Office of the Registrar

How remove student attributes

<div style="border:2px solid red; text-align:center">

NEVER REMOVE ATTRIBUTES NOT ADDED BY YOUR DEPARTMENT

</div>

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

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

REMOVING AN ATTRIBUTE IF CURRENT TERM EQUALS FROM TERM	REMOVING AN ATTRIBUTE IF CURRENT TERM DOES NOT EQUAL FROM TERM
6. If the current term equals the from term	6. If the current term does not equal the from term
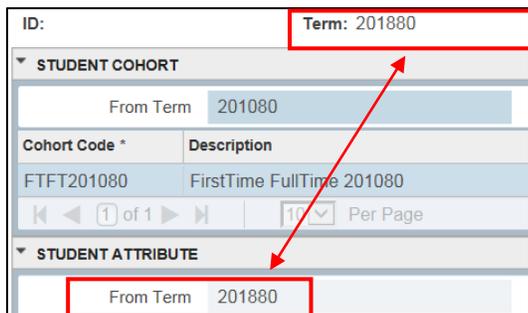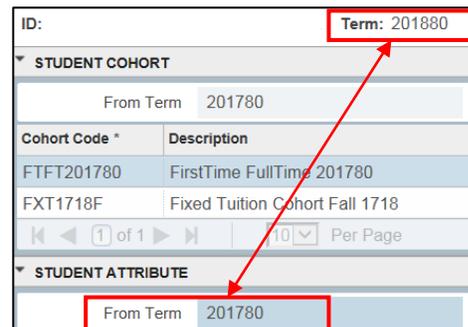
7. Select the Attribute from the list you would like to delete.

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

9. Click OK on the warning message.

10. Click the save button. **SAVE**

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

7. Click the Maintenance button

8. Click **Copy Student Attribute** from the popup window.
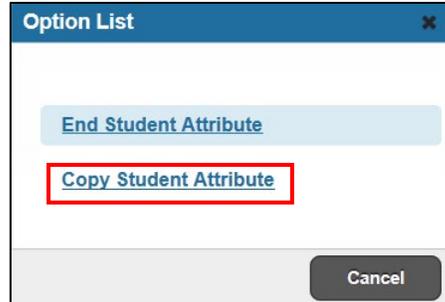
9. Click OK on the warning message.

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

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

12. Click OK on the warning message.
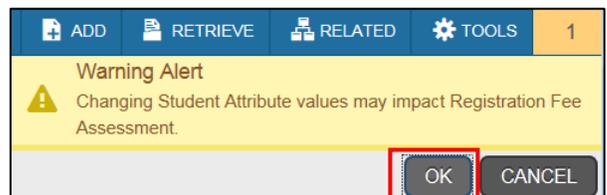
13. Click the save button. SAVE

14. A confirmation message will display confirming the record was updated successfully.
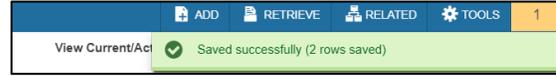
WHEN A SINGLE ATTRIBUTES EXIST

REMOVING AN ATTRIBUTE IF CURRENT TERM EQUALS FROM TERM	REMOVING AN ATTRIBUTE IF CURRENT TERM DOES NOT EQUAL FROM TERM

7. If the current term equals the from term
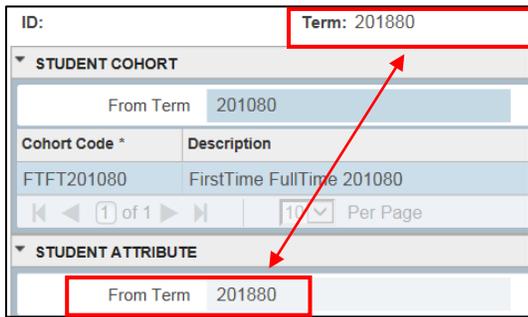
8. Click on the the Attribute.

10. Click the delete button on the Student Attribute section header. Delete

7. If the current term does not equal the from term
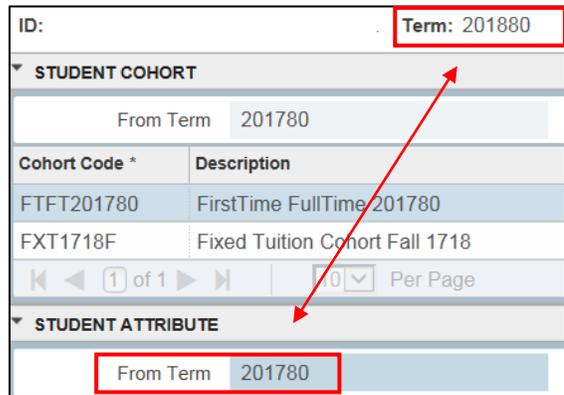
9. Click the Maintenance button

9. Click **End Student Attribute** from the popup window.
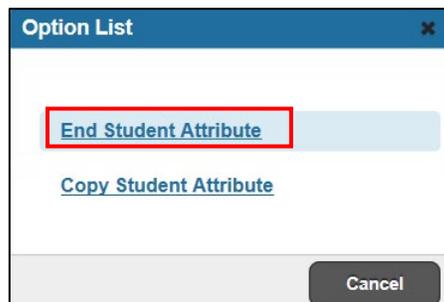
10. Click OK on the warning message.

12. Click the save button. SAVE

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

11. Click OK on the warning message.
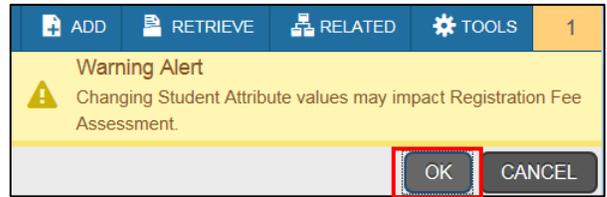
12. Select the Attribute from the list you would like to delete.

12. Click the delete button on the Student Attribute section header. Delete

15. Click OK on the warning message.
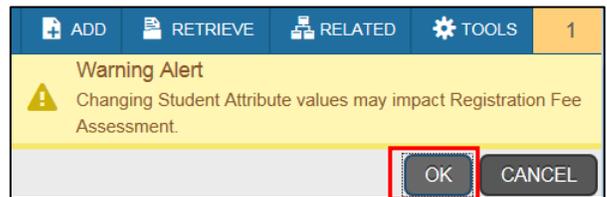
16. A To Term date is added and the attribute is removed as of the term.