



**UNIVERSITY OF
CALGARY**

Student Groups & Student Group List

Training Guide

Student Groups & Student Group List

SA – Student Groups



Contents

Student Groups	2
Student Group List	8
My Favorites.....	11

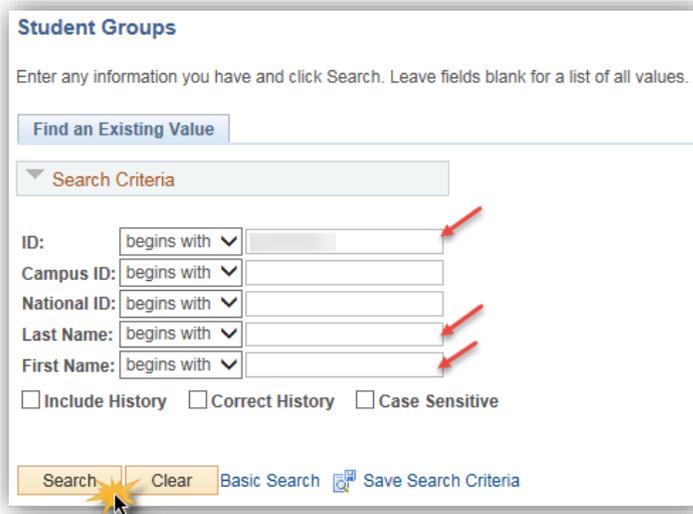
Student Groups

The Student Groups component can be used to categorize and track students for reporting and other purposes.

Access the Student Groups component using the navigation

Records and Enrollment > Career and Program Information > Student Groups

Enter the applicable search criteria:



Student Groups

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

[Find an Existing Value](#)

▼ **Search Criteria**

ID:

Campus ID:

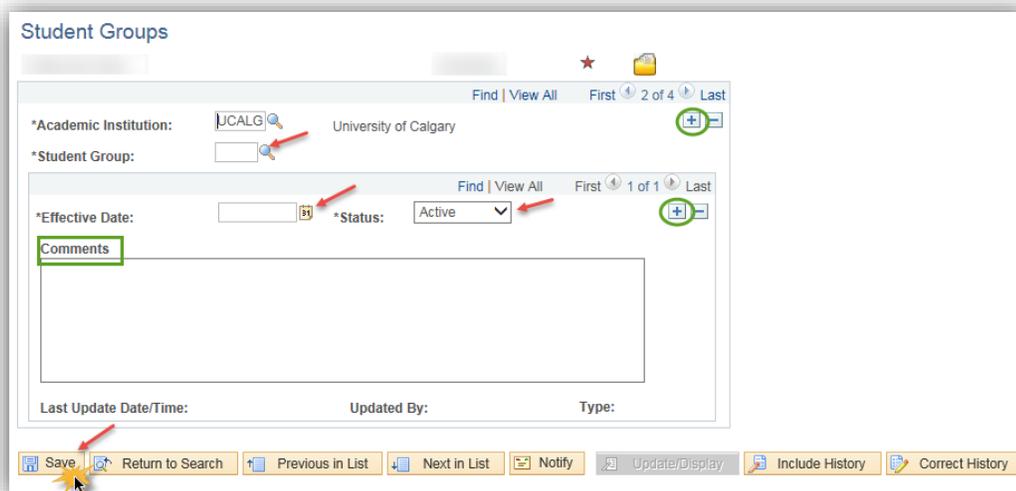
National ID:

Last Name:

First Name:

Include History Correct History Case Sensitive

[Basic Search](#)



Student Groups

Find | View All First 2 of 4 Last

*Academic Institution: University of Calgary

*Student Group:

Find | View All First 1 of 1 Last

*Effective Date: *Status:

Comments

Last Update Date/Time: Updated By: Type:

Student Groups & Student Group List

SA – Student Groups



1. Use the **Student Group** look up button to display the Student Group list of valid values and select the appropriate value.

