Manage Student Group for Individual Student

1. Log in to SIS with your CWRU ID and associated passphrase. Use the menu and navigate to Records and Enrollment > Career and Program Information > **Student Groups**
2. The **Student Groups** screen appears. Look up the student to which a group should be attached using any of the fields provided.

   When search criteria have been entered, click the **Search** button.
3. The **Student Groups** screen appears.

   Confirm the **Academic Institution** as CASE1.

   Enter the code of the Student Group into the **Student Group** field. For example, enter "UGR1".

   If necessary, click the **look up** icon to search for the group code. Note that you will only see group codes to which you have security access. If you feel there is a code you should see that is missing, please contact reghelp@case.edu.
4. The **Effective Date** defaults to the current system date. Change if necessary.
5. The **Status** defaults to *Active* for new Student Group records.
6. To inactivate the student from the group, click the **Add a new row** button in the Details section.

   Change the **Effective Date** if necessary. A student cannot have two rows with the same date.
7. Click the **Status** list and select the **Inactive** list item.
8. Add **Comments** if necessary.
9. When the record is saved, the student will no longer be a member of this student group.
10. To add another Student Group to the student record (regardless of whether the current row is Active or Inactive), click the **Add a new row** in the Academic Institution Details section.
11. A new Student Group row appears. Select the **Student Group** as in the previous steps.

12. Click the **Save** button when finished.

This completes the process of managing an individual student in a Student Group.