

How remove student attributes

NEVER REMOVE ATTRIBUTES NOT ADDED BY YOUR DEPARTMENT

- 1. Log in to Banner 9 Admin Pages.
- 2. At the Banner 9 Admin Pages home screen type Additional Student Information or SGASADD.
- 3. Enter the following information in the search screen
 - The Current Term Code or Admitted Term code if student is not admitted in Current Term.
 - Banner ID

×	Additional Student Information SGASADD 9.3.9 (BTST)						4	*
		ID:		Term:]	Go	
						-		

- 4. Click the Go button to find the record.
- 5. Click the Next section button in the bottom left hand corner of the screen to move to the Student Attribute section.

WHEN MULTIPLE ATTRIBUTES EXIST

STUDENT ATTRIBUTE

From Term 201880



STUDENT ATTRIBUTE

From Term

201780

7. Select the Attribute from the list you would like to delete.

* STUDENT ATTRIBUTE		🖬 insert 📑 Delete 🌇 Copy 🏹 Filter
From Term 201880	🚨 Maintenance	To Term 999999
<		>
Attribute Code * Description		
071 Office of Conflict Res	ution	
DUAL Dual Degree		

8. Click the delete button on the Student Attribute section header.

* STUDENT ATTRIBUTE			Delete 🖣	Сор	y 🎙 Filte
From Term	201780	🔍 Maintenance	To Ter	m	999999

9. Click OK on the warning message.



10. Click the save button.

11. A confirmation message will display confirming the record was updated successfully.



7. Click the Maintenance button



8. Click <u>Copy Student Attribute</u> from the popup window.



9. Click OK on the warning message.



10. Select the Attribute from the list you would like to delete.



11. Click the delete button on the Student Attribute section header.

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l	From Term	201880	🚊 Maintenance	To Term	999999		

12. Click OK on the warning message.

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			ОКСА	NCEL

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13. Click the save button.



14. A confirmation message will display confirming the record was updated successfully.



WHEN A SINGLE ATTRIBUTES EXIST

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7.	If the current term equals the from term	7.	If the current term	term does not equal the from
	* STUDENT COHORT		ID:	. Term: 201880
	From Term 201080		* STUDENT COHOP	RT 📕
	Cohort Code * Description		From T	erm 201780
	FTFT201080 FirstTime FullTime 201080		Cohort Code *	Description
	▼ STUDENT ATTRIBUTE		FTFT201780	FirstTime FullTime 201780
	From Term 201880		FXT1718F	Fixed Tuition Conort Fall 1718
			🖌 🛋 🗍 of 1	Per Page
			* STUDENT ATTRIE	BUTE
			From T	erm 201780
	8. Click on the the Attribute.	9.	Click the Mair	ntenance button
	STUDENT ATTRIBUTE O IS II • T From Term 202080 Attributer To Term 9995		A Maintenance	
			* STUDENT ATTRIBUTE	😫 Insert 📄 Delete 🍢 Copy 🏹 Filter
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10.	Click the delete button on the Student Attribute section header.	9.	Click <u>End Stud</u> window. Option List	dent Attribute from the popup

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Copy Student Attribute

Cancel

10. Click OK on the warning message.



12. Click the save button.

13. A confirmation message will display confirming the record was updated successfully.



11. Click OK on the warning message.



- 12. Select the Attribute from the list you would like to delete.
 - * STUDENT ATTRIBUTE
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 From Term
 201880
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 To Term
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 Attribute Code *
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 Dual Degree
- 12. Click the delete button on the Student Attribute section header.

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From Term	201880	🚨 Maintenance	To Term	999999)

15. Click OK on the warning message.

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16. A To Term date is added and the attribute is removed as of the term.

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Attribute Code '	Description				
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