

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.

The screenshot shows the 'STUDENT ATTRIBUTE' interface. At the top, there are fields for 'From Term' (202060) and 'To Term' (999999). A 'Maintenance' icon is highlighted with a red box. Below this is a table with columns 'Attribute Code *' and 'Description'. The table contains one row: 'HONR' | 'Honors College'. At the bottom, there are navigation controls including '1 of 1' and '10 Per Page'.

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.

The screenshot shows the 'STUDENT ATTRIBUTE' interface. At the top, there are fields for 'From Term' (202060) and 'To Term' (999999). An 'Insert' button is highlighted with a red box. Below this is a table with columns 'Attribute Code *' and 'Description'. The table contains two rows: 'ALX2' | 'MATH 1513 ALEKS max' and 'FTFF' | 'First-Time Full-Time Freshman'. At the bottom, there are navigation controls including '1 of 1' and '10 Per Page'.

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.

The screenshot shows the 'STUDENT ATTRIBUTE' interface. At the top, there are fields for 'From Term' (201920) and 'To Term' (201940). The 'To Term' field is highlighted with a red box. Below this is a table with columns 'Attribute Code *' and 'Description'. The table contains three rows: 'ALX1' | 'MATH 1483 ALEKS max', 'ALX2' | 'MATH 1513 ALEKS max', and 'FTFF' | 'First-Time Full-Time Freshman'. At the bottom, there are navigation controls including '1 of 1' and '10 Per Page'.

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 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.

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.

The screenshot shows the 'STUDENT ATTRIBUTE' window. At the top right, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. The 'Delete' button is highlighted with a red box. Below the buttons, there are input fields for 'From Term' (202060) and 'To Term' (999999). A 'Maintenance' icon is visible between these fields. Below the input fields is a table with columns 'Attribute Code *' and 'Description'. The table contains one row: 'HONR' and 'Honors College'. At the bottom, there are navigation controls including '1 of 1' and '10 Per Page'.

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

The screenshot shows the 'STUDENT ATTRIBUTE' window. The 'Maintenance' icon is highlighted with a red box. The 'From Term' is 202060 and the 'To Term' is 999999. The table below shows 'HONR' and 'Honors College'. Navigation controls at the bottom show '1 of 1' and '10 Per Page'.

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.

The screenshot shows the 'STUDENT ATTRIBUTE' window. The 'To Term' field is highlighted with a red box and contains the value '201960'. The 'From Term' is 201940. The 'Maintenance' icon is visible. The table below shows 'ALX1' and 'MATH 1483 ALEKS max'. Navigation controls at the bottom show '1 of 1' and '10 Per Page'.

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.

- 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

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

The screenshot shows the 'STUDENT ATTRIBUTE' interface. At the top, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. Below these are input fields for 'From Term' (202060) and 'To Term' (999999). A 'Maintenance' icon is highlighted with a red box. Below this is a table with columns 'Attribute Code *' and 'Description'. The table contains one row: 'HONR' | 'Honors College'. At the bottom, there are navigation controls including '1 of 1', '10 Per Page', and 'Record 1 of 1'.

- A pop-up box will appear – select Copy Student Attribute.
- If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.
- 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.

The screenshot shows the 'STUDENT ATTRIBUTE' interface. At the top, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. Below these are input fields for 'From Term' (202060) and 'To Term' (999999). A 'Maintenance' icon is visible. Below this is a table with columns 'Attribute Code *' and 'Description'. The table contains three rows: 'ALX2' | 'MATH 1513 ALEKS max', 'FTFF' | 'First-Time Full-Time Freshman'. At the bottom, there are navigation controls including '1 of 1', '10 Per Page', and 'Record 1 of 2'. The 'Delete' button is highlighted with a red box.

- 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.

The screenshot shows the 'STUDENT ATTRIBUTE' interface. At the top, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. Below these are input fields for 'From Term' (201920) and 'To Term' (201940). A 'Maintenance' icon is visible. Below this is a table with columns 'Attribute Code *' and 'Description'. The table contains three rows: 'ALX1' | 'MATH 1483 ALEKS max', 'ALX2' | 'MATH 1513 ALEKS max', 'FTFF' | 'First-Time Full-Time Freshman'. At the bottom, there are navigation controls including '1 of 1', '10 Per Page', and 'Record 1 of 3'. The 'To Term' field is highlighted with a red box.

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