Maintaining Student Attributes in Banner

Overview

Student Attributes are used to track special characteristics about a student that are not part of the student's academic record. Examples of the use of student attributes include student classification, honors programs, teacher education programs, core exit exam, and pre-professional programs. Some student attributes (such as INS, International insurance and WERT, E-rate fee) affect the fees students pay. Student attributes are entered in the Additional Student Information form SGASADD. Some attributes are entered at the time of application and carry over to the general student record while others are updated later in the student's career.

Student attributes use Banner's "effective term" logic. They have a "From Term" that marks the beginning term of the attribute and a "To Term" that establishes the ending term of the attribute. The "To Term" defaults to a term of "999999" which represents the "End of Time". Since a student may have multiple concurrent attributes, a particular From/To Term range will represent the combination of attributes in effect during that range.

If an attribute is no longer applicable to a student, it can be ended by creating a new From Term and removing the attribute from that new term. This preserves the student's attribute history by indicating the time period when the attribute was in effect.

Updating Student Attributes

1. From the main Banner menu access form **SGASADD.**
2. In the key block of **SGASADD** enter the E number of the student. Check that it is the correct student for which you wish to attach a student attribute.
3. Tab or click in the key block Term field and enter the term code that indicates the term the attribute will begin.
4. **Next Block** twice to the Student Attribute block. **Important note**: **you must use Next Block**! Do not click in the Student Attribute block as this may produce undesirable results.
5. If no attributes exist for an earlier term or if attributes exist and have a From Term that equals the key block Term simply enter the appropriate attribute code in the Student Attribute Code box and click **save**.
6. If attributes exist for an earlier term click on the maintenance icon(or you may use the Record/ Duplicate function). The Option List box will display. In the Option List, select **Copy Student Attribute**. A warning message will alert you that changes may impact fees.
7. Click **OK** to close the message box. **Important**: the From Term should now equal the key block term and any prior term attributes should be listed. If this is not the case please stop the process by exiting the form(do not save).

8. Use the down arrow or click in a blank box and enter the appropriate attribute code then click **save**.
9. A warning message will alert you that changes to attributes may impact fees. Click **OK** to close the message box. At the bottom of the page a message should appear that reads: "Transaction complete: 1 records applied and saved".
10. Please check your work by **rolling back** to the key block and then **next block** twice to the Student Attribute block. The new attribute and all prior attributes should appear. Also confirm that the From Term and To Term are correct.

Removing Student Attributes

1. From the main Banner menu access form **SGASADD.**
2. In the key block of **SGASADD** enter the E number of the student. Check that it is the correct student for which you wish to remove a student attribute.
3. Tab or click in the key block Term field and enter the term code that indicates the term the attribute will be removed.
4. **Next Block** twice to the Student Attribute block. **Important note**: **you must use Next Block**! Do not click in the Student Attribute block as this may produce undesirable results.
5. If the From Term and the key block Term are equal simply click in the Attribute Code box and then click **Record/Remove**. A warning message will alert you that changes to attributes may impact fees. Click **OK** to close the message box then click **save**.
6. If attributes exist for an earlier term click on the maintenance icon(or you may use the Record/ Duplicate function). The Option List box will display. In the Option List, select **Copy Student Attribute**. A warning message will alert you that changes may impact fees. **Do not use End Student Attribute** as it will end all student attributes.
7. Click **OK** to close the message box. **Important**: the From Term should now equal the key block term and any prior term attributes should be listed. If this is not the case please stop the process by exiting the form(do not save).
8. Use the down arrow or click in the Student Attribute Code box indicating the attribute you wish to remove. Click **Record/Remove**. A warning message will alert you that changes to attributes may impact fees. Click **OK** to close the message box then click **save**. At the bottom of the page a message should appear that reads: "Transaction complete: 1 records applied and saved".
9. Please check your work by **rolling back** to the key block and then **next block** twice to the Student Attribute block. Please confirm the attribute was successfully removed and any other attributes still exist.