SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Review & Maintenance of New Freshman Seminar Attributes

Reviewing Student's Current Cohort

1. Access SGASTDN and enter student's University ID, or perform a person search to retrieve appropriate student.
2. Leaving the Term field blank, Click Go.
3. Click on Related, and select Student Cohorts and Attributes (SGASADD).
   - The most recent SGASTDN term will default into the key block of SGASADD.
   - The following attribute codes are used for restricting enrollment, tracking degree requirements, and/or producing reports related to New Freshman Seminar

Attribute	Description
[Term]FTFP	1st Time PT Freshmen
[Term]FTFR	1st Time FT Freshmen

Adding New Attributes

1. In the key block of SGASADD, enter the term during which the student's attribute becomes effective.
2. Next block (the down arrow) or press ALT + PgDn to access the Student Attribute block.
3. If the term in the key block matches the term in the Student Attribute block, arrow down to the next available line, type in the attribute, and save.
4. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.
5. If student has other attributes present already and the term in the key block does not match the term in the Student Attribute block, click the Maintenance button and choose Copy Student Attribute.
   - This will cause all other current attributes to move to the term for which the attribute is being added.
6. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.
   - The From Term should now match the term in the key block, and any existing attributes should have been copied to the new From Term.
7. Arrow down to the next available line and enter the new attribute and save.
8. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.

Deleting Attributes

1. In the key block of SGASADD, enter the term in which the student's attribute code is ending.
2. Next block (the down arrow) or press ALT + PgDn to access the Student Attribute block.
3. If the term in the key block matches the term in the Student Attribute block, highlight the attribute to be deleted, click on the word Record, and then select Remove.
4. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK, and then save.
    *   The From Term should match the term in the key block and the attribute should no longer be present for that term and forward.
5. If student has other attributes present already and the term in the key block does not match the term in the Student Attribute block, click the Maintenance button and choose Copy Student Attribute.
    *   This will cause all other current attributes to continue even though this attribute is being removed.
6. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.
7. Highlight the attribute to be deleted, click on the word Record, and then select Remove.
8. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK, and then save.
    *   The From Term should match the term in the key block, and the attribute should no longer be present for that term and forward.

Swapping Attributes

1. In the key block of SGASADD, enter the term in which the student's attribute codes are being swapped.
2. Next block to access the Student Attribute field.
3. If the term in the key block matches the term in the Student Attribute block, highlight the attribute to be swapped, click on the word Record, and then select Remove.
4. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.
5. Arrow down to the next available line, type in replacement attribute, and save.
6. If student has other attributes present already and the term in the key block does not match the term in the Student Attribute block, click the Maintenance button and choose Copy Student Attribute.
    a. This will cause all other current attributes to continue even though this attribute is being swapped.
7. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.
8. Highlight the attribute to be swapped, click on the word Record, and then select Remove.
9. A warning alert stating, "Changing Student Attribute values may impact Registration Fee Assessment" will appear. Click OK.
10. Arrow down to the next available line, type in replacement attribute, and save.