Look Up Student Group

Academic Institution: UCALG

Student Group: begins with

Description: begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

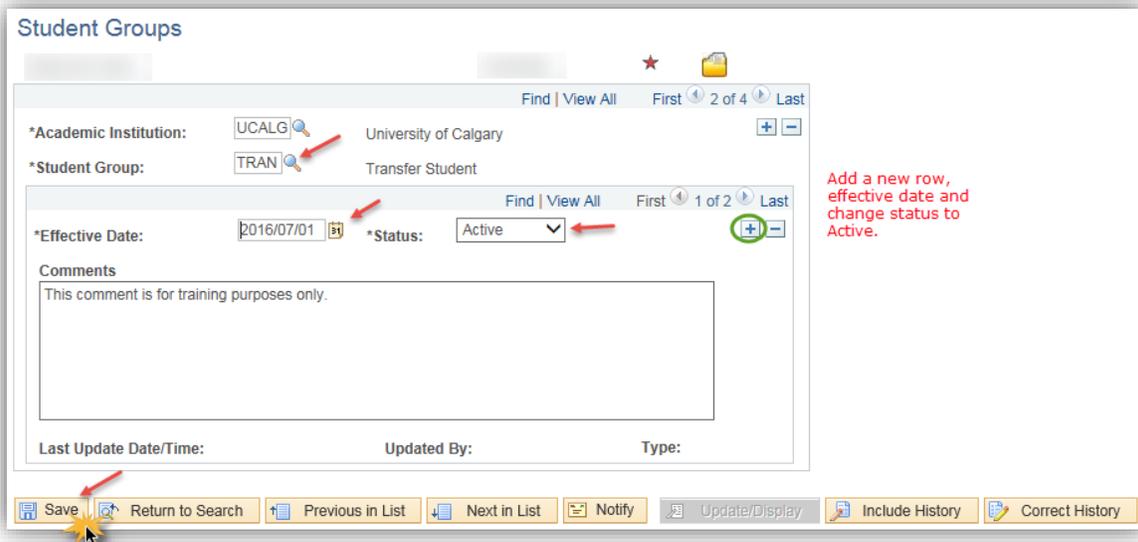
View 100 First 1-92 of 92 Last

Student Group	Description
4YGG	Four Year Graduation Guarantee
ASAP	Aboriginal Student Access Prog
ATHL	Athletes
BIOL	Biological Anthropology
C205	Beginners' Chinese I
C207	Beginners' Chinese II
C229	Intensive Beginners' Chinese
C279	Reading & Writing Chinese
C301	Continuing Chinese I
C303	Continuing Chinese II
C317	Chinese Civilization
C331	Intermediate Chinese I
C333	Intermediate Chinese II
C355	Chinese Literature: Translaton
C421	Advanced Chinese - Comp/Conv
C431	Topics in Chinese Literature
CHJP	Chinese-Japanese Cultural Rlns
CHN*	Chinese *** or **** Record
CHNI	Chinese Proficiency Interview
CHNT	Chinese Proficiency Test
CIMM	Chinese Immersion
DLAW	Incremental Law Waiver
DMBA	Incremental MBA Waiver
DMED	Incremental Medicine Waiver
DVSA	Incremental Visa Waiver
EDEA	Education Students-Enrl Appt
ENPM	Engineering Proj. Mgmt - PhD
ENRC	Res. Char. - MEng
EPRC	Engineering - Res. Char - PhD
FASC	Academic Staff Child Waiver
FATH	Grad Athletics Waiver
FCOP	COOP Tuition Waiver
FCR	Grad Campus Recreation Waiver
FINT	Internship Tuition Waiver
FOUN	GRAD - MArch Foundation Year
FRE1	FREN 315 & other 300 Level
FRE2	FREN 415 & other 300/400
FRE3	FREN 515 & other 400/500
FRSH	Frosh (excl Success)
FSSC	Support Staff Spouse/Child Wv
FSTS	Acad Staff /SpouseTuit Support

- When the desired Student Group is selected the **Effective Date** defaults to the **System Date** (*the date the group is added to the student's record*).

Note: a dating convention may be considered based on your business process; for example, using the first day of the term i.e. 2016/09/01. It will be important to document your business process for Enterprise Reporting to ensure they are aware of the dating convention in order for queries to be accurate. It is important to be consistent using the dating convention as this will also impact the accuracy of queries.

- The **Status** field defaults to **Active**.
- The **Comments** field can be used to enter comments. These comments would be viewed by authorized staff that have access to this functionality.
- Click the **Save** button.



