STUDENT GROUPS – VIEW STUDENT GROUPS BY 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.

You can view all of the students within a student group using the following steps.

NAVIGATION

1. Click **Main Menu**
2. Click **Student Information System**
3. Click **Records and Enrollment**
4. Click **Career and Program Information**
5. Click **View Student Groups by Student**
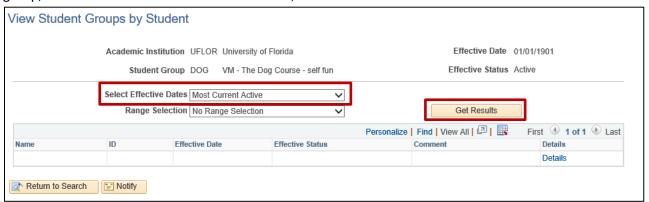
VIEW STUDENT GROUPS BY STUDENT

1. On the View Student Groups by Student Page, the Academic Institution automatically populates to UFLOR. Do not change this.

    In the **Student Group** field, enter the student group you wish to review. You can also use the **look-up tool** (magnifying glass) to search for the student group. Then, click the **Search** button.

View Student Groups by Student

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

Find an Existing Value

▼ Search Criteria

Academic Institution: [= ▼]   UFLOR   🔍
Student Group: [= ▼]   _____   🔍
Description: [begins with ▼]   _____
☐ Case Sensitive

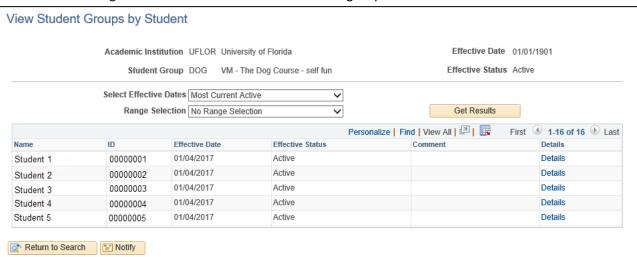[Search]   [Clear]   Basic Search 🔲 Save Search Criteria

2. In the **Select Effective Dates** field, you can select Most Current Active, Most Current Inactive, All, or Most Current Any Status. In this example, since we are searching for the listing of Active students within an Active student group, we will select **Most Current Active**. Then, click the **Get Results** button.

3. You will see a listing of all students in the selected student group.

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/