



UNIVERSITY
OF MANITOBA

Registrar's Office

Cohort Maintenance

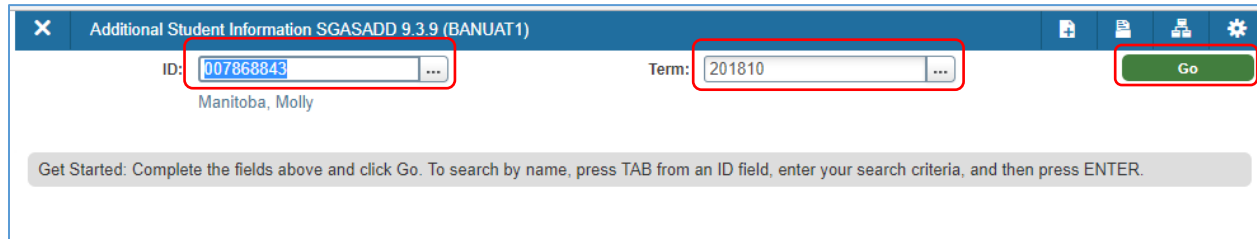
Banner 9

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Entering a Cohort Code

1. Go to SGASADD.
2. Enter the **student number** in the ID field. Enter the **term** the Cohort should start in the TERM field, then click GO.



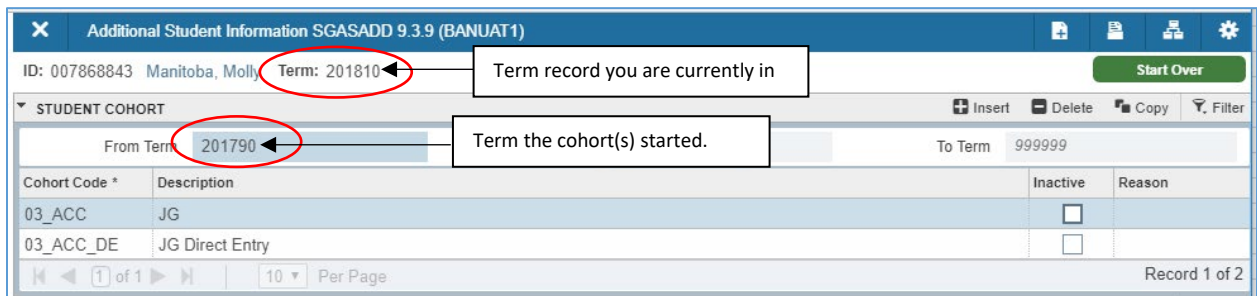
Additional Student Information SGASADD 9.3.9 (BANUAT1)

ID: 007868843 Manitoba, Molly Term: 201810 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

3. Take note of whether multiple cohort codes exist

E.g.



Additional Student Information SGASADD 9.3.9 (BANUAT1)

ID: 007868843 Manitoba, Molly Term: 201810 Start Over

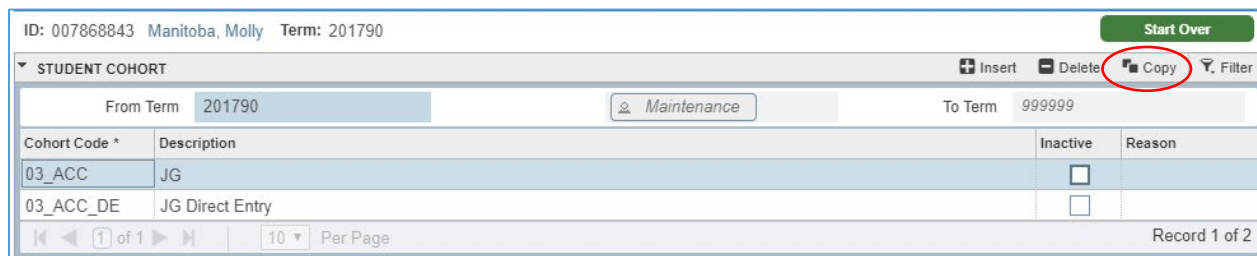
STUDENT COHORT

From Term: 201790 To Term: 999999

Cohort Code *	Description	Inactive	Reason
03_ACC	JG	<input type="checkbox"/>	
03_ACC_DE	JG Direct Entry	<input type="checkbox"/>	

Record 1 of 2

4. If no cohort codes exist in the term, or if the term entered in the Key block matches the term indicated in the FROM TERM field for an existing cohort, proceed to step.5. If multiple cohorts exist, click the COPY button to copy all cohorts with a new start date to match the term you are in.



