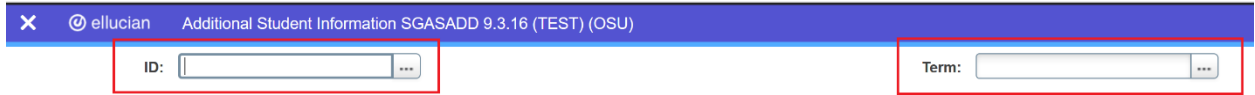


Maintain Student Attributes Instructions

Add a new attribute

1. Enter the student ID and the effective (from) term.



The screenshot shows the top navigation bar of the system. It includes a close button (X), a user profile icon (elucian), and the page title "Additional Student Information SGASADD 9.3.16 (TEST) (OSU)". Below the navigation bar, there are two input fields: "ID:" and "Term:". Both fields are highlighted with a red border.

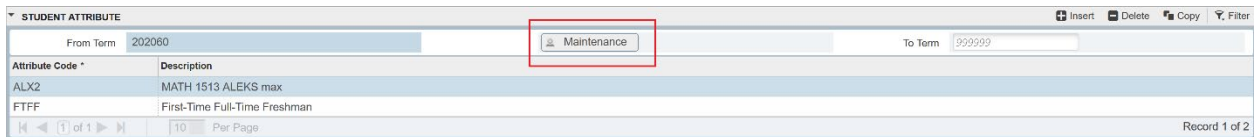
2. Click the Go button in the top right.



3. Click the Next Section button in the bottom left to navigate to the Student Attribute section.

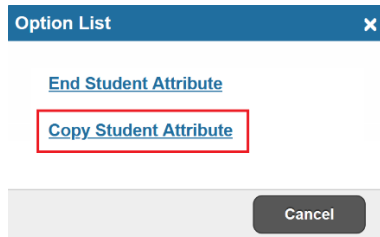


4. If the Maintenance icon is grayed out and italicized, you can proceed to step #8 below.
5. If the Maintenance icon is not grayed out and is not italicized, click it.



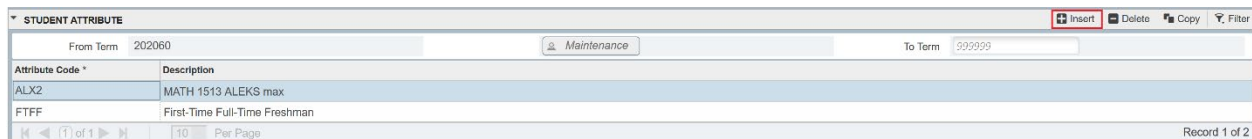
The screenshot shows the "STUDENT ATTRIBUTE" section. It includes a table with columns "Attribute Code" and "Description". The table contains two rows: "ALX2" with description "MATH 1513 ALEKS max" and "FTFF" with description "First-Time Full-Time Freshman". Above the table, there is a "Maintenance" icon (a small square with a diagonal line) highlighted with a red border. The "From Term" is set to "202060" and the "To Term" is set to "999999".

6. A pop-up box will appear – select Copy Student Attribute:



The screenshot shows a pop-up box titled "Option List" with a close button (X). It contains two options: "End Student Attribute" and "Copy Student Attribute". The "Copy Student Attribute" option is highlighted with a red border. At the bottom of the box is a "Cancel" button.

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" section. It includes a table with columns "Attribute Code" and "Description". The table contains two rows: "ALX2" with description "MATH 1513 ALEKS max" and "FTFF" with description "First-Time Full-Time Freshman". Above the table, there is an "Insert" button (a small square with a plus sign) highlighted with a red border. The "From Term" is set to "202060" and the "To Term" is set to "999999".

9. Now check the To Term in the Student Attributes section. If it's 999999, skip to step #12. IF it's anything else (like the example below), you have more work to do.

