How to Update Cohort and/or Student Attributes in “Additional Student Information” page (SGASADD)

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Creating new cohort/student attribute codes

The Banner team and the Registrar’s team have access to create new cohort/student attribute codes.

Cohort code has a max of 10 characters and the student attribute code has a max of 4 characters. Both cohort and student attribute codes have a max of 30 characters for the description.

Student attribute codes can be used in Degree Works Scribe blocks to pull in course requirements but not cohort codes.

To request new cohort/student attribute codes:

- Send email to bantrain@gsu.edu or the Registrar’s team.
- Specify the reason for creating the cohort and/or student attribute codes.
- Specify if the cohort and/or student attribute codes need to be rolled from term to term. A “P:” will be added to the description if codes need to be rolled from term to term.
- Make sure codes and descriptions do not exceed the allowed max characters. Cohort code has a max of 10 characters and the student attribute code has a max of 4 characters. Both cohort and student attribute codes have a max of 30 characters for the description, including the P: for rolling codes.
- Specify if student attribute codes will be used in Degree Works Scribe blocks. If so, the Banner team will add the student attribute codes in Banner QA, DW QA, Banner PROD, and DW PROD.

Rolling scripts for cohort/student attribute codes

**Active rolling cohort codes** (aka codes with P: descriptions and the Inactive checkbox is blank) for students with AS (Active) status in SGASTDN AND cohort codes already exist for the current term are rolled on a nightly basis with the schedule below (effective October 24, 2022):

- For an existing current term, the nightly script will copy forward any missing active cohort codes from past terms to the existing current term. This will stop at midpoint of the current term.
- For an existing upcoming term, the nightly script will start at the opening of the Schedule of Classes for the registration term and copy forward any missing cohort codes from past terms to the existing upcoming registration term(s).

Please note: As a one-time clean-up process, a 202208 SGASADD cohort code record was created with all the active copy forward cohort codes for all active students as of 202208. **For the cohort codes that do not have a current term, they will be based on the active cohort codes for the max term aka the record with a To Term of 999999.**

**Rolling Student attribute codes** (aka codes with P: descriptions) are rolled before Schedule of Classes is opened for the upcoming term. Thus, it is important to enter the information in WPATSTP two weeks **BEFORE** Schedule of Classes is available for the effective term to stop rolling the permanent attribute. Otherwise, users will need to manually delete the rolled attribute in SGASADD for each individual student after the data is entered in WPATSTP.

Please refer to the academic semester calendar for the date when Schedule of Classes is opened for the term.
Adding a cohort/student attribute code when From term is the NOT the same as the Key Block term

Note: When adding/updating student attributes for future terms, make the changes AFTER the first day of registration for the future term.

Note: Since students can have multiple cohort or attribute codes per term or multiple terms, user must always COPY the existing Cohort and/or Attributes codes from the existing term to the new effective term. Do NOT use the End Cohort function.

1. Enter ID in ID field.

2. Enter the term code in the Key Block term field for the term you want the updated attributes or cohort code to be effective. EG: If you want the code to be effective Fall 2018, enter 201808 for the term code in the key block.

3. Click < Go > to go to the Student Cohort section for updating Cohort code.

4. Click on the < > Next Section button [Alt+PageDown] in the bottom section navigation to the Student Attribute section for updating Attribute code.

5. If the From term is NOT the same as the Key Block term field, click < Copy >.

6. The From Term in the Student Cohort section or the Student Attribute section will now be the same term entered in the Key block term field.
7. Click <Insert> to enter the Cohort or Student Attribute code. Click <Save>.

8. If the Cohort or Student Attribute code is valid for multiple terms, click <Start Over> and repeat Steps 2 through 7 to enter additional terms.
Adding a cohort/student attribute code when From term is the SAME as the Key Block term

1. Enter ID in **ID field**.

2. Enter the term code in the **Key Block term field** for the term you want the updated attributes or cohort code to be effective. EG: If you want the code to be effective Fall 2018, enter 201808 for the term code in the key block.

3. Click <Go> to go to the Student Cohort section for updating Cohort code.

4. Click on the <Next Section button [Alt+PageDown] in the bottom section navigation to the Student Attribute section for updating Attribute code.

