

Adding and Removing Attributes

Purpose

The purpose of this document is to explain how students have attributes placed onto and removed from their record. Attributes will be used to generate the correct class for credential only, doctoral, medical, and visiting students. They are also used to assess the CalPIRG fee and to award the completion of breadth requirements to undergraduates who have earned a full IGETC.

Related Policies and Regulations

1. Offices who use attributes are responsible for maintaining them.
2. **Offices must not change attributes belonging to other offices.**
3. Because of the great impact that attributes have on the student account, student record, and degree audit, the use of attributes is reserved for limited functions.
4. To minimize data entry errors in this critical field, it is recommended that the mass update process is used whenever possible. Requests for mass updates should be coordinated with Student Affairs Information Systems (SAIS).

Impacted Departments, Units, Programs, and Centers

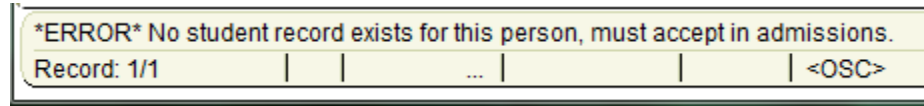
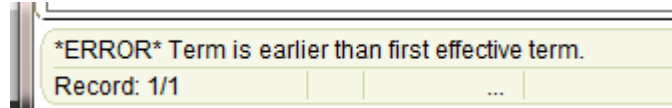
1. Student Business Services
2. College Offices
3. Graduate Division Academic Affairs
4. Graduate School of Education
5. Medical School Student Affairs
6. Registrar's Office

Maintaining Attributes in a Term

Attributes are viewable by term on the student record. Therefore, when you are considering updating attribute(s) on the student's record you want to consider:

1. What term do you need to update?
2. Has the student been assigned other attributes that you do not have the authority to change?
3. What do you need to do? Are you adding; removing (ending); or adding and removing (ending) attributes?

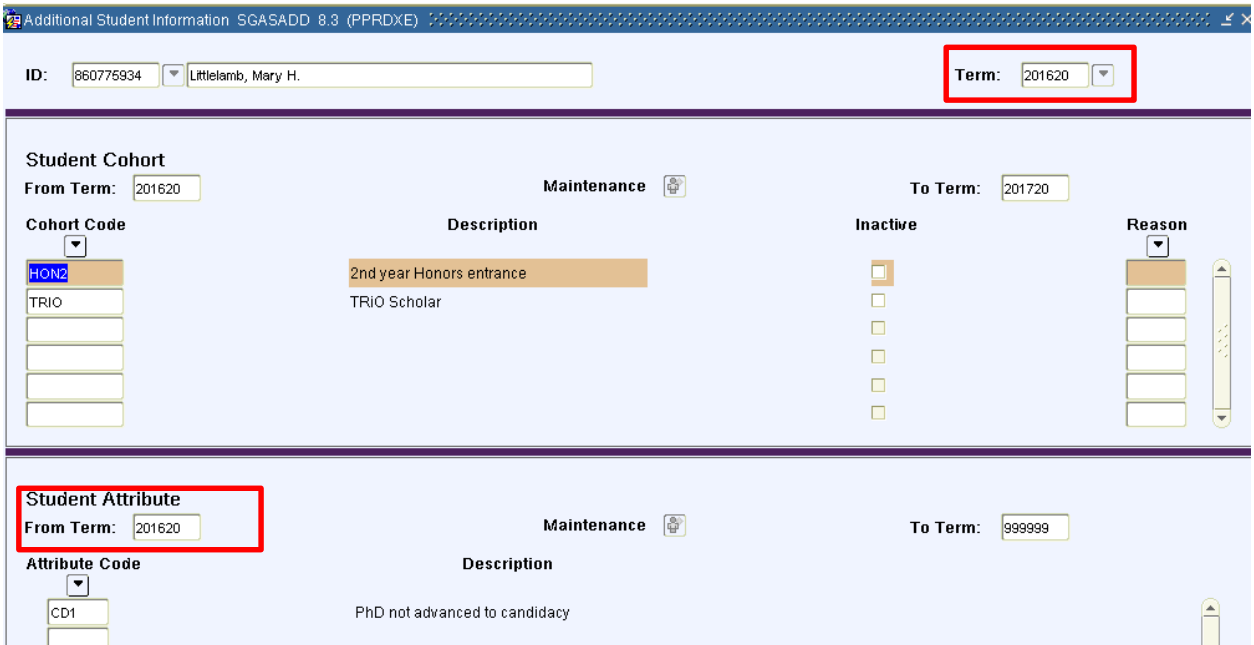
Note: Attributes can only be added to students who have a General Student (SGASTDN) record for the term you entered. If you receive an error like the ones below, that is an indication that the student does not have a SGASTDN record.



1. Go to **SGASADD**.
2. Enter **SID**.
3. Enter the **Effective Term** for the term you want to update the attribute, next block twice to the Student Attribute block.
4. Check the **From Term** in the Student Attribute block and select the next step – 4a or 4b



- a. If the term **equals** your effective term from step 3, move to step 5



- b. If the term **does not equal** your effective term from step 3, you must **Maintenance** the form to allow for changes.
 - i. The maintenance button will be activated to allow you to click on it.

