸			
☑ Include History □ Case Sensitive			
Search Clear Basic Search 🖾 Save Search Criteria			

2. Locate the desired student group by either entering the code in the **Student Group** field or using the **look-up** tool (magnifying glass). *NOTE: if the student is already in a student group, you can add a new student group row by clicking the plus sign (+).*

Student Groups			
Caroline Babbit	12345678	*	
Academic Institution Details			Find View All First 🕚 1 of 1 🕑 Last
*Academic Institution UFLOR Q *Student Group Q	University of Florida		

- 3. Enter the **Effective Date** and the **Effective Status**. The Effective Status defaults to **Active** when you add a new row. If necessary, you can also add comments to the **Comment** box.
- 4. Click the Save button to save your work.

Student Groups					
Caroline Babbit	12345678 \star				
Academic Institution Details		Find View All First 🕚 1 of 1 🕑 Last			
*Academic Institution UFLOR Q *Student Group DOG Q	University of Florida VM - The Dog Course - self fun	* =			
Details		Find View All First 🕢 1 of 1 🕑 Last			
*Effective Date 01/08/2018 1	*Status Active				
Last Update Date/Time	by	Туре			
Return to Search 🖸 Notify					

NOTE: Generally, the Effective Date for an Active student group should be the begin date of the term, and the Effective Date for an Inactive student group should be the end date of the term.

INACTIVATING A STUDENT

Use the following steps to activate and inactivate a student.

1. Search for a student by entering the student's UFID in the ID field. Be sure to check the Include History checkbox, then click Search.

Student Groups Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value			
Search Criteria			
ID: begins with 🗸 12345678			
Campus ID: begins with 🗸			
National ID: begins with 🗸			
Last Name: begins with 🗸			
First Name: begins with 🗸			
☑ Include History □ Case Sensitive			
Search Clear Basic Search 🖾 Save Search Criteria			

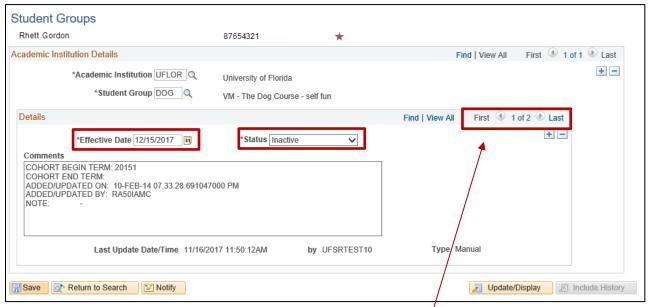
2. On the next page, you can see the student groups (that you have access to view) of the student. If the student is a member of multiple student groups, you can use the Academic Institution Details section arrows to navigate to the student group that needs to be inactivated.

	Student Groups				
	Rhett Gordon	87654321	*		
	Academic Institution Details			Find View All First 🕚	l of 1 🕑 Last
	*Academic Institution UFLOR Q	University of Florida			+ -
Academic	*Student Group DOG	VM - The Dog Course - self f	un		
Institution	Details			Find View All First 🕚 1 of 1 🕑 Last	
Details	*Effective Date 02/10/2014 Comments COHORT BEGIN TERM: 20151 COHORT END TERM: ADDED/UPDATED ON: 10-FEB-14 07.33.28.6910470 ADDED/UPDATED BY: RA50IAMC NOTE: -	*Status Active		+ =	
	Last Update Date/Time 11/02/20	17 9:08:20AM by	UF_CONVERSION	Type SCC_STD_GRP	
	Save Return to Search 🗈 Notify			🕖 Update/Display	Include History

3. Once you have located the desired student group, click on the plus sign (+) in the Details section.

	Student Groups				
	Rhett Gordon	87654321	*		
	Academic Institution Details			Find View All First 🕚 1 of	1 🕑 Last
	*Academic Institution UFLOR Q	University of Florida			+ -
	*Student Group DOG	VM - The Dog Course - self fu	n		
	▼ Details			Find View All First 🕚 1 of 1 🕑 Last	
Details	*Effective Date 02/10/2014	*Status Active	\checkmark	+	
	Comments COHORT BEGIN TERM: COHORT END TERM: ADDED/UPDATED ON: 10-FEB-14 07.33.28.6910470 ADDED/UPDATED BY: RA50IAMC NOTE: -	00 PM			
	Last Update Date/Time 11/02/201	7 9:08:20AM by U	F_CONVERSION	Type SCC_STD_GRP	
	Save Return to Search			🗾 Update/Display	nclude History

4. Change the **Effective Date** to the end of term date and the **Status** to **Inactive**, then click the **Save** button. After clicking Save, the student has been inactivated from the student group, as of the effective date entered.



NOTE: The **Details** section now says **1 of 2**. This means, a new row has been successfully added.

ADDITIONAL HELP Office of the University Registrar 352-392-1374 https://registrar.ufl.edu/

Student Groups myUFL Toolkit

http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/student-groups/

UF Computing Help Desk 352-392-HELP (4357) http://helpdesk.ufl.edu/