

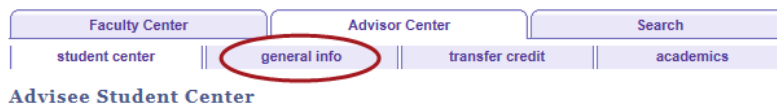
Student groups enable you to set up groups (such as *Athlete*) and assign these groups to individuals. Then you can perform actions (such as run reports and processes) on a group, which affects all of the individuals in the group. Assignment of a student to a particular Student Group can happen manually one student at a time, through population selection for a group of students all at once, and/or through batch assignment based on triggers or otherwise scheduled in the system. Some Student Groups are similar to Orion Special Designators, like *Dual Enrollment*, *Athletes*, and *Complete Florida*. Others represent processes and procedures that are facilitated by identifying students in Groups, such as *Transient – Summer* and *Dev Ed Exempt – Active Duty Military*. Additionally, Student Groups can be assigned and released based on effective dates.

From the Advisor Center, staff can view the Student Groups assigned to a student.

To view Student Groups assigned to a particular student:

1. Security for the employee to access the Advisor Center and view the Student Group must be set up. User will only have access to the specific student groups associated with their security set-up.

Step	Action
1.	<p>Begin by navigating to the Advisee Student Center:</p> <p>Click the Main Menu > Campus Solutions > Self-Service > Advisor Center > Advisee Student Center</p> <p>OR from the myFSCJ landing page after logging in with your credentials: Click Student Services > Advisor Center. This link automatically opens the Advisee Student Center.</p>
2.	<p>Enter the Empl ID of the student or enter the student’s Last Name and First Name. Remember that the drop down menu allows you to switch from “begins with” to “contains” if you have partial information. Other options are also available in the dropdown. National ID can be used if you need to enter the student’s SSN.</p>
3.	<p>Click on general info.</p>



Step	Action
4.	<p>Click on Student Groups or scroll down to Student Groups.</p>
5.	<p>Click edit student groups. Review Student Group details: effective date, historical rows, etc.</p>

Viewing Student Groups

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Personal Data](#)
[National ID](#) [Names](#)
[Addresses](#) [Phones](#)
[Email Addresses](#)

▼ **Service Indicators**
No service indicators found.

▼ **Initiated Checklists**
No initiated checklists found.

▼ **Student Groups**

Student Group	Description	Institution	Status
INTL	International	FSCJ1	Active as of 2017-04-12

Staff must have security access to view individual student groups. Edit access is also assigned individually.

Student Groups

*Academic Institution: FSCJ1 FSCJ1
*Student Group: INTL International

*Effective Date: 04/12/2017 *Status: Active

Comments

Last Update Date/Time: 04/12/2017 9:03:42PM Updated By: 1011971 Type: Manual

Details indicate who assigned the student group and when that took place.

6. Click **Cancel** to return to prior screen OR click **Student Center** tab at top of screen to return to Advisee Student Center.