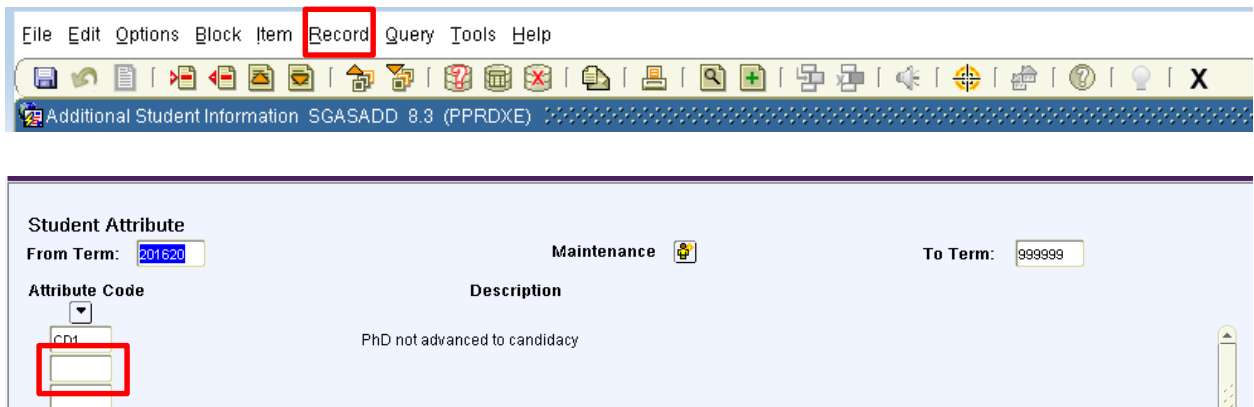
The screenshot shows a software window titled 'Additional Student Information SGASADD 8.3 (PPROXE)'. At the top, there are fields for 'ID' (860775934) and 'Littlelamb, Mary H.'. A red box highlights the 'Term' dropdown menu, which is set to '201610'. Below this is the 'Student Cohort' section with a 'From Term' of '201610' and a 'To Term' of '201620'. A 'Maintenance' button with a gear icon is visible. Below the 'Student Cohort' section is the 'Student Attribute' section. A red box highlights the 'From Term' field, which is set to '201540'. Another red box highlights the 'Maintenance' button in this section. The 'Attribute Code' is 'CD1' and the description is 'PhD not advanced to candidacy'.

- c. Select **End or Copy** Student Attribute based on what attributes currently exist on the student's record and what attributes you want to be maintained for your effective term on the student's record. Your effective term will update into the From Term once a selection is made.

The 'Option List' dialog box contains two radio button options: 'End Student Attribute' and 'Copy Student Attribute'. A 'Cancel' button is located at the bottom right of the dialog.

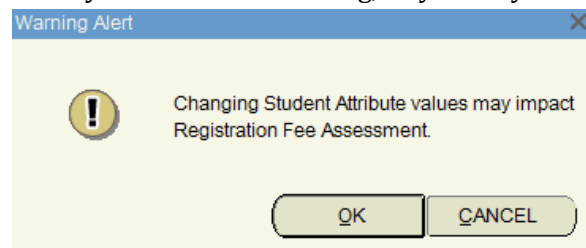
- i. **Copy** - Choose this if there are **ANY** attributes you want to carry forward to the new effective term. You MUST use this option if there are attributes on the student record that you do not have control of because you should not be ending other department attributes.
- ii. **End** - Choose this if the effective term should not have ANY attributes. This can only be an option for you if the current attribute(s) on the student's record are controlled by your department.

5. Your effective term now shows in the From Term and you can update YOUR attributes for this term by:
 - a. Adding a new attribute into a **blank row** and/or
 - b. Record removing an attribute you are ending by clicking **Record** at the top of the form and selecting **Remove**.
 - c. You may need to do both actions in a single term and that is okay. Do not alter anyone else's attributes.



6. **Save.**

Note: A message may appear warning about attributes affecting fee assessment. Ensure your change is correct and click OK. Click Cancel to avoid saving. The popup only happens if registration is active for the term you are maintaining, so you may not always see the popup.



7. Lastly, before closing out the form, check the **To Term** and select your next step – 7a or 7b
 - a. If it says **999999**, the End of Time, you are done and can close out of the form.



- b. If it says **any other term**, determine if you need to add the attribute to the other future terms.
 - c. You may need to do this if:

- i. There has already been a future maintenance to the attributes form and your attribute needs to continue and be present in those future terms. This could occur if an already existing attribute needed to be proactively ended in a future term or
- ii. If you are going back to a historical term to correct the student record and there were other changes that were made to the record for future terms. If your attribute needs to be present in those future terms you need to ensure it is added.

Student Attribute

From Term: Maintenance

To Term:

Attribute Code Description

- iii. Note the **To Term** you currently see in the form
 - 1. This will be used in step 3 as your new effective term
- iv. Rollback to the Keyblock
- v. Repeat Steps 3-7.

Additional Student Information SGASADD 8.3 (PPRDXE)

ID: Term:

Student Cohort

From Term: Maintenance To Term:

Cohort Code	Description	Inactive	Reason
HON2	2nd year Honors entrance	<input type="checkbox"/>	<input type="text"/>
TRIO	TRIO Scholar	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

Student Attribute

From Term: Maintenance To Term:

Attribute Code Description

PHD not advanced to candidacy