The screenshot shows the 'Student Groups' form. At the top, there are search and navigation options: 'Find | View All', 'First', '2 of 4', and 'Last'. Below this, the form fields are: '*Academic Institution:' with 'UCALG' and 'University of Calgary'; '*Student Group:' with 'TRAN' and 'Transfer Student'. The main row shows '*Effective Date:' with '2016/07/01' and '*Status:' with 'Active'. A red arrow points to the plus button in the Effective Date / Status row, with a red text annotation: 'Add a new row, effective date and change status to Active.' Below the main row is a 'Comments' field with the text 'This comment is for training purposes only.' At the bottom, there are fields for 'Last Update Date/Time:', 'Updated By:', and 'Type:'. The bottom navigation bar includes buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

- When the student no longer qualifies for this program, a new effective dated row can be added by clicking the plus button  in the **Effective Dated / Status** row. The **Status** can then be changed to **Inactive**. Adding a new effective row allows you to maintain the student's history.

Student Groups & Student Group List

SA – Student Groups



Student Groups

Find | View All First 2 of 4 Last

*Academic Institution: UCALG University of Calgary

*Student Group: TRAN Transfer Student

*Effective Date: 2016/07/05 *Status: Active

Comments
This comment is for training purposes only.

Last Update Date/Time: Updated By: Type:

*Effective Date: 2016/07/05 *Status: Inactive

Comments
This is an example of adding a new row in order to inactivate the student's status in this group.

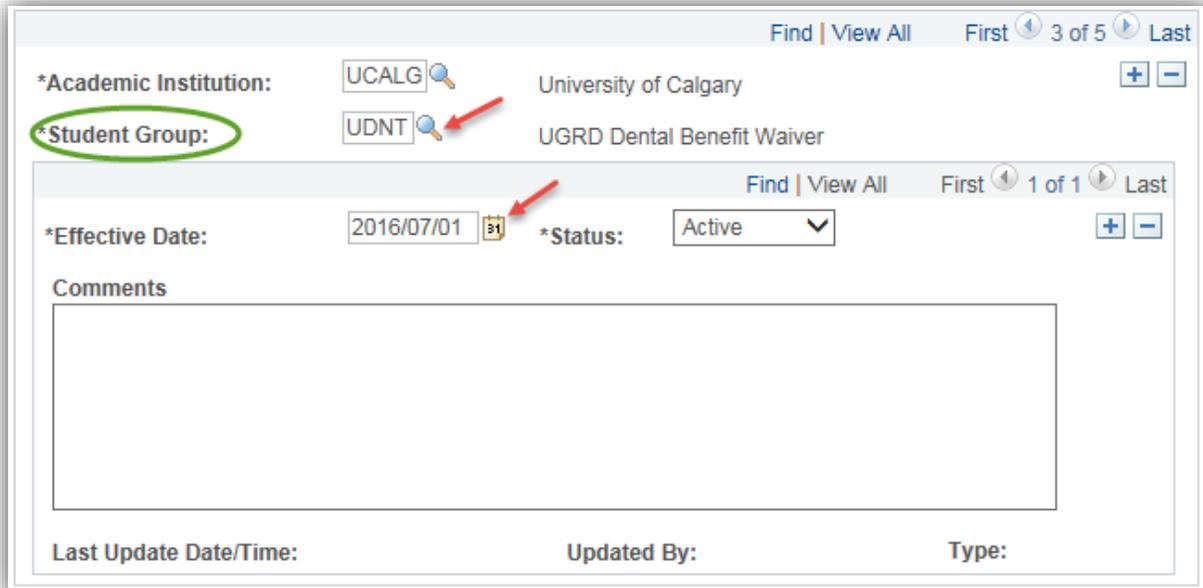
Last Update Date/Time: Updated By: Type:

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

Important notes:



Clicking the plus sign  in the Student Group row allows you to add an additional Student Group to the student's record. It is **critical** you are careful to work only with the Students Groups you are authorized for.



