

Removing a Student from a Student Group

Purpose: Students may need to be removed (Inactivated) from Student Groups for various reasons. These instructions show how to inactivate a student from a student group (CIEP – Cultural and Intensive English Program) to indicate the student is no longer a CIEP student.

Step	Action
1.	Navigate to the Student Groups page. Select Main Menu > Records and Enrollment > Career and Program Information > Student Groups
	<i>Tip:</i> You may wish to add this page to your Favorites for easier access.
	Favorites Main Menu > Records and Enrollment > Career and Program Information > Student Groups
	Student Groups
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Maximum number of rows to return (up to 300): 300
	ID: begins with 🗸
	Campus ID: begins with 👻
	National ID: begins with 👻
	Last Name: begins with 👻
	First Name: begins with 👻
	Include History Correct History Case Sensitive
	Search Clear Basic Search E Save Search Criteria
2.	Enter <i>search criteria</i> . 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.	On the Student Groups page, navigate to the student group you wish to remove (in this
	example, CIEP). Click the Add Row 🛨 button in the <i>Effective Date</i> area (NOTE: This is
	the lower Add Row button associated with this particular Student Group).
	Student Groups
	Pam Panther ######
	Find View All First I of 1 D Last
	*Academic Institution: UNICS University of Northern Iowa
	*Student Group: CIEP C CIEP
	Find View All First 4 of 1 E Last
	*Effective Date: 09/06/2010 🕨 *Status: Active -
	Comments
	Last Update Date/Time: 09/06/2011 2:36:03PM Updated By: rajones Type: Manual
	Save Return to Search Notify Diplate/Display Include History
4	Complete the following:
1.	• Effective Date – Defaults to today's date. May be changed.
	• Status – Select Inactive.
	Student Groups
	Pam Panther ######
	Find View All First III 1 of 1 III Last
	*Student Group: CIEP Q CIEP
	Find I View All First 1 of 1 Last
	*Effective Date: 09/06/2010 B *Status: Inactive -
	Comments
	Last Update Date/Time: 09/06/2011 2:36:03PM Updated By: rajones Type: Manual
5.	Click the Save Save button
	chek the buve button.
	Result: The Student Group has been inactivated.