

Manual Addition of Supplemental Question Student Groups

Purpose: Use this document as a reference for how to add Supplemental Questions in ctLink.

Audience: Admissions staff

! You must have at least one of these local college managed security roles:

- ZC CS Student Groups
- ZD CS Student Groups
- ZZ CS Student Groups

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [Student Group Security](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

i Supplemental Questions populate student groups for online admissions applications. When entering an application manually these student groups must be manually assigned to the student. The chart below shows the codes that need to be assigned. Visit the [SBCTC Student and Course Coding Manual](#) for more information on Student Group coding.

Student Groups

Question	Student Answer	Student Group to Assign
Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th	Yes	SFCY

birthday? Former Foster Youth may qualify for educational benefits and support services.		
Have either of your parents earned a High School Diploma?	No	SFGA
• If Yes , next question: Have either of your parents earned a bachelor's (4-year) degree?	No Yes	SFGB SFGC
Are you currently employed?		
• If Yes , next question: Are you employed full-time?	No Yes	SWSB SWSA
• If No , next question: Are you seeking employment?	No Yes	SWSD SWSC
Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information.	Yes	SVET

Adding a Student Group

Navigation: NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Groups

1. The **Student Groups** search page displays.
2. Enter Student **ID**.
3. Enter additional **Search Criteria** to identify your student.
4. Select **Search**.

[Records](#) 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](#)

Search Criteria

ID

Campus ID

National ID

Last Name

First Name

Include History Correct History Case Sensitive

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

[Records](#) Student Groups

Student Groups

Academic Institution Details 3 of 5 | View All

*Academic Institution [+](#) [-](#)

*Student Group

Details 1 of 1 | View All

*Effective Date [+](#) [-](#)

Comments

Last Update Date/Time 10/10/2022 6:07:19PM by CTC_TMARTIN Type Manual

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

Inactivating a Student Group



- The following student groups may be inactivated if found to have been answered incorrectly. They will be reevaluated by the mass assign job if a new OAAP application is received by the same institution with differing answers: SFCY, SFGA, SFGC, SFGB, SWSA, SWSB, SWSC, SWSD.
- The SVET student group is assigned based on the first Yes response for the OAAP supplemental question. If a college manually sets the student's SVET student group to Inactive, future applications to the same Institution for the student with a Yes response will **not** activate this student group.

Navigation: NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Groups

1. On the Student Groups page, add new effective dated row by selecting the **[+]** plus button under the **Details** section.

The screenshot shows the 'Student Groups' interface. At the top, there is a navigation bar with 'Records' and 'Student Groups'. Below this, the 'Academic Institution Details' section is visible, containing fields for '*Academic Institution' (WA220) and '*Student Group' (SFGA). The 'Details' section below it shows '*Effective Date' (09/15/2022) and '*Status' (Active). A red box highlights the '+' button next to the status dropdown. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

1. Enter the **Effective Date**: Input the date for the status change for the student group.
2. Select "Inactive" from the **Status** drop-down menu.
3. Select the **Save** button.

Records Student Groups

Student Groups

Leslie Alvarez 202908412

Academic Institution Details 1 of 3 | View All

*Academic Institution Tacoma CC + -

*Student Group Parent Less than HS Grad

Details 1 of 2 | View All

*Effective Date *Status + -

Comments

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13. Process complete.