STUDENT ATTRIBUTE		From Term	Maintenance	To Term
Attribute Code *	Description	201920		201940
ALX1	MATH 1483 ALEKS max			
ALX2	MATH 1513 ALEKS max			
FTFF	First-Time Full-Time Freshman			

- Record the term code from the To Term field, In the example above, it's 201940.
- Click the Start Over button in the top right and enter this term code in the Term text box

[Start Over](#)

- Repeat all the steps above, starting from step #3.
- 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

- Enter the student ID and the effective (from) term.

STUDENT ATTRIBUTE		From Term	Maintenance	To Term
ID:	<input type="text"/>			Term: <input type="text"/>

- Click the Go button in the top right.

[Go](#)

- 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.

STUDENT ATTRIBUTE		From Term	Maintenance	To Term
Attribute Code *	Description	202060	<i>Maintenance</i>	999999
ALX2	MATH 1513 ALEKS max			
FTFF	First-Time Full-Time Freshman			

- A pop-up box will appear – select End Student Attribute.
- If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.
- Now check the To Term in the Student Attributes section. If it's 999999, skip to step #11 below. If it's anything else (like the example below), you have more work to do.

STUDENT ATTRIBUTE		From Term	Maintenance	To Term
Attribute Code *	Description	201920	Maintenance	201940

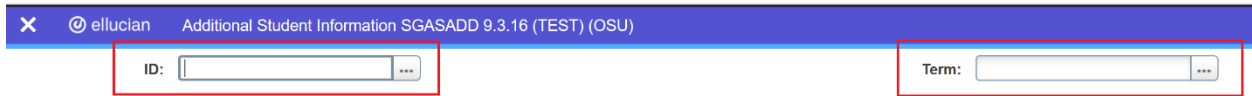
- Record the term code from the To Term field, In the example above, it's 201940.
- Click the Start Over button the top right and enter this term in the key block.

Start Over

- Repeat all the steps above, starting from step #3.
- 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

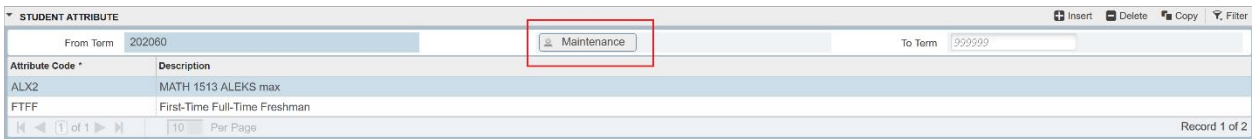
- Enter the student ID and the effective term



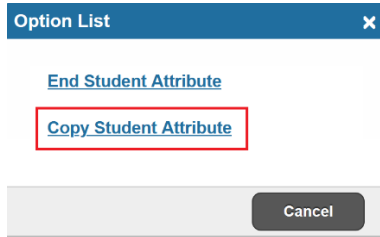
- Click the Next Section button in the bottom left to navigate to the Student Attribute section.



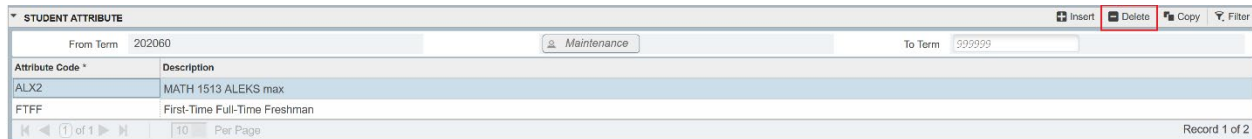
- If the Maintenance icon is grayed out and italicized, you can proceed to step #7 below.
- If the Maintenance icon is not grayed out and is not italicized, click it.



- 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 in the field containing the attribute you need to delete, and record remove. Click OK on the changing student attribute message. Save your changes.



8. Now check the To Term in the Student Attributes section. If it's 999999, skip to step #12. If it's anything else (like the example below), you have more work to do.

STUDENT ATTRIBUTE Insert

From Term 201920 Maintenance To Term 201940

Attribute Code *	Description
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9. Record the term code from the To Term field. In the example above, it's 201940.
10. Click the Start Over button and enter this term code.
11. Repeat all the steps above, starting from step #3.
12. Click the Start Over button, leaving the term the same, then click the Go Button to verify your changes saved correctly.