

ADDING AND REMOVING ATTRIBUTES

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REVISION HISTORY

Version	Date	Name	Description
	10/5/18	Gabby O.	Banner 9 updates.

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how students have attributes placed onto and removed from their record. Attributes will be used to generate the correct class for credential only, doctoral, medical, and visiting students. They are also used to assess the CalPIRG fee, the Single Document Fee, and to award the completion of breadth requirements to undergraduates who have earned a full IGETC.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Offices who use attributes are responsible for maintaining them.
2. **Offices must not change attributes belonging to other offices.**
3. Because of the great impact that attributes have on the student account, student record, and degree audit, the use of attributes is reserved for limited functions.
4. To minimize data entry errors in this critical field, it is recommended that the mass update process is used whenever possible. Requests for mass updates should be coordinated with Information Technology Solutions (ITS).

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Student Business Services
2. College Offices
3. Graduate Division Academic Affairs
4. Graduate School of Education
5. Medical School Student Affairs
6. Registrar's Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

PAGE	Page Name	Description
SGASADD	Additional Student Information	Allows a student's attribute history to be recorded.

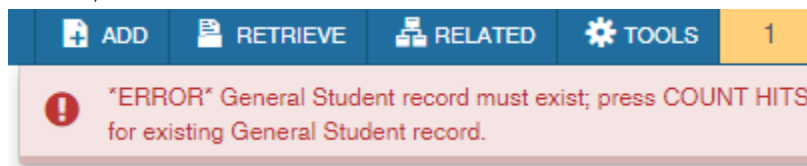
PROCEDURES

MAINTAINING ATTRIBUTES IN A TERM

Attributes are viewable by term on the student record. Therefore, when you are considering updating attribute(s) on the student's record you want to consider:

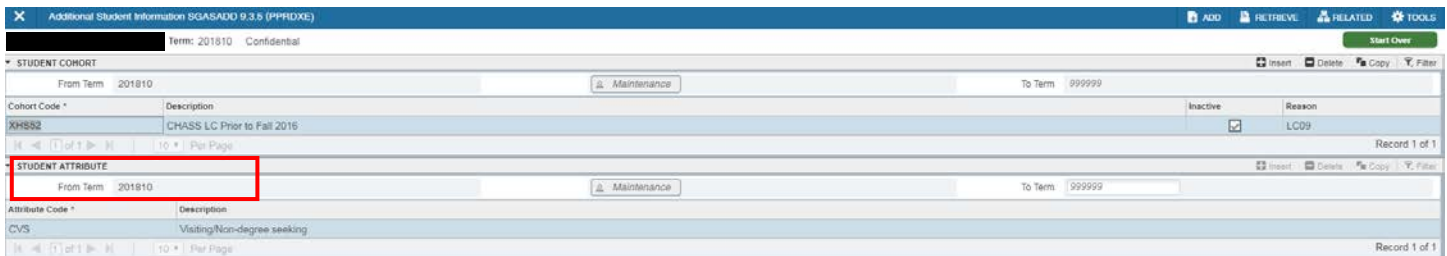
1. What term do you need to update?
2. Has the student been assigned other attributes that you do not have the authority to change?
3. What do you need to do? Are you adding; removing (ending); or adding and removing (ending) attributes?

Note: Attributes can only be added to students who have a General Student (SGASTDN) record for the term you entered. If you receive an error like the one below, that is an indication that the student does not have a SGASTDN record.



