

These instructions include two items of information. A. To add a student to student group when the student currently is not assigned to either student group. (new student group for the student). B. To edit a student that is currently assigned to a student group.

Student Group discussed here is:

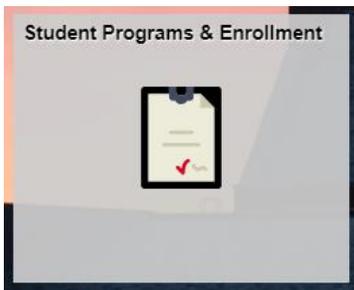
Student Group	Description
GNTH	Graduate Plan No Thesis
GTHE	Graduate Plan with Thesis

### Catalyst instructions: (Records and Enrollment Training Materials): *Maintaining Students in a Student Group*

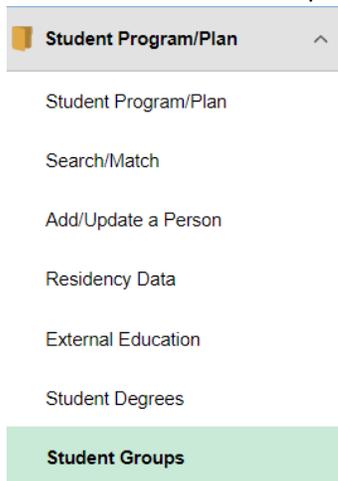
<http://www.uc.edu/catalyst/training/training-materials/records-and-enrollment.html>

A. To add a student to a student group:

1. Program Coordinators update the student record in Catalyst to correctly identify the student as thesis or non-thesis by using a student group. To reach the student group tab, select the Student Programs & Enrollment tile. (To use the NavBar to navigate, please see the end of this document)



2. Then select Student Groups in the Student Program/Plan folder.



3. Search by Campus ID or ID.

**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 begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History  Correct History  Case Sensitive

4. Enter Student Group, confirm effective date= to the current date, confirm status as active, click SAVE

Student Groups

Academic Institution Details Find | View All First 1 of 1 Last

\*Academic Institution UCINN University of Cincinnati

\*Student Group GNTH Graduate Plan No Thesis

Details Find | View All First 1 of 1 Last

\*Effective Date 07/26/2017 \*Status Active

Comments

Make this current date

Last Update Date/Time 07/26/2017 9:45:54AM by Type Manual

Save Return to Search Notify Update/Display Include History

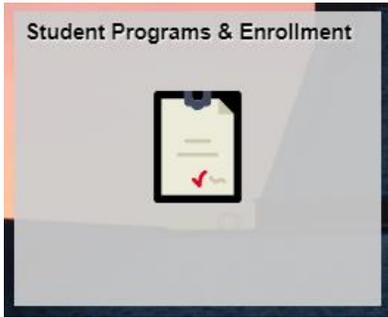
**Instructions to edit a student group (grad type)**

B. Instructions for programs to edit student grad type to thesis (GTHE) or non-thesis (GNTH). Steps involve removing the student from the wrong student group (e.g. non thesis) and adding the student to a corrected student group (e.g. thesis).

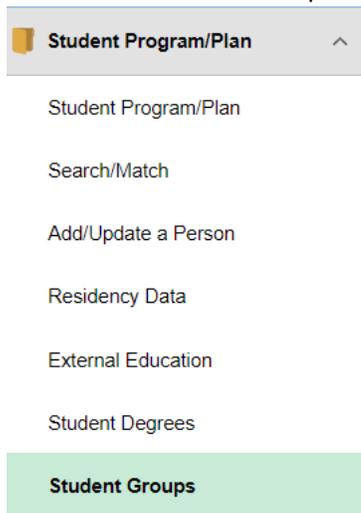
Student Group	Description
GNTH	Graduate Plan No Thesis
GTHE	Graduate Plan with Thesis

Instructions:

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ID | begins with ▼

Campus ID | begins with ▼

National ID | begins with ▼

Last Name | begins with ▼

First Name | begins with ▼

Include History  Correct History  Case Sensitive

Search Clear Basic Search  Save Search Criteria

# Student Groups

Academic Institution Details

\*Academic Institution UCINN University of Cincinnati

\*Student Group GNTH Graduate Plan No Thesis

Details Find |

\*Effective Date 07/26/2017 \*Status Active

Comments

Last Update Date/Time 07/26/2017 9:45:54AM by

Save Return to Search Notify

3. Click the + sign to create a new effective dated row under the Student Group. Enter the effective date (any date after the student was made active). Change status to Inactive. This is removing the student from the non-thesis student group in the example below. **Click Save.**

Student Groups

Academic Institution Details Find | View All First 1 of 1

\*Academic Institution UCINN University of Cincinnati

\*Student Group GNTH Graduate Plan No Thesis

Details Find | View All First 1 of 2 Last

\*Effective Date 10/19/2018 \*Status Inactive

Comments

Last Update Date/Time 07/26/2017 9:45:54AM by M01551883 Type Manual

Save Return to Search Notify Update/Display Includ

4. Add a student to a student group. Use same breadcrumb and search for student by ID. Enter Student Group, confirm effective date= to the current date, confirm status as active, click SAVE.

Student Groups

Academic Institution Details

\*Academic Institution UCINN University of Cincinnati

\*Student Group GTHE Graduate Plan with Thesis

Details

\*Effective Date 09/20/2018 \*Status Active

Comments

Make this current date

Last Update Date/Time 09/20/2018 4:30:14PM by M04667814 Type Manual

Save Return to Search Notify Update/Display Include

## NavBar Directions

1. Select the NavBar icon in the top right corner of Catalyst 

2. Choose Navigator
3. Choose Records and Enrollment
4. Select Career and Program Information
5. Select Student Groups

NavBar

Recent Places

My Favorites

Navigator

Self Service

Campus Cor

Student Rec

Student Adm

Records and Enrollment

Enroll Students

Student Term Information

Career and Program Information

Career and Program Inf...

Student Program/Plan

Student Groups