

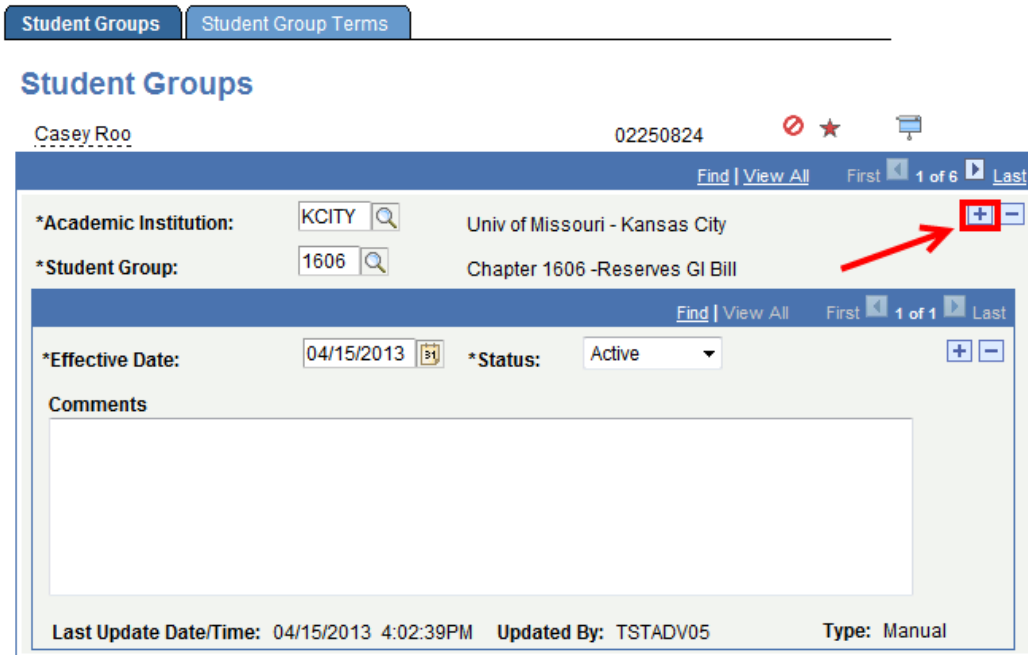
Access to add/inactivate student groups must be obtained via the [Pathway Access](#) form through the Role Name “other types of access”

**Path: Records and Enrollment > Career and Program Information > Student Groups**

Student groups should never be deleted. They can be inactivated. See instructions below.

**Add a student group:**

1. There will be a row on this screen for each student group assigned to the student.
2. To add a new student group click the plus sign on the top level.



3. Enter the appropriate student group code.
  - a. **Student Group:** Security to add/inactivate student groups is maintained in the Registration and Records Office. You must complete the [Pathway Access](#) form requesting security to update specific student groups.
  - b. **Effective Date:** In order for the student group to pull in COGNOS reports you must make the effective date prior to the start of the current term.
  - c. **Comment:** Should be generic. Not required.
  - d. Click **Save**

Find | View All First 2 of 8 Last

\*Academic Institution: KCITY Univ of Missouri - Kansas City

\*Student Group: PACE Program for Adult College Educ

Find | View All First 1 of 1 Last

\*Effective Date: 08/18/2013 \*Status: Active

Comments  
Student is participating in PACE program.

Last Update Date/Time: 10/17/2013 10:49:22AM Updated By: COLEAMY Type: Manual

Save Return to Search Update/Display Include History Correct History

- Note the **Last Update Date/Time** and **Updated By** stamps identify the user that made the last change on the student group.

### Inactivate a student group:

- Add a row at the **Effective Date** level

Casey Roo 02250824

Find | View All First 7 of 8 Last

\*Academic Institution: KCITY Univ of Missouri - Kansas City

\*Student Group: PACE Program for Adult College Educ

Find | View All First 1 of 1 Last

\*Effective Date: 08/18/2013 \*Status: Active

Comments

Last Update Date/Time: 10/17/2013 10:49:22AM Updated By: COLEAMY Type: Manual

2. Use today as the **Effective Date**
3. Change the **Status** to **Inactive**
4. **Comment**: Should be generic. Not required.
5. Click **Save**

The screenshot displays a web application interface with a blue header bar containing navigation links: [Find](#) | [View All](#) | [First](#) | 7 of 8 | [Last](#). Below the header, there are two search filters: **\*Academic Institution:** KCITY (with a search icon) and Univ of Missouri - Kansas City; and **\*Student Group:** PACE (with a search icon) and Program for Adult College Educ. A second blue header bar shows [Find](#) | [View All](#) | [First](#) | 1 of 2 | [Last](#). The main content area has a yellow background for the **\*Effective Date:** 10/17/2013 (with a calendar icon) and **\*Status:** Inactive (with a dropdown arrow). A red arrow points to the dropdown arrow. Below this is a **Comments** section with a large empty text box. At the bottom of the main area, it shows **Last Update Date/Time:** 10/17/2013 10:49:22AM, **Updated By:** COLEAMY, and **Type:** Manual. At the bottom of the page, there are four buttons: **Save** (with a floppy disk icon), **Return to Search** (with a magnifying glass icon), **Update/Display** (with a refresh icon), **Include History** (with a document icon), and **Correct History** (with a document icon). A red arrow points to the **Save** button.