Find | View All First 3 of 5 Last

*Academic Institution: UCALG University of Calgary

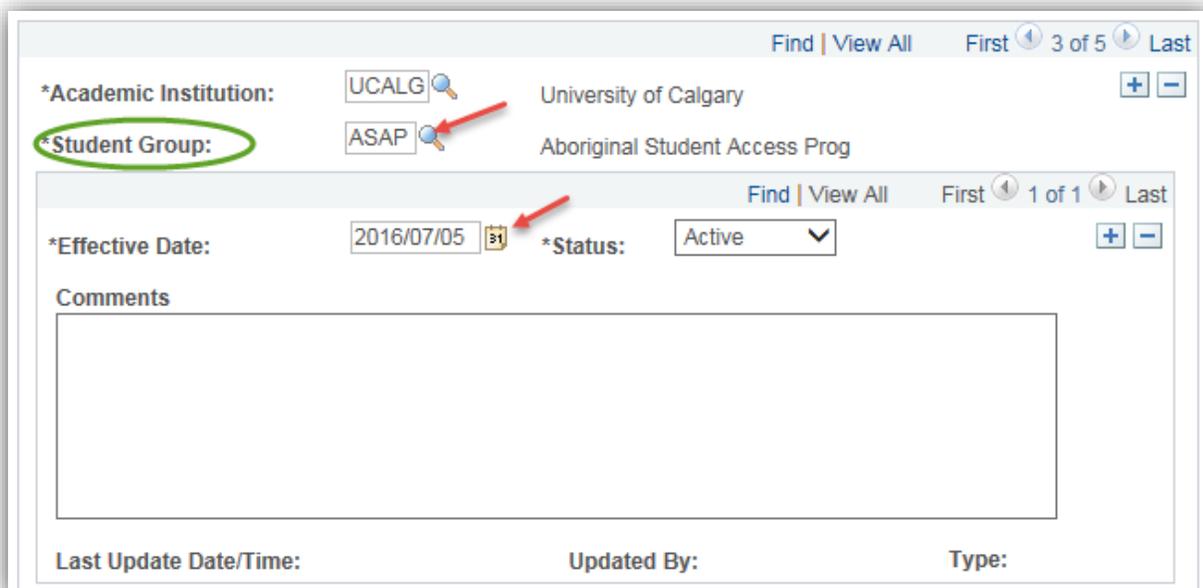
*Student Group: UDNT UGRD Dental Benefit Waiver

Find | View All First 1 of 1 Last

*Effective Date: 2016/07/01 *Status: Active

Comments

Last Update Date/Time: Updated By: Type:



Find | View All First 3 of 5 Last

*Academic Institution: UCALG University of Calgary

*Student Group: ASAP Aboriginal Student Access Prog

Find | View All First 1 of 1 Last

*Effective Date: 2016/07/05 *Status: Active

Comments

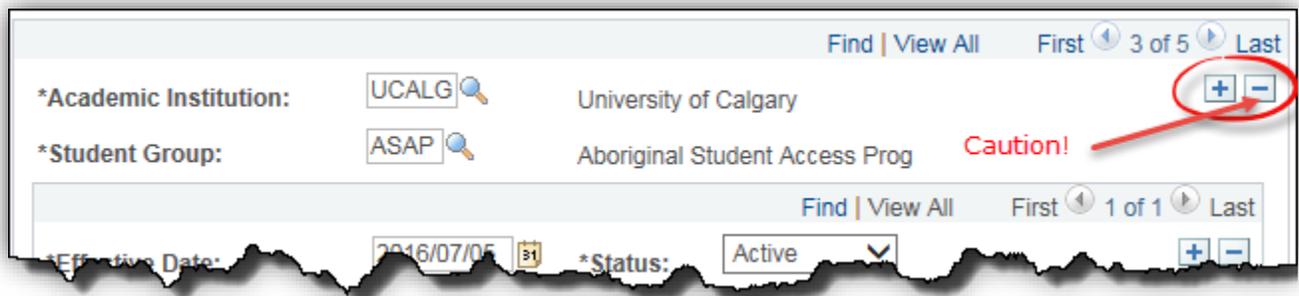
Last Update Date/Time: Updated By: Type:

Student Groups & Student Group List

SA – Student Groups



The minus button at upper level should only be used to **correct** an error. Extreme caution must be used when using the minus button  because it is possible for a user to accidentally delete groups that have been added by others

