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. Click on a link below for detailed instructions on that topic:

1. Add a new attribute
2. Delete an existing attribute when NO other attributes exist
3. Delete an existing attribute when other attributes exist

Add a new attribute

1. Enter the student ID and the effective (from) term in the key block.
2. Next block twice to the Student Attribute block.
3. If the Maintenance icon is grayed out, you can proceed to step #7 below.
4. If the Maintenance icon is yellow/highlighted (as in the screenshot below), click it.
5. A pop-up box will appear – select Copy Student Attribute:
6. If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.

7. Click in the next available field and enter the new attribute code, then save. Click OK on the changing student attribute message.

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

9. Record the term code from the To Term field. In the example above, it’s 201720.

10. Rollback to the key block and enter this term code in the key block.

11. Repeat all steps above, starting from step #2.

12. Rollback to the key block, leaving the term the same, then next block twice to verify your changes saved correctly.

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**Delete an existing attribute when NO other attributes exist**

1. Enter the student ID and the effective (from) term in the key block.
2. Next block twice to the Student Attribute block.
3. If the Maintenance icon is grayed out, record remove your attribute. Click OK on the warning that indicates changing attributes may impact registration fee assessment, then save. Proceed to step #7 below.
4. If the Maintenance icon is yellow/highlighted (as in the screenshot below), click it.

5. 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.

7. Now check the To Term in the Student Attributes block. If it’s 999999, skip to step #11 below. If it’s anything else (like the example below), you have more work to do.

8. Record the term code from the To Term field. In the example above, it’s 201720.
9. Rollback to the key block and enter this term code in the key block.

10. Repeat all steps above, starting from step #2.
11. Rollback to the key block, leaving the term the same, then next block twice to verify your changes saved correctly.

Delete an existing attribute when other attributes exist

1. Enter the student ID and the effective (from) term in the key block.
2. Next block twice to the Student Attribute block.
3. If the Maintenance icon is grayed out, you can proceed to step #7 below.
4. If the Maintenance icon is yellow/highlighted (as in the screenshot below), click it.

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

6. If you see a message indicating that changing student attributes may impact registration fee assessment, click OK.

7. Click in 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 block. If it’s 999999, skip to step #12. If it’s anything else (like the example below), you have more work to do.

9. Record the term code from the To Term field. In the example above, it’s 201820.

10. Rollback to the key block and enter this term code in the key block.

11. Repeat all steps above, starting from step #2.

12. Rollback to the key block, leaving the term the same, then next block twice to verify your changes saved correctly.