



Create a New Student Group or Modify Access to a Student Group

Purpose: used by PeopleSoft administrators to add a new or modify an existing Student Group.

College/School Instructions

1. Complete one form for each addition or modification.
2. Complete Sections 1-3 of this form using a computer.
 - a. a handwritten form will **not** be accepted.
 - b. an incomplete form will not be processed and will be returned to you for completion.
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 4.
5. Scan the completed form to the Office of the Registrar at registrars@mu.edu.

Section 1: Initiator Information

Name _____ Office _____

Email _____@marquette.edu Phone _____

Section 2: Create a New Student Group

Rationale for creation of student group _____

Suggested abbreviation/short description (limit 4 characters)
(e.g. ROTC) _____

Individual(s) who require access

_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>
_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>
_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>

Section 3: Modify Access to a Student Group

Student group _____

Additional individual(s) who require access

_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>
_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>
_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>

Individual(s) who no longer require access

_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>
_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>
_____	_____	_____
<i>Full name</i>	<i>username</i>	<i>view or update access</i>

Section 4: Signature

Signature _____ Date _____

Section 5: Office of the Registrar

Abbreviation _____ Short Description _____

Student Group Created on _____ Access Given on _____