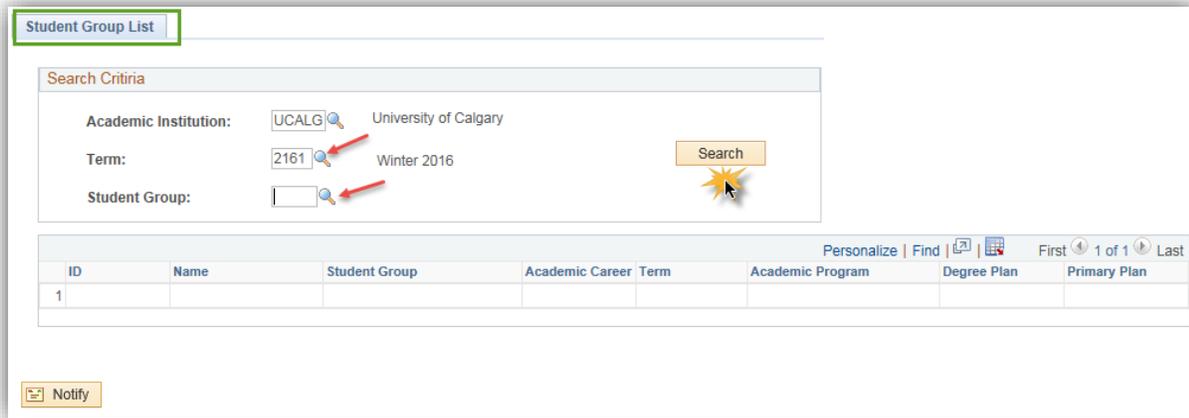


Student Group List

The Student Group List component allows you to view, by term, students who are attached to a specific Student Group. This is one way you can verify the data entered in the Student Group component.

Access this component using the navigation

[Records and Enrollment](#) > [Career and Program Information](#) > [Student Group List](#)



Student Group List

Search Criteria

Academic Institution: UCALG University of Calgary

Term: 2161 Winter 2016

Student Group: [Empty]

Search

ID	Name	Student Group	Academic Career	Term	Academic Program	Degree Plan	Primary Plan
1							

Personalize | Find | First 1 of 1 Last

Notify

1. Use the **Term** look up button to look up the desired term for the Student Group you wish to display (e.g. Winter 2016).
2. Use the **Student Group** look up button to display the Student Group valid values and select the appropriate value.

