Removing an Advisee from a Student Group

This guide will cover:

- How to make a student inactive in a assigned student group

**Step One**

Navigate to the following breadcrumb:

Main Menu  ›  Campus Solutions  ›  Self Service  ›  Advisor Center  ›  Advisee General Info

OR

If you are already within the Advisor Center, click the General Info tab.

**Step Two**

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

**Step Three**

Under the Student Group section, click Edit Student Groups.
Step Four

On the Student Group page, **click plus symbol in the second header on the page to add a new data row for the student group.**

![Student Groups](image)

Step Five

On the new data row, at the **effective date** field, select a date that the student will be disassociated in the student group and change the status field to **inactive**.

![Effective Date](image)

Step Six

In the comment field you can write a brief comment on why the student is being removed from the Student group. The comments are not seen by the student. Only Advisors and other users who have access to Student Groups will see your comment.
Step Seven

Click **Apply**. This will save the page and remove the student from the student group on the assigned effective date.

Notice that the last update date/time, updated by, and type has populated.

Step Eight

Click **OK** to be sent back to the Advisor Center page.

You have now completed the steps for removing an advisee from a student group.