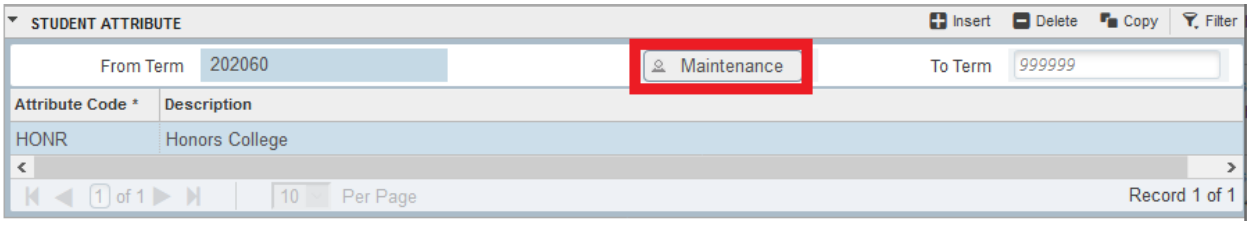
Maintain Student Attributes Webpage

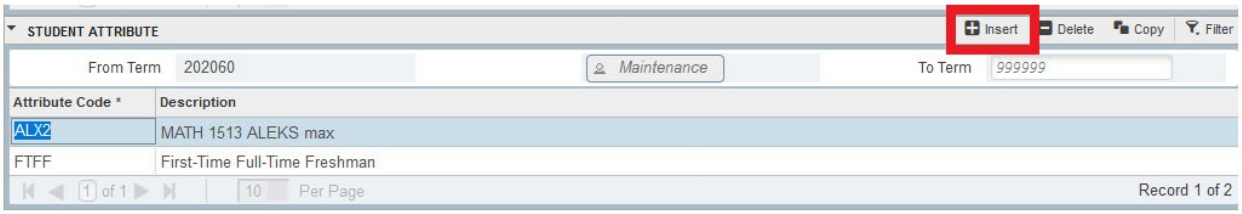
When adding or removing student attributes on SGASADD, you need to use extreme caution as incorrect maintenance can have an impact on student billing, registration, benefits, reporting, and other important aspects of a student's academic career. Attributes are added to a student's record beginning with an effective/from term and will remain attached to the student for all future terms unless it's removed in a future term. Navigate to appropriate section below for detailed instructions on each topic:

Add a new attribute

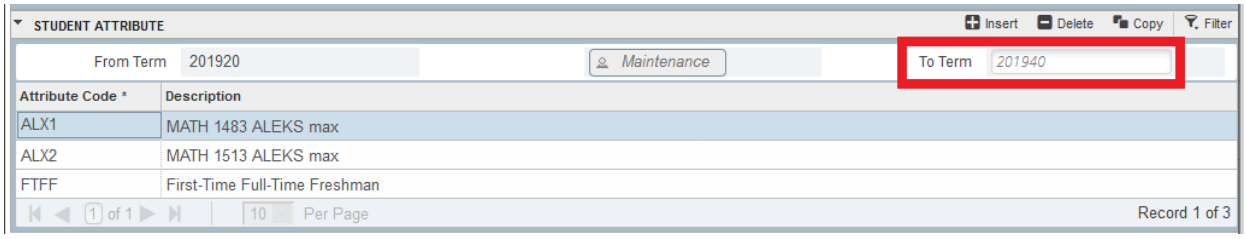
1. Enter the student ID and the effective term.
2. Click the Go button in the top right.
3. Click the Next Section button in the bottom left to navigate to the Student Attribute section.
4. If the Maintenance icon is grayed out and italicized, you can proceed to step #8 below.
5. If the Maintenance icon is not grayed out and is not italicized, click it.



6. A pop-up box will appear – select Copy Student Attribute.
7. If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.
8. Click the Insert button and enter the new attribute code, then save. Click OK on the changing student attribute message.



9. Now check the To Term in the Student Attributes section. If it's 999999, skip to step #13. If it's anything else (like the example below), you have more work to do.

