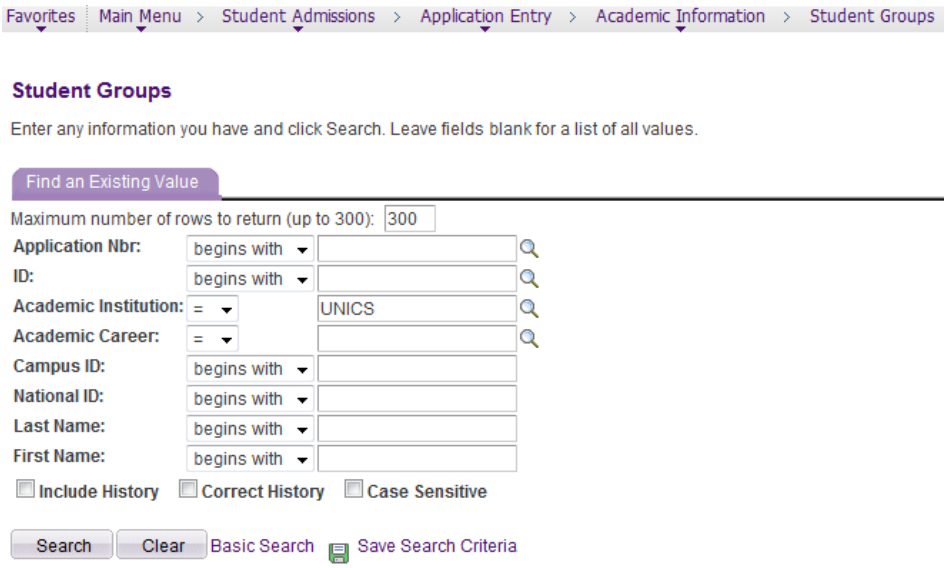
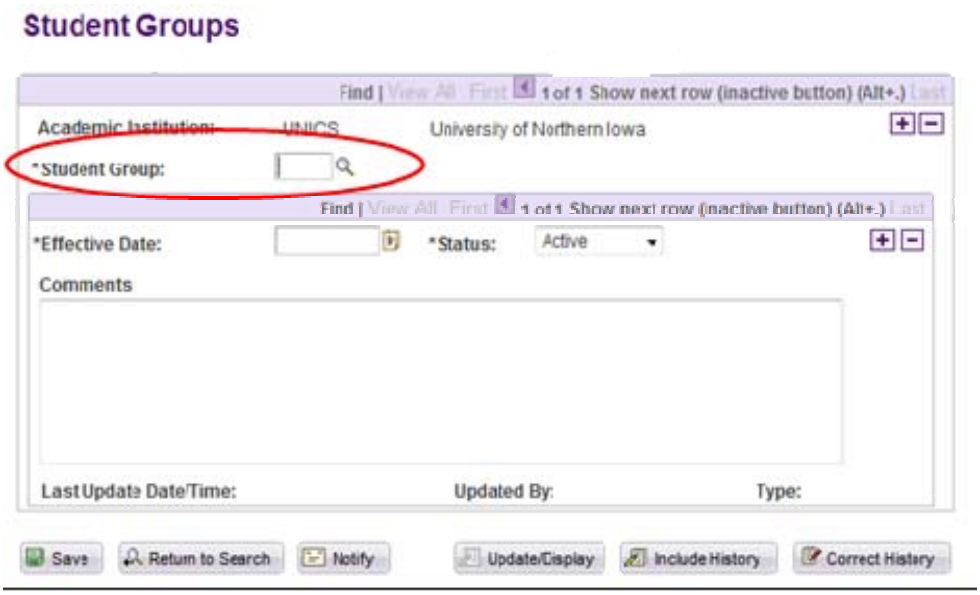
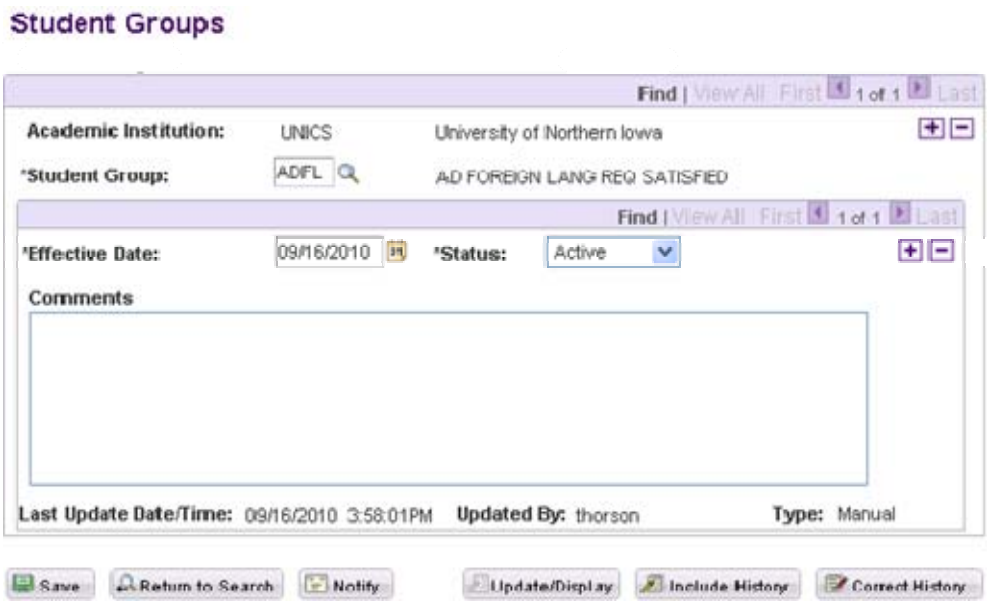
Adding a Student to a Student Group

Purpose: Students may be added to Student Groups for various reasons. These instructions show how to add a student to a student group (ADFL: AD Foreign Language Requirement Satisfied) to indicate the requirement for foreign language has been met.

Step	Action
1.	Navigate to the **Student Groups** page. Select **Main Menu › Student Admissions › Application Entry › Academic Information › Student Groups** ***Note:*** You may wish to add this page to your Favorites for easier access. 
2.	Enter *search criteria*. Click the **Search** button. ***Result:*** Student Groups page displays.

Step	Action
3.	Use the **Look up** button to populate the *Student Group* field, or enter **ADFL**. 
4.	Click the **Save** button. ***Result:*** The Student Group is added.