5. Look at the From term. If the From term is the same as the Key Block term that you want the cohort code to be effective, click <Insert> to enter the Cohort or Attribute code.

6. Click <Save>.
Deleting a cohort/student attribute code when From term is the NOT the same as the Key Block term

1. Enter ID in **ID field**.

2. Enter the term code in the **Key Block term field** for the term you want the updated attributes or cohort code to be effective. EG: If you want the code to be effective Spring 2019, enter 201901 for the term code in the key block.

3. Click < Go > to go to the Student Cohort section for updating Cohort code.

4. Click on the < > Next Section button [Alt+PageDown] in the bottom section navigation to the Student Attribute section for updating Attribute code.

5. If the From term is NOT the same as the Key Block term field, click < Copy >.

6. The From Term in the Student Cohort section or the Student Attribute section will now be the same term entered in the Key block term field. Click on the desired code and click < Delete > to remove the Cohort/Attribute code.

7. Click <Save>
Deleting a cohort/student attribute code when From term is the SAME as the Key Block term

1. Enter ID in **ID field**.

2. Enter the term code in the **Key Block term field** for the term you want the updated attributes or cohort code to be effective. EG: If you want the code to be effective Spring 2019, enter 201901 for the term code in the key block.

3. Click < Go > to go to the Student Cohort section for updating Cohort code.

4. Click on the < Next Section button [Alt+PageDown] in the bottom section navigation to the Student Attribute section for updating Attribute code.

5. Look at the From term. If the From term is the **SAME** as the Key Block term that you want the cohort code to be ended, click on the desired code and click < Delete > to remove the Cohort code.

6. Click <Save>. 
Deleting versus Inactivating a cohort code

When a cohort code exists for multiple terms, it is best to delete the cohort code for the last effective term for ease of reporting. For example, cohort code DPO (Delta Phi Omega) exists for 201801, 201805, and 201808. The cohort code DOP will no longer be needed effective 201901. DOP should be deleted for 201901.

When a student only has one cohort code and there is only one cohort code record with a To Term of 999999, some departments chose to Inactivate a cohort code so there is a record of the cohort code that was active for that term. If you choose to Inactivate the cohort code by clicking on Inactive check box, you must enter a Reason code for inactivating the Cohort code.

The inactive checkbox is informational data only and it is more complicated to write a report to pull a list of students with valid cohort code for a particular term. Thus, in general it is recommended to copy the cohort code to the next term and delete the cohort code. Please refer to the instructions for “Deleting a cohort or attribute code when From term is the NOT the same as the Key Block term”.

Stop Rolling cohort codes (aka codes with P: descriptions) to roll from term to term

Check the Inactive checkbox and enter a Reason code for the desired student, cohort code, and effective term in SGASADD.

Please note: The rolling cohort codes are rolled before Schedule of Classes is opened for the upcoming term. Thus, it is important to check the inactive checkbox for the desired rolling cohort codes 2 weeks BEFORE Schedule of Classes is available for the effective term to stop rolling cohort code. Otherwise, users will need to manually inactivate the rolled cohort codes in SGASADD for each individual student.
Stop Permanent Student Attributes from Rolling (WPATSTP)

Georgia State created an automated process to roll permanent attributes from term to term so users do not need to manually create these attributes every term. The description for all permanent attributes starts with “P:” so the automated process can identify them.

Please note: Student attribute codes are rolled before Schedule of Classes is opened for the upcoming term. Thus, it is important to enter the information in WPATSTP 2 weeks BEFORE Schedule of Classes is available for the effective term to stop rolling the permanent attribute. Otherwise, users will need to manually delete the rolled attribute in SGASADD for each individual student after the data is entered in WPATSTP.

Please refer to the academic semester calendar for the date when Schedule of Classes is opened for the term.

1. Go to WPATSTP page.
2. Enter ID in ID field.
3. Enter the effective term code and the rolling attribute code you want to stop.
   For example: The rolling attribute EMIB should not be rolled to 201808.
   Fall 2018 Schedule of Classes available on 3-12-2018.
   Enter information any time BEFORE 2-23-2018 (2 weeks prior to 3-12-2018).
   Term Code = 201808
   Rolling attribute code = EMIB
4. Click <Save>.