Adding / Removing Student Attribute and Cohort Codes

Attribute Codes and Cohort Code(s) have been created for some programs to identify their students in Banner for reporting purposes. For example, students enrolled in the ROOTS program and students who receive Perkins Loans are marked using one or both of these identifiers.

- An Attribute Code provides a way to mark students as part of a specific program or funding stream.
- A Cohort Code provides a way to mark a cohort of students within a given program. To view cohort and attribute(s) associated with a student, see SGASADD.

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<th>Attribute Code Help</th>
<th>Cohort Code Help</th>
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<td>Adding a Cohort Code to a Student Record</td>
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<td>Inactivating a Cohort Record if the Student is NOT Deceased</td>
<td>Inactivating a Cohort Record if the Student IS Deceased</td>
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For access to the pages in question, contact the Data Custodian for Banner Student Records.

Adding a Student Attribute Code to a Student Record

For a complete listing of all student Attribute Codes in Banner, go to the Banner page STVATTS. To see if someone already has an Attribute Code on their record, access the Banner page SGASADD.

Below are directions on how to add an Attribute Code in SGASADD, which requires special permission and access.

1. From the Banner Main Menu, type SGASADD, then press Enter on your keyboard.
2. In the ID field, type the student's G Number.
   - If you don't know the G#, look it up by clicking on the 3 dots just to the right of the ID field. For details about searching for a G#, see our ID Search Tips.
3. In the Term field, type the term code for which the student attribute code is being applied.
4. Click the Go button and then the Next Section icon. Your cursor will move to the "Student Attribute" section.
   - Note: Although information such as term code(s) may appear in the Cohort Section, do not change information in the Student Cohort section.
5. In the "Attribute Code" field, type the student attribute code associated with your program.
   - If you don't know your attribute code, double-click within the field to get a list of available codes.
6. Click Save button to complete your work.

Adding a Cohort Code to a Student Record

Cohort Codes have been created for specific programs, such as the TRIO program. Unlike other Banner related procedures, cohort codes are applied once and not removed or updated, unless the student is deceased. The codes are specific to the year in which they are applied.

For a complete listing of all student Cohort Codes in Banner, go to the Banner page STVCHRT. To see if someone already has a Cohort Code on their record, access the Banner page SGASADD. To have cohort codes created for your program, contact the Data Custodian for Banner Student Records or Institutional Effectiveness.

Below are directions on how to add a Cohort Code in SGASADD, which requires special permission and access.

1. From the Banner Main Menu, type SWPCADD, then press Enter on your keyboard.
2. Click the Go button and then the Next Section icon to get to the 'Parameter Values' section.
3. Use the table below as a guide for what to type in the "Values" column:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>What to Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Term Code</td>
<td>The Term Code for the term you want. (201101 for Winter 2011; 201102 for Spring 2011, etc.)</td>
</tr>
</tbody>
</table>
For these terms... ...use this Cohort Code

200803, 200804, 200901, 200902  SSS09SY
200703, 200704, 200801, 200802  SSS08SY
etc.

Type in the Student G#. If you want to add more than one G#, type in the first one, then click on the Insert icon. In the blank line that appears, type "03" (for parameter #3), then type in the second G #.

NOTE: These codes are for Sylvania only. If new codes need to be created, contact Institutional Effectiveness.

4. After completing the parameter values above, click the Next Section icon.

5. Click Save button to complete your work.

For other saving options and help saving your report parameters for next time, refer to: Banner Report help.


You can go to the Banner page SGASADD to verify that your students have been associated with the cohort code you indicated.

Removing a Cohort Code for a Student Who is NOT Deceased

If a student needs to be removed from a cohort (for example, if they were accidentally added into two cohorts by mistake):

Email the Manager of Systems Development for the Banner Student module with the student’s Name, G Number, the cohort you wish to have the student removed from, and the cohort you wish the student to retain.

Removing a Cohort Code for a DECEASED Student

1. From the Banner Main Menu, type SWPCDRP, then press Enter on your keyboard.

2. Click the Go button and then the Next Section icon to get to the 'Parameter Values' section.

3. Indicate the term, student, and Cohort Code you want to remove. Use this table as a guide for what to type.

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<tbody>
<tr>
<td>01 Term Code</td>
<td>The Term Code for the term you want. (201101 for Winter 2011; 201102 for Spring 2011, etc.)</td>
</tr>
<tr>
<td>02 Cohort Code</td>
<td>For these terms... ...use this Cohort Code</td>
</tr>
<tr>
<td></td>
<td>200803, 200804, 200901, 200902 SSS09SY</td>
</tr>
<tr>
<td></td>
<td>200703, 200704, 200801, 200802 SSS08SY</td>
</tr>
<tr>
<td></td>
<td>etc.</td>
</tr>
<tr>
<td>03 Student ID</td>
<td>Type in the Student G#. If you want to add more than one G#, type in the first one, then click on the Insert icon. In the blank line that appears, type &quot;03&quot; (for parameter #3), then type in the second G #.</td>
</tr>
<tr>
<td></td>
<td>NOTE: These codes are for Sylvania only. If new codes need to be created, contact the Data Custodian for Banner Student Records.</td>
</tr>
</tbody>
</table>

4. After completing the parameter values above, click the Next Section icon.
5. Click **Save** button to complete your work.

For other saving options and help saving your report parameters for next time, refer to: Banner Report help.


You can go to the Banner page **SGASADD** to verify your work.