Student Groups & Student Group List

SA – Student Groups



Look Up Student Group

Academic Institution: UCALG

Student Group: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

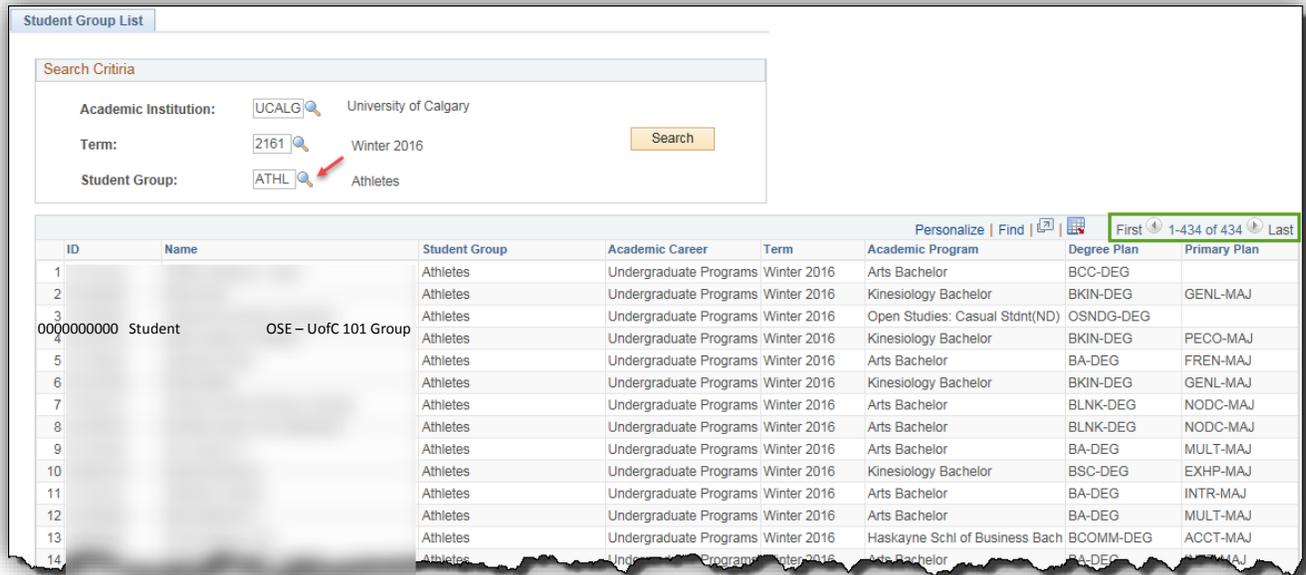
View 100 First 1-92 of 92 Last

Student Group	Description
YGGG	Four Year Graduation Guarantee
ASAP	Aboriginal Student Access Prog
ATHL	Athletes
BIOL	Biological Anthropology
C205	Beginners' Chinese I
C207	Beginners' Chinese II
C229	Intensive Beginners' Chinese
C279	Reading & Writing Chinese
C301	Continuing Chinese I
C303	Continuing Chinese II
C317	Chinese Civilization
C331	Intermediate Chinese I
C333	Intermediate Chinese II
C355	Chinese Literature: Translaton
C421	Advanced Chinese - Comp/Conv
C431	Topics in Chinese Literature
CHJP	Chinese-Japanese Cultural Rlms
CHN*	Chinese *** or **** Record
CHNI	Chinese Proficiency Interview
CHNT	Chinese Proficiency Test
CIMM	Chinese Immersion
DLAW	Incremental Law Waiver
DMBA	Incremental MBA Waiver
DMED	Incremental Medicine Waiver
DVSA	Incremental Visa Waiver
EDEA	Education Students-Enrl Appt
ENPM	Engineering Proj. Mgmt - PhD
ENRC	Res. Char. - MEng
EPRC	Engineering - Res. Char - PhD
FASC	Academic Staff Child Waiver
FATH	Grad Athletics Waiver
FCOP	COOP Tuition Waiver
FCR	Grad Campus Recreation Waiver
FINT	Internship Tuition Waiver
FOUN	GRAD - MArch Foundation Year
FRE1	FREN 315 & other 300 Level
FRE2	FREN 415 & other 300/400
FRE3	FREN 515 & other 400/500
FRSH	Frosh (excl Success)
FSSC	Support Staff Spouse/Child Wv
FSTS	Acad Staff /SpouseTuit Support

FTSP	Support Staff Tuit Sup Prg Wv
FTUT	Tuition Waiver
FVSA	Visa Differential Waiver
GDNT	GRAD Dental Benefit Waiver
GDON	GRAD Donation Waiver
GGSA	GRAD GSA Waiver
GHLT	GRAD Health Benefit Waiver
GINS	GRAD Insurance Waiver
GPSS	GRAD UPASS Waiver
GRC1	Geophysics Res Char-MSc/MEng
GRC2	GLGP - MSc Course-based
GREG	GRAD Registration Waiver
GTHS	GRAD Thesis Waiver
HAVG	High Average - Prospect
INAB	Intl Aboriginal/Indigenous
ISEM	ISEEE - Engineering - Masters
ISEP	ISEEE - Engineering - PhD
ISRL	Israel Studies
ISSM	ISEEE - Science - Masters
ISSP	ISEEE - Science - PhD
ITA1	ITAL 301 & 309
ITA2	ITAL 401 & some 300
LAWC	Law Career Fee Waiver
MULM	ISEEE - Multidisc - Masters
MULP	ISEEE - Multidisc - PhD
NOIN	No Interest
OSCC	Old Sun Community College
PERF	Performance Studies
RDUC	Red Deer Collaborative Degree
RSVR	Reservoir Characterization
SCHL	Scholar's Advant. (excl Frosh)
SPA1	SPAN 301 & other 300
SPA2	SPAN 405 & any 400
TRAN	Transfer Student
UDNT	UGRD Dental Benefit Waiver
UDON	UGRD Donation Waiver
UEND	UGRD Eng Endowment Waiver
UENG	Edm Non Tax Deduct. Gen Fee Wv
UESS	Engineering Society Fee Waiver
UETG	Edm Tax Deductible Gen Fee Wv
UHLT	UGRD Health Benefit Waiver
ULNG	Leth Non Tax Deduct. GenFee Wv
ULTG	Leth Tax Deductible Gen Fee Wv
UPSS	UGRD UPASS Waiver
USU	UGRD Students' Union Waiver
UTFT	SW-UofC location UT Full-Time
UTPT	SW-UofC location UT Part-Time
VS20	Visa Grandfathered at 2 times
VS25	Visa Grandfather at 2.5 times
WEND	Weekend University
WPMT	Off-Campus Work Permit

3. Click the **Search** button.

4. The list of students attached to the selected Student Group for the term entered displays in the grid below the Search Criteria.



