

Manual Addition of Supplemental Question Student Groups

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

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 a 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 begins with 2013

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

Records
Student Groups

Student Groups

Academic Institution Details

*Academic Institution WA160 Yakima Valley College

*Student Group SFGA Parent Less than HS Grad

Details

*Effective Date 09/15/2022

*Status Active

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

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- 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's a 'Records' tab and a 'Student Groups' header. Below this, the 'Academic Institution Details' section shows 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

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202908412

Academic Institution Details
1 of 3
View All

*Academic Institution WA220 Tacoma CC
*Student Group SFGA Parent Less than HS Grad

Details
1 of 2
View All

*Effective Date 09/16/2022
*Status Inactive

Comments

Last Update Date/Time 10/10/2022 6:16:22PM by CTC_TMARTIN Type Manual

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

13. Process complete.