

HOW TO ASSIGN COHORT CODES AND ATTRIBUTES IN BANNER SIS **Additional Student Information Form (SGASADD)**

General:

The *Additional Student Information Form* maintains cohort codes, as well as attributes, which are assigned to the student by effective term. The cohort information records and attributes can be created manually on this form or may be rolled from the Admissions module upon creating the student record.

Check List:

Before you proceed, you must have the following information:

- ❖ Student's Identification Number
- ❖ Term Code

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Additional Student Information Form (SGASADD)

Accessed from the Student Cohorts & Attributes on the Navigation Frame.

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Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter a known ID or double click on the flashlight to perform a search.		A general student record must exist in order to add cohort codes or attributes on this form.	
✓	2.	Term	Enter term code if known, or double click on the flashlight to perform a search.		Cohorts and attributes that are valid for the term indicated in the keyblock term field will be displayed in the Student Cohort	Form referenced: General Student Form (SGASTDN) .

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					and Student Attributes blocks. Term must be within the effective term range for that student on the General Student Form (SGASTDN) .		
✓			Proceed to the Next Block by clicking the icon or by pressing Ctrl + Page Down on your keyboard.				
	3.	Student Cohort Block - Display only, McGill will not be using this block					
✓			Proceed to the Next Block by clicking the icon or by pressing Ctrl + Page Down on your keyboard.				
Student Attribute Block							

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	4.	From Term	<p>If necessary, copy the student attribute(s) so that the From Term indicates the term that the attribute which is being removed, will no longer be effective.</p> <p>Rollback to the key block and change the date in the Term field of the key block to the beginning of the period of time that the student attribute will be removed.</p> <p>Use duplicate record to change the From Term</p>	<p>This will in effect, create an end term in the system and will be necessary if the term has not been used as a From or To Term for this student.</p> <p>The cursor will move to the From Term (if the key block term and From Term do not match).</p>		
	5.	To Term	<p>Use record remove to delete the student attribute and save.</p> <p>Check the To Term to ensure that the record is removed for the required terms (it might be necessary to repeat the process for a different set of From/To terms).</p>			
	6.	Maintenance			<p>Accessible when Key block Term and From Term do not match. The cursor must be in From term in order to access the maintenance block.</p>	

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					<p>Clicking on Maintenance accesses a submenu:</p> <p><u>End Attribute</u> If end cohort is chosen the term in the keyblock is system generated in the To Term field. All cohorts listed will be ended effective this term.</p> <p><u>Copy Attribute</u> If copy cohort is chosen the keyblock term is system generated in the From Term field. Performs the same function as duplicate record when in the From Term field.</p> <p><u>To Remove (instead of inactivate) a Attribute for a From/To Term period</u> (For example: An attribute code is recorded on a student's record for terms 199910, 199920, 199930, 200010, 200020, 200030 but needs to be removed for 199910, 199920, 199930). If necessary, copy the attribute(s) so that the From Term indicates the term that the attribute which is being removed, will no longer be effective. This will, in effect, create an end term in the system and will be necessary if the term has not yet been used as a From or To Term for this student. Rollback to the keyblock and change the date in the Term field of the keyblock to the beginning of</p>	

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					<p>the period of time that the cohort will be removed.</p> <p>The cursor will move to the From Term (if the keyblock term and the From Term do not match).</p> <p>Use duplicate record to change the From Term.</p> <p>Use record remove to delete the cohort and save.</p> <p>Check the To Term to ensure that the record is removed for the required terms (it might be necessary to repeat the process for a different set of From/To terms).</p>	
	7.	Attribute			<p>If an attribute code is added to the student's application record after the general student record for that application has been created, it will not display on the student record (SGASADD).</p>	