

## 9.2 Setting Up Student Groups

**Purpose:** Use this document as a reference for how to set up student groups within ctcLink.

**Audience:** Student Records Staff

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

- ZD SACR Student Grp Config
- ZZ SACR Student Grp Config

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

**Student Group Naming Convention:** Student groups codes are four characters in length. They must begin with one of the following department codes. The last three characters are descriptive.

- **A** - Admissions
- **B** - Student Financials (Bursar)
- **F** - Financial Aid
- **G** - Advising
- **R** - Student Records
- **S** - Global S codes reserved for SBCTC -- **Do not use**

**Do not use spaces or special characters in a student group code.**

## Setting Up Student Groups

**Navigation:** NavBar > Navigator > Set Up SACR > Common Definitions > Student Group Table

1. The **Student Group Table** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Academic Institution**.
4. Enter **Student Group**.
5. Select **Add**.

[Student Homepage](#)

Student Group Table

### Student Group Table

[Find an Existing Value](#)
[Add a New Value](#)

Academic Institution 
Student Group

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- The **Student Group Table** page displays.
- Enter the **Effective Date**. Enter the earliest date in ctLink: **01/01/1901**. **Note:** It is 01/01/1901 that ensures appropriate functionality when student groups are defined for requisites.
- Select **Status**.
- Enter **Description**.
- Enter **Short Description**.
- Select **Save**.

[Student Homepage](#)

Student Group Table

### Student Group Table

Academic Institution WA172 Spokane Falls CC

Student Group ATHL

Find | View All

First 1 of 1 Last

\*Effective Date

\*Status

\*Description

\*Short Description

[Save](#)
[Notify](#)
[Add](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

- Process complete.



## Security Information:

Users need **Student Group Security** access for student groups in the Student Group Table. For additional information, view the [Student Group Security](#) QRG. Contact your local Security Administrator for access.

**Navigation:** *Main Menu> Set Up SACR> Security> Secure Student Administration> User ID> Student Group Security*

[< Roles](#)

Student Group Security

Student Group Security

User ID

Name

Institution WA172 Spokane Falls CC

Security Settings

Personalize | Find | View 100 | First 1-10 of 118 Last

* Student Group	Description	Inquiry Indicator	Update Indicator		
<input type="text" value="ABAS"/>	Bachelor of Applied Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ACLB"/>	College Bound	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ACWC"/>	WorkSource/DSHS Co-lo Referral	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ANRS"/>	Admitted Nursing Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="AOPT"/>	Admitted Occup Therapy Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="APUL"/>	SFCC-Pullman Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ARST"/>	Running Start	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ASNQ"/>	Start Next Quarter--SFCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ASOC"/>	Students of Color	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ATRI"/>	TRIO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>