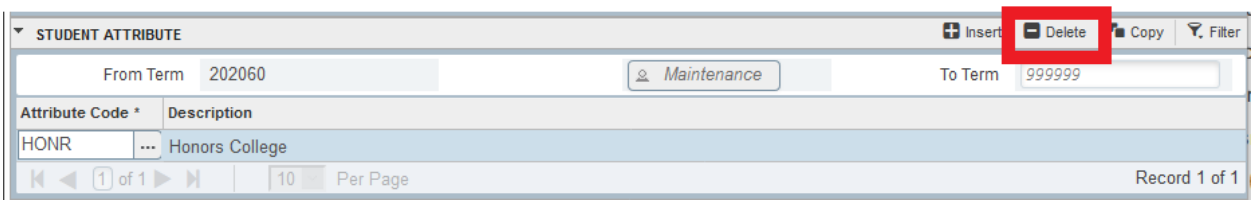


10. Record the term code from the To Term field, In the example above, it's 201940.

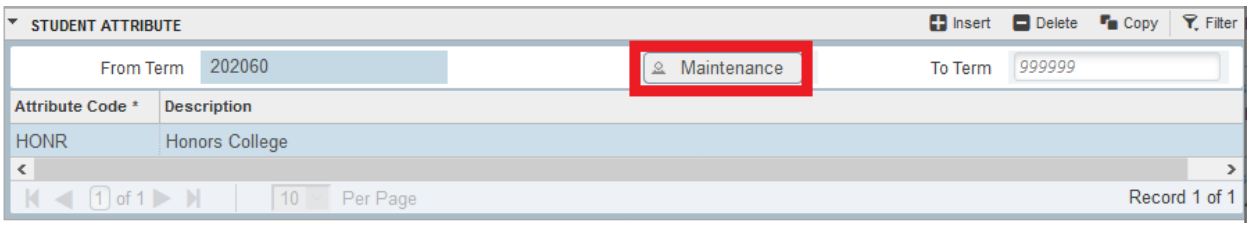
11. Click the Start Over button in the top right and enter this term code in the Term text box.
12. Repeat all the steps above, starting form step #2.
13. Click the Start Over button, leaving the term the same, then click the Go button to verify your changes saved correctly.

Delete an existing attribute when NO other attributes exist

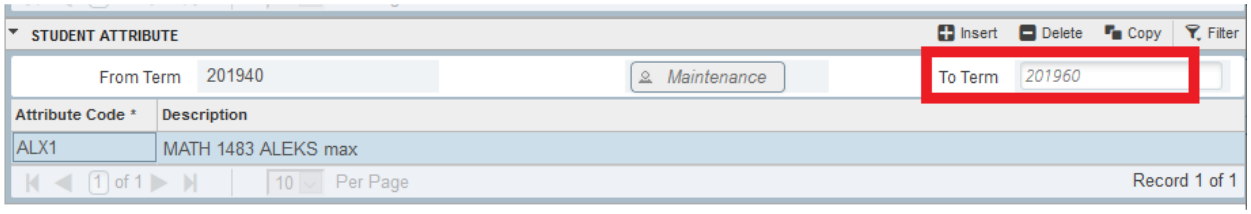
1. Enter the student ID and the effective term.
2. Click the Go button in the top right.
3. Click the Next Section button in the bottom left to navigate to the Student Attribute section.
4. If the Maintenance icon is grayed out and italicized, click the attribute and click the Delete button.
5. Click OK on the warning that indicates changing attributes may impact registration fee assessment, then save. Proceed to step #9 below.



6. If the Maintenance icon is not grayed out and is not italicized, click it.



7. A pop-up box will appear – select End Student Attribute.
8. If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.
9. Check the To Term in the Student Attributes section. If it's 999999, skip to step #13 below. If it's anything else (like the example below), you have more work to do.

