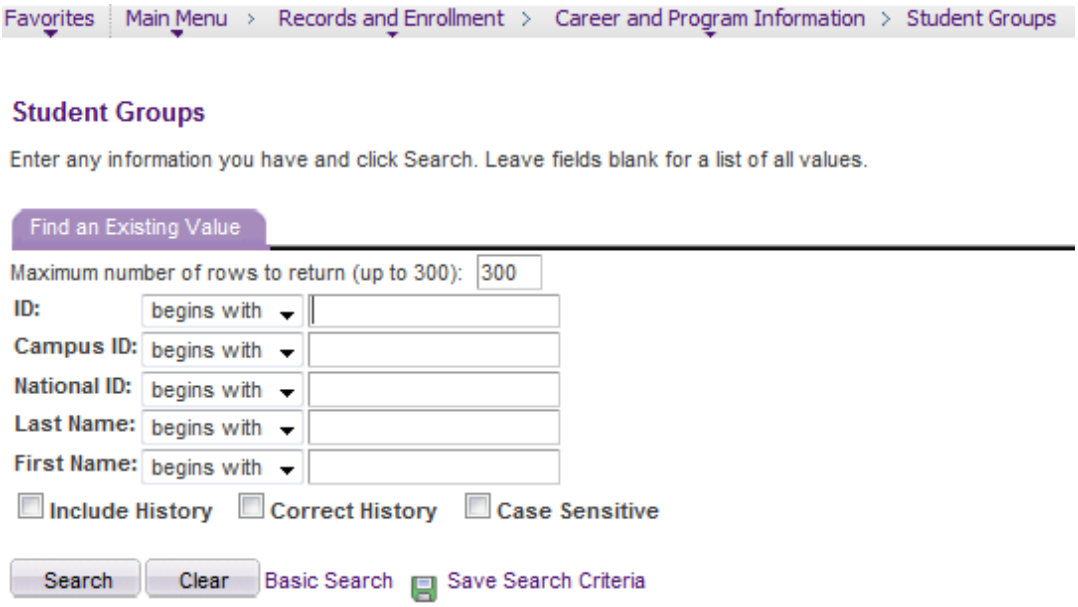
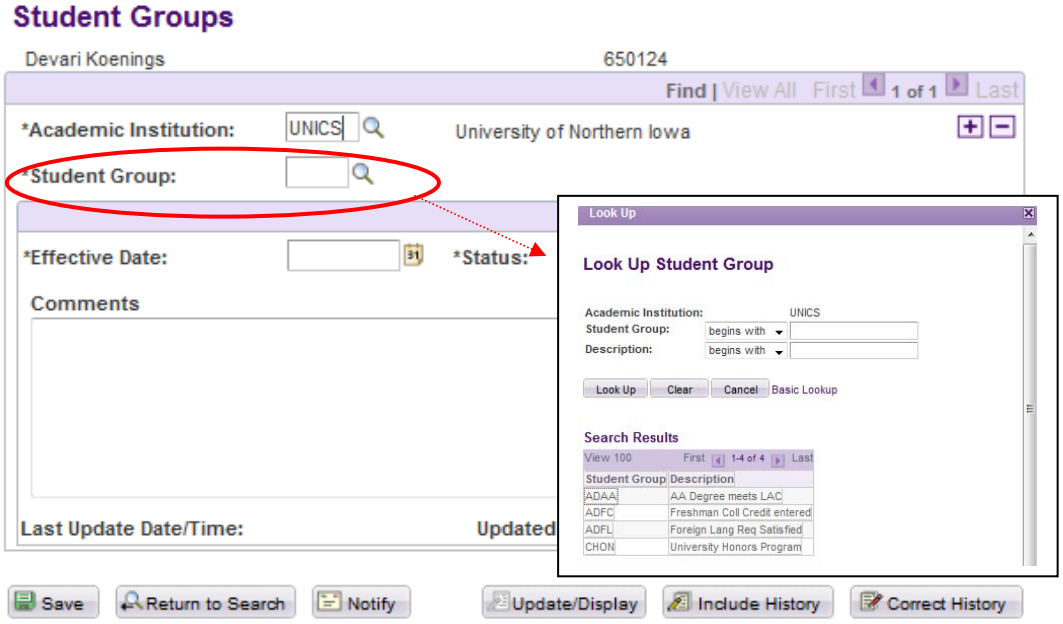
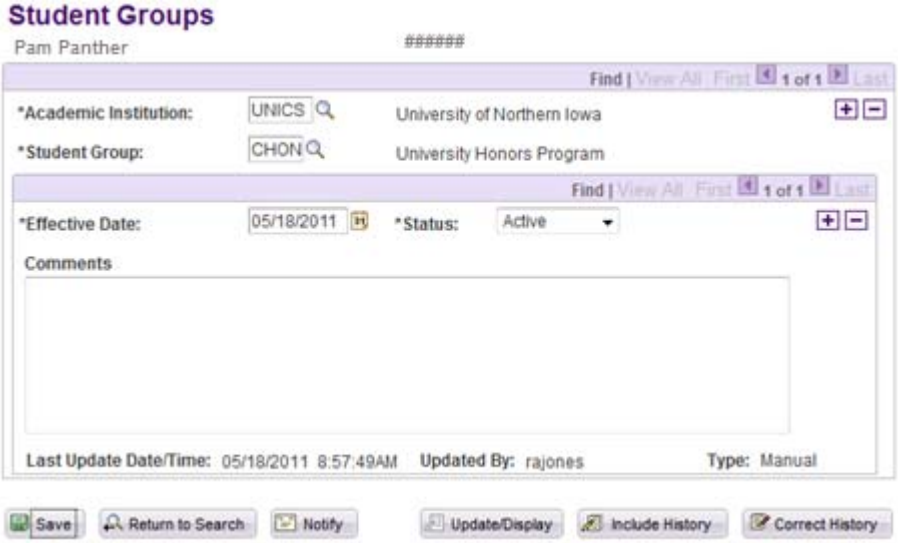
Adding a Student to a Student Group

Purpose: Students may be added to Student Groups for various reasons. These instructions show how to add a student to a student group (CHON – University Honors Program) to indicate the student is an honor student.

Step	Action
1.	Navigate to the **Student Groups** page. Select **Main Menu › Records and Enrollment › Career and Program Information › Student Groups** ***Tip:*** You may wish to add this page to your Favorites for easier access.  ***Note:*** Admissions may use the following navigation: **Main Menu › Student Admissions › Application Entry › Academic Information › Student Groups**
2.	Enter *search criteria*. For example, enter the student's six digit UNI ID in the ID field. Click the **Search** button. ***Result:*** Student Groups page displays.

Step	Action
3.	Complete the following: • Enter or select **UNICS** in the *Academic Institution* field. • Use the **Look up** button to populate the *Student Group* field with **CHON – University Honors Program**, or enter **CHON**. • Ensure the **effective date** is on or before the start of the term you wish the student group to take effect. E.g. Fall 2011 term begins on 8/22/2011, so the effective date must be 8/22/2011 or prior. 
4.	Click the **Save** Save button. ***Result:*** The Student Group is added.