The screenshot shows a web interface titled "Student Group List". At the top, there is a "Search Criteria" section with three input fields: "Academic Institution" set to "UCALG" (University of Calgary), "Term" set to "2161" (Winter 2016), and "Student Group" set to "ATHL" (Athletes). A "Search" button is located to the right of these fields. Below the search criteria is a data grid with the following columns: ID, Name, Student Group, Academic Career, Term, Academic Program, Degree Plan, and Primary Plan. The grid displays 14 rows of data, all for the "Athletes" student group in the "Winter 2016" term. The "Name" column for all rows is redacted with a grey box. The "Academic Program" column lists various programs such as "Arts Bachelor", "Kinesiology Bachelor", and "Open Studies: Casual Stndt(ND)". The "Degree Plan" and "Primary Plan" columns show codes like "BCC-DEG", "BKIN-DEG", "OSNDG-DEG", "BA-DEG", "BLNK-DEG", "BSC-DEG", and "BCOMM-DEG". The grid includes navigation controls at the top right, including "Personalize", "Find", and "First 1-434 of 434 Last".

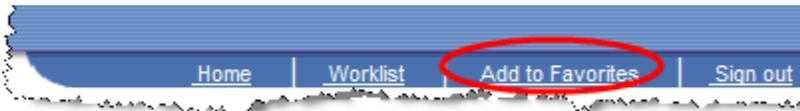
ID	Name	Student Group	Academic Career	Term	Academic Program	Degree Plan	Primary Plan	
1		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BCC-DEG		
2		Athletes	Undergraduate Programs	Winter 2016	Kinesiology Bachelor	BKIN-DEG	GENL-MAJ	
3		Athletes	Undergraduate Programs	Winter 2016	Open Studies: Casual Stndt(ND)	OSNDG-DEG		
4	000000000 Student	OSE – UofC 101 Group	Athletes	Undergraduate Programs	Winter 2016	Kinesiology Bachelor	BKIN-DEG	PECO-MAJ
5		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BA-DEG	FREN-MAJ	
6		Athletes	Undergraduate Programs	Winter 2016	Kinesiology Bachelor	BKIN-DEG	GENL-MAJ	
7		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BLNK-DEG	NODC-MAJ	
8		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BLNK-DEG	NODC-MAJ	
9		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BA-DEG	MULT-MAJ	
10		Athletes	Undergraduate Programs	Winter 2016	Kinesiology Bachelor	BSC-DEG	EXHP-MAJ	
11		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BA-DEG	INTR-MAJ	
12		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BA-DEG	MULT-MAJ	
13		Athletes	Undergraduate Programs	Winter 2016	Haskayne Schl of Business Bach	BCOMM-DEG	ACCT-MAJ	
14		Athletes	Undergraduate Programs	Winter 2016	Arts Bachelor	BA-DEG	INTR-MAJ	

Note: the query will select any student whose student group record is **active** during the time period related to the specified term. However, when the student group record is added after the last action date for the term (usually the end of the add period for the term) the student will be excluded from the report. For example, if the student group record is made "**inactive**" after the add period has ended for the Fall term, the student will still be reported as **active** in that term.

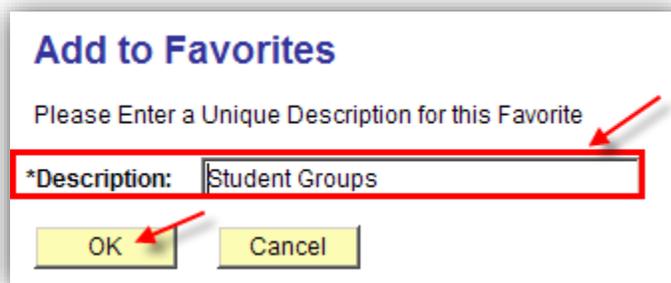
My Favorites

When the page is viewed frequently, the component can be added to My Favorites for easy access.

1. To add the **Student Group** and **Student Group List** components to **My Favorites**, navigate to the component and then click the **Add to Favorites** link (top right-hand corner of the page).



2. Enter a unique description for this page or use the default name and then click on **OK**.

A screenshot of a dialog box titled 'Add to Favorites'. The text inside says 'Please Enter a Unique Description for this Favorite'. Below this is a text input field with the label '*Description:' and the text 'Student Groups' entered. A red box highlights the input field, and a red arrow points to it. Below the input field are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button.

3. The link will then display in the **My Favorites** folder in the **Menu** on the left side of the page. Clicking on the appropriate link within **My Favorites** transfers you to the component.