STEPS

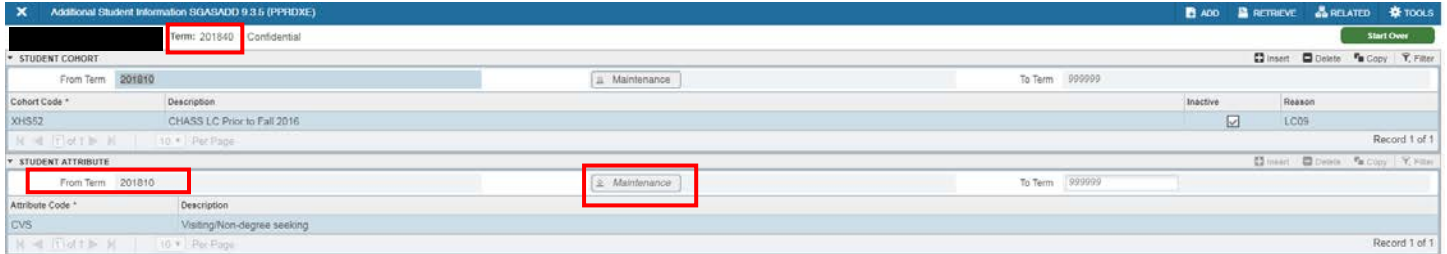
1. Go to **SGASADD**.
2. Enter **SID**.
3. Enter the **Effective Term** for the term you want to update the attribute.
4. Check the **From Term** in the Student Attribute block and select the next step – 4a or 4b.



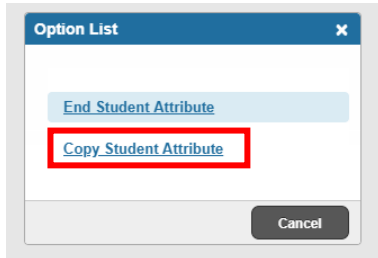
- a. If the term **equals** your effective term from step 3, move to step 5.



- b. If the term **does not equal** your effective term from step 3, you must **Maintenance** the form to allow for changes.
 - i. The **maintenance button** will be activated to allow you to click on it.

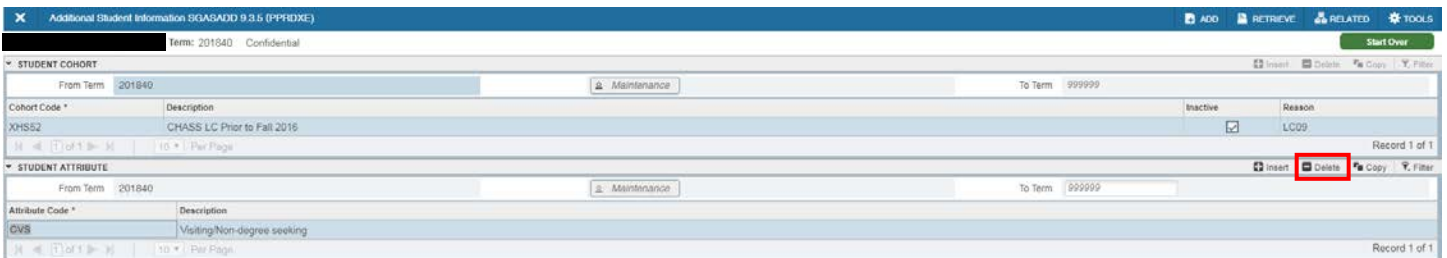


- c. Select **Copy Student Attribute** based on what attributes currently exist on the student’s record and what attributes you want to be maintained for your effective term on the student’s record. Your effective term will update into the From Term once a selection is made.



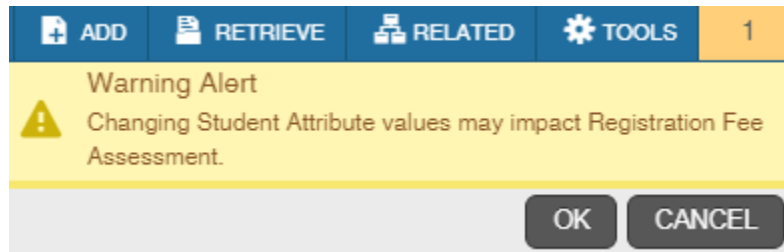
- i. **Copy Student Attribute** - Choose this if there are **ANY** attributes you want to carry forward to the new effective term. You MUST use this option if there are attributes on the student record that you do not have control of because you should not be ending other department attributes.

- 5. Your effective term now shows in the From Term and you can update YOUR attributes for this term by:
 - a. Adding a new attribute into a **blank row** and/or...
 - b. Removing an attribute you are ending by clicking **Delete** at the right hand side.
 - c. You may need to do both actions in a single term and that is okay. Do not alter anyone else’s attributes.

