Student Records
Changing/Updating Student Ethnicity

Overview

- This demographic will only be updated by a few administrators.
- Since ethnicity is not a required field, the student may have left the field blank during their admissions application process; or they may have selected “Not Applicable”.
- The student may also have selected an incorrect value during their admissions application process.
- The questions for determining the person’s ethnicity have changed and the updated page format allows for data collection under the old and new formats.

Steps

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1. Navigate to: Campus Community> Personal Information (Student) > Biographical (Student) > Personal Attributes > Ethnicity.
2. Enter student ID or Last Name and First Name.
3. Click .
4. If your search returned multiple Search Results, select the appropriate student from the list and click on the link to display the Ethnicity page.
5. If an ethnic code exists, skip to number 6 below. If no ethnic code already exists, click to insert a new row.

6. Click and select the appropriate Ethnicity (Black/African American, American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Island, Hispanic/Latino, Other American, White, Refused to Answer, etc.) from the list. Note if a HISPANIC row is present in the grid, the Person is Hispanic or Latino checkbox will check (be selected) upon saving the page.
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7. (Optional) If this is the student's primary ethnicity, click the Primary checkbox to select it.
8. If collected under the two question format, click the IPEDS checkbox to note that. If collected by the one question format, leave this box blank.
9. Click to save your changes.
10. Upon saving, the Updated On and Updated By information on each row will populate with the date/time of the update and your user information as an audit on the record. The Record Last Updated and Record Last Updated By areas on the screen will also populate with the date/time of the update and your user information as an audit on the record.