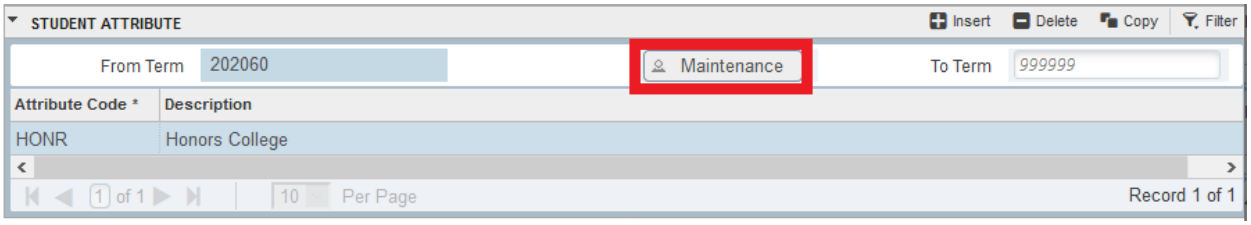


10. Record the term code from the To Term field, In the example above, it's 201960.
11. Click the Start Over button the top right and enter this term in the key block.
12. Repeat all the steps above, starting from step #2.

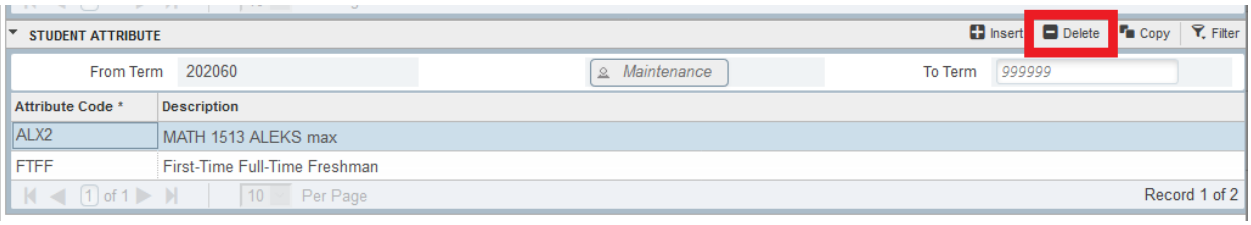
13. Click the Start Over button, leaving the term same, then click the Go button to verify your changes saved correctly.

Delete an existing attribute when other attributes exist

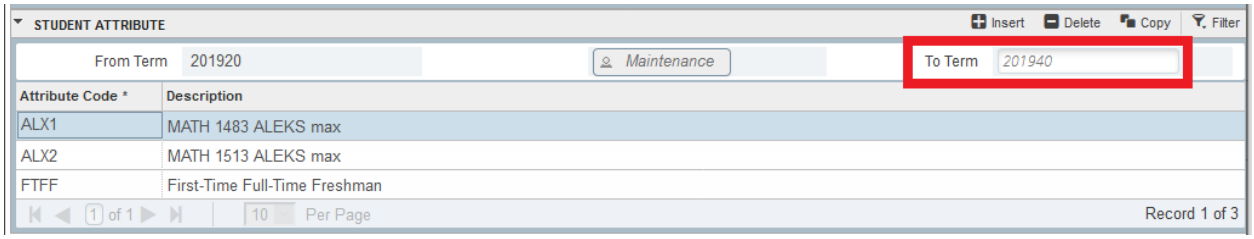
1. Enter the student ID and the effective term.
2. Click the Go button in the top right.
3. Click the Next Section button in the bottom left to navigate to the Student Attribute section.
4. If the Maintenance icon is grayed out and italicized, you can proceed to step #8 below.
5. If the Maintenance icon is not grayed out and is not italicized, click it.



6. A pop-up box will appear – select Copy Student Attribute.
7. If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.
8. Click the attribute you want to delete to highlight it and click the Delete button. Click OK on the changing student attribute message. Save your changes.



9. Now check the To Term in the Student Attributes section. If it's 999999, skip to step #13. If it's anything else (like the example below), you have more work to do.



10. Record the term code from the To Term field. In the example above, it's 201940.
11. Click the Start Over button and enter this term code.
12. Repeat all the steps above, starting from step #2.
13. Click the Start Over button, leaving the term the same, then click the Go Button to verify your changes saved correctly.