Student Financials: Review Student Groups

In this Job Aid, we will review a necessary step to take when a student’s tuition is not calculating correctly, which involves reviewing student groups.

- You will first need to login to Campus Solutions at student.msu.edu.

Review Student Groups

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

1. Search for the student by entering their student ID, first and/or last name, then click **Search**.
2. The **Student Groups** page will populate, displaying any **Student Group** affiliated with the student.

- Only a handful of student groups impact how tuition is calculated, including the dual degree programs (e.g., HMB2 – Dual Human Med/MBA 2), online plans (e.g., UOTF – Online Tuition Fees), which have different tuition rates, and the admitted to college groups (e.g., UABU – Admitted to the Business College).
- It will be common for students to be affiliated with more than one student group. In the event this happens, click the **View All** button outlined in the upper right to see all student groups affiliated with that student.
View Student Groups by Student Page

**Navigation:** NavBar > Records and Enrollment > Career and Program Information > View Student Groups by Student

1. Enter ‘MSU55’ for the **Academic Institution**, then input your desired **Student Group** and click **Search**.

2. From the **Select Effective Dates** drop-down, you can choose from ‘Most Current Active,’ ‘Select EmplID Ran’ or ‘Select Last Name Range.’ In this example, we will search by the ‘Most Current Active.’

3. Click **Get Results**.
4. A list of all students included in this student group will populate; in this example, we have 4,819 students affiliated with this group.
   a. The Effective Date shows when each student was added to this student group.