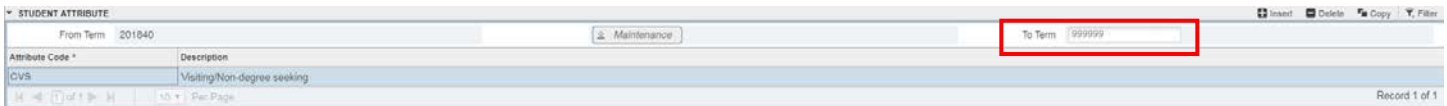


- 6. **Save.**

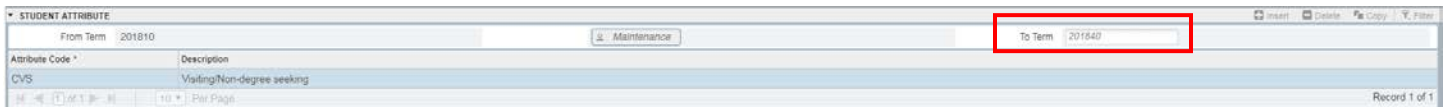
Note: A message may appear warning about attributes affecting fee assessment. Ensure your change is correct and click **OK**. Click **Cancel** to avoid saving. The popup only happens if registration is active for the term you are maintenancing, so you may not always see the popup.



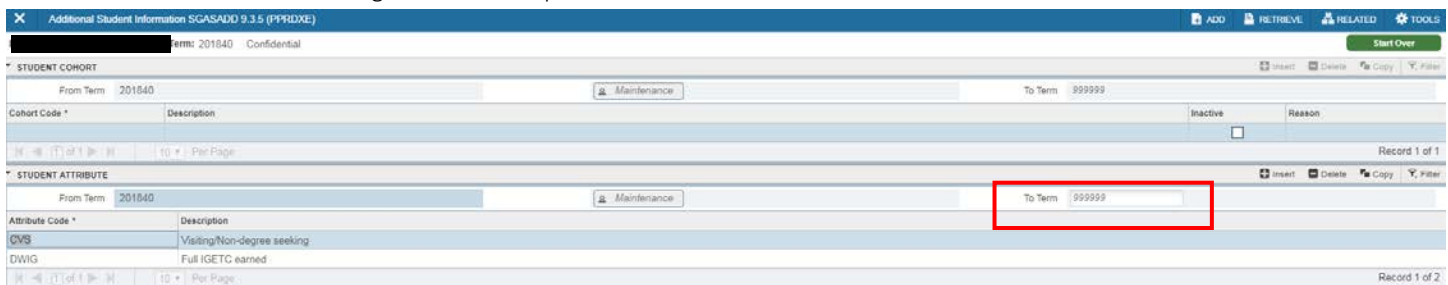
- 7. Lastly, before closing out the form, check the **To Term** and select your next step – 7a or 7b.
 - a. If it says **999999**, the End of Time, you are done and can close out of the form.



- b. If it says **any other term**, determine if you need to add the attribute to the other future terms.
- c. You may need to do this if:
 - i. There has already been a future maintenance to the attributes form and your attribute needs to continue and be present in those future terms. This could occur if an already existing attribute needed to be proactively ended in a future term or...
 - ii. If you are going back to a historical term to correct the student record and there were other changes that were made to the record for future terms. If your attribute needs to be present in those future terms you need to ensure it is added.



- iii. Note the **To Term** you currently see in the form.
 - 1. This will be used in step 3 as your new effective term.
- iv. Click **Start Over** to enter new effective term.
- v. Repeat Steps 3-7.
- vi. In the example below, the CVS (Visiting/Non-degree seeking) attribute was removed, while the IGETC; the reason being we are not responsible for that attribute.



Additional Student Information SGASADD 9.3.5 (PPROXE) ACD RETRIEVE RELATED TOOLS 1

Term: 201840 Confidential Saved successfully (1 rows saved)

*** STUDENT COHORT**

From Term: 201840 Maintenance To Term: 999999

Cohort Code *	Description	Inactive	Reason
		<input type="checkbox"/>	

Record 1 of 1

*** STUDENT ATTRIBUTE**

From Term: 201840 Maintenance To Term: 999999

Attribute Code *	Description
DWIC	Full IGETC earned

Record 1 of 1