



Campus Solutions - Student Records

California State University, Fullerton

Business Process Guide

Viewing a Student Group

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Process Overview

Students may be put in a group for a variety of reasons. A student may be active in more than one student group at a time. The Department that uses that student group will be responsible for maintaining the group for accuracy. Students must be added and made inactive once no longer part of the student group. This is one reason that student groups should be used only if there will be very few occasions the student would no longer be part of that group.

Student Records may utilize student groups to identify special groups for registration. Also, they may be used for tracking purposes when there is no other way to do so. Financial Aid may use student groups for special consideration when packaging their aid.

Since some Student Groups have impacts on Financial Aid or Student Financials processing, it is important that the Effective Dates entered for Student Groups are before the term when the Student Group change should be in effect.

STUDENT GROUP OWNERSHIP

Values	Student Group Long Description	Maintained By:
60PL	Sixty Plus	Admissions and Records
BTEP	Blended Teacher Education	Center for Careers in Teaching
COBH	College of Business Honors	College of Business & Econ
COMP	Compass	????
DISA	Disabled Student	Disabled Student Services
DIVR	Student Diversity Program	????
ECSS	ECS Scholars	College of Eng & Comp Sci
EMPW	Employee/Faculty Work Rel Waiv	Human Resources
FOUR	Finish in Four	????
FRFT	Freshman Future Teachers	Center for Careers in Teaching
FULF	Fullerton First Year	Freshman Programs
HONR	Honors Program	University Honors Program
HOPC	Hope Contract	Admissions and Records
IRVN	Irvine Registration Restriction	Admissions and Records
LIVE	Live and Learn	????
MENT	Mentor Program	????
MINE	Minority Engineering	Minority Engineering Program
ORDE	Orange County Dept of Educ	????
PARA	Paraprofessional Teacher Train	????
PRES	President's Scholars	Office of the President
REHB	Rehabilitation	Student Financial Services
RESD	Residence Hall - Double Occup	Residence Life
RESS	Residence Hall - Single Occup	Residence Life
ROTC	ROTC Program	ROTC Program
SACT	Student Activity	Associated Students
STGO	Student Government	Associated Students
STP1	STEP Program phase 1	Center for Careers in Teaching
STP2	STEP Program Phase 2	Center for Careers in Teaching
STP3	STEP Program Phase 3	Center for Careers in Teaching
UNAM	University Ambassador	Associated Students



Where the Data for This Process Comes From

Students may be identified as a member of a student group for a variety of reasons. The department identifying the specific student group will need to code the student as member of this group in order to assist with the related business process tied to the group membership (e.g. registration priority, specific billing group, etc.). The department which “owns” the student group is responsible for identifying the student as a member of the specific group, monitoring the continued eligibility for membership of the student in that student group and determining when the student is no longer eligible to be identified as being a member of the student group.

Where the Data from This Process Goes

Data from this process is utilized by the student group “owner” for identification of the student for related departmental processing and reporting purposes.



Related Information

Prerequisites and Assumptions

A student may belong to more than one student group. The department which “owns” the student group determines the criteria for eligibility in the student group and whether the student meets the designated criteria for student group membership.

PREREQUISITES AND ASSUMPTIONS	
PREREQUISITE/ASSUMPTION	DETAIL
Multiple Group Identification	A student may belong to one or many student groups.
Department Identification and Ownership	A department establishes a business need to identify a group of students with like characteristics, who require specific processing or reporting. The department is responsible for setting the criteria required to be a member of the student group. In addition, the department is responsible for identifying students who belong to this group and monitoring the student's continued membership in the group.

Key Definitions

Include important definitions of business or technical terms, including acronyms which may be unfamiliar to the intended audience of this document.

KEY DEFINITIONS	
TERM / ACRONYM	DEFINITION
Student Group	A group of students who meet designated criteria set by the “owner” department
“Owner” Department	The department that has established a business need to identify a group of students with like characteristics, who require specific processing or reporting



1.0 Viewing a Student Group

1.1 Search for a Student in the System

Navigation: 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

ID: begins with

Campus ID: begins with

Local Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History **Correct History** **Case Sensitive**

[Basic Search](#)

Step 1	Click on Include History
Step 2	Locate the student by entering the student ID , or you can search by Last Name, First Name . Click on Search button. From the Search Results section, click on the appropriate Career.



Student Program/Plan

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

Find an Existing Value **Add a New Value**

ID: begins with
Academic Career: =
Student Career Nbr: =
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with
 Include History **Correct History** **Case Sensitive**

 [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	Mid Short Description	Last Name	First Name
899917108	Ext'd Ed	0	Non-credit	CSUFL	Mouse, Minnie	Female	01/03	995080042	*****9999	USA	SSN	MOUSE	MINNIE
899917108	Undergrad	0	Undergrad	CSUFL	Mouse, Minnie	Female	01/03	995080042	*****9999	USA	SSN	MOUSE	MINNIE

1.2 Viewing Student Groups

Student Groups

Minnie Mouse 899917108

Find | View All First 1 of 3 Last

*Academic Institution: CSU Fullerton

*Student Group: Disabled Student

Find | View All First 1 of 1 Last

*Effective Date: *Status:

Comments

Save
 Return to Search
 Notify
 Update/Display
 Include History
 Correct History

	The “1 of . . .” indicator in the Top Tier tells you how many Student Group entries there are for the student.
Step 1	<p>If there is more than one entry, you can view the entries for the student in two ways:</p> <p>Click the View All link at the top of the page to pull up a comprehensive vertical listing of all Student Groups to which a student may belong. You can scan up and down through this listing.</p> <p style="text-align: center;">OR</p> <p>Use the ◀▶ navigation arrows on the Top Tier to move left and right, looking at one Student Group entry at a time.</p>
Step 2	The Effective Date indicates when the student became Active or Inactive in the student group. (This date normally defaults to the date the entry was made.)
	The Effective Date should be prior to the Term Start Date if term-related processes (such as early registration) are going to include that student in the specific student group.
Step 3	The Status indicates if the student is Active or Inactive in that particular student group.



Expected Outcomes

Using this Business Process Guide, you should be able to obtain the following results:

- Identify the Student Groups to which the student belongs.
- Identify when the student became Active or Inactive in the Student Groups to which the student belongs.