**Cohort/Class Block – Birds Eye View**

**View Cohort**

To view the details of a cohort

**Navigation:**
ASU Customizations → ASU Student Records → Cohort Groups

**Grant Student Cohort Permissions**

To grant a student permission to enroll in a cohort

**Navigation:**
ASU Customizations → ASU Student Records → Cohort Groups → Find an Existing Value → Student Cohort Permission tab

**Cohort Quick Enroll**

To enroll a student in a cohort

**Navigation:**
ASU Customizations → ASU Student Records → Cohort Quick Enroll

Find Student, enter enrollment information

**Cohort Quick Drop**

To drop a cohort for a student

**Navigation:**
ASU Customizations → ASU Student Records → Cohort Quick Enroll

**Student Self-service – using cohorts**

From the Student Center, using **Add a class**, students will select cohorts to enroll in. Students will select the option below to see all class blocks that are available to them.

From the Student Center, using **Drop a class**, students will select cohorts to drop. Students will be allowed to drop a cohort, or can drop cohort classes after the drop restriction have expired.
Class Search

To view all cohorts/class blocks for a specified term.

Students, and staff searching for a class for a student, can utilize the class search button to view all cohorts offered by selecting the search for class blocks option.

Various search criteria can be entered to narrow the class block search.

Cohort Name Guidelines

When searching for a cohort, utilizing the naming standards can help identify appropriate class blocks.

- Campus-wide programs, begin the cohort code with the 1-character campus code.
- Campus Match programs – campus code + CM
- Learning communities – campus code + LC
- College programs – college code + department code and/or special program codes
  - Class Blocks – CB
  - Tracking - TR

Examples

- Tempe Campus - Campus Match: TCMnnnnnnnn
- West Campus - Campus Match: WCMnnnnnnnn
- Polytechnic Campus - Campus Match: PCMnnnnnnnn
- Downtown Campus - Campus Match: DCMnnnnnnnn
- College of Liberal Arts and Sciences, Learning Communities: LALCnnnnnnnn
- College of Engineering – Fulton Match: ESFMnnnnnn
- West Campus - Learning Communities: WESTLCnnnnnn
- CLAS - Geographical Sciences Cohorts: LAGEOSnnnnnn
- All Colleges – College Class Blocks: 2-character college code + CB (Class Block) + 6 identifying characters

The Cohort Description can also be used in the class search criteria.