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**.

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 (+).***

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.

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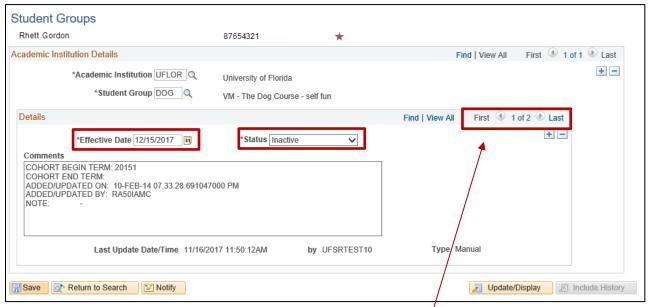
2. On the next page, you can see the student groups (that you have access to view) of the student. If the student is a member of multiple student groups, you can use the **Academic Institution Details** section **arrows** to navigate to the student group that needs to be inactivated.

Academic Institution Details

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

Details

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/