ID: 007868843 Manitoba, Molly Term: 201790 Start Over

STUDENT COHORT

From Term: 201790 To Term: 999999

Cohort Code *	Description	Inactive	Reason
03_ACC	JG	<input type="checkbox"/>	
03_ACC_DE	JG Direct Entry	<input type="checkbox"/>	

Record 1 of 2

- Click insert to add a line. Enter the appropriate **cohort code** or click the LOOKUP [. . .] button to select the appropriate code from the COHORT CODE VALIDATION menu.

Cohort Code *	Description	Inactive	Reason
03_ACC	JG	<input type="checkbox"/>	
03_ACC_DE	JG Direct Entry	<input type="checkbox"/>	
07-VET	Completing Vet requirements	<input type="checkbox"/>	

- SAVE (bottom right corner).

Deleting a Cohort Code

You can only delete a cohort code from the term in which it starts. If multiple cohorts exist, but only one needs to be deleted, the codes will first need to be copied. Copying the cohorts will add a new start date, allowing the user to delete the appropriate code.

- In SGASADD, enter the **student number** in the ID field. Enter the **term** the Cohort should be deleted from, then click GO.

Additional Student Information SGASADD 9.3.5 (BANDVL1)

ID: Term:

Get Started: Fill out the fields above and press Go.

- If only one cohort code exists, or if the term entered in the Key block matches the term indicated in the FROM TERM field for an existing cohort, proceed to **Step 3**. If multiple cohort codes exist (that need to continue), click the COPY button to copy all cohorts to the next term.

Additional Student Information SGASADD 9.3.9 (BANUAT1)

ID: 007868843 Manitoba, Molly Term: 201850

Cohort Code *	Description	Inactive	Reason
03_ACC	JG	<input type="checkbox"/>	
03_ACC_DE	JG Direct Entry	<input type="checkbox"/>	
07-VET	Completing Vet requirements	<input type="checkbox"/>	

- Ensure the line containing the correct cohort code is active, then click DELETE.

Additional Student Information SGASADD 9.3.9 (BANUAT1)

ID: 007868843 Manitoba, Molly Term: 201850 Start Over

STUDENT COHORT Insert Delete Copy Filter

From Term: 201810 Maintenance To Term: 999999

Cohort Code *	Description	Inactive	Reason
03_ACC	JG	<input type="checkbox"/>	
03_ACC_DE	JG Direct Entry	<input type="checkbox"/>	
07-VET	Completing Vet requirements	<input type="checkbox"/>	

1 of 1 10 Per Page Record 1 of 3

Additional Student Information SGASADD 9.3.9 (BANUAT1)

ID: 007868843 Manitoba, Molly Term: 201850 Start Over

STUDENT COHORT Insert Delete Copy Filter

From Term: 201850 Maintenance To Term: 999999

Cohort Code *	Description	Inactive	Reason
03_ACC_DE	JG Direct Entry	<input type="checkbox"/>	
07-VET	Completing Vet requirements	<input type="checkbox"/>	

1 of 1 10 Per Page Record 1 of 2

- Save (bottom right corner).

Note: If the END TERM IS NOT 999999, go into each subsequent term to remove the cohort code no longer applicable.

Ending a Cohort Code

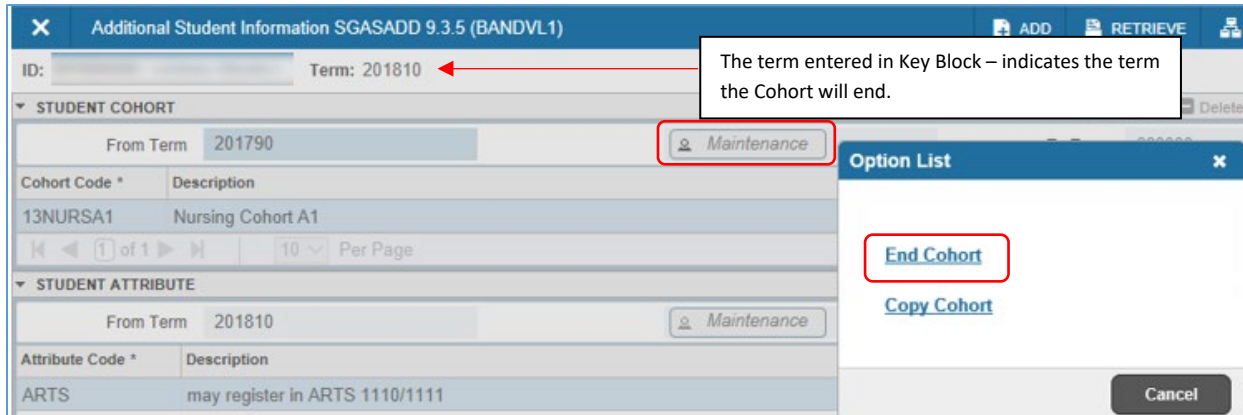
- Go to SGASADD.
- Enter the **student number** in the ID field and the **term** the Cohort will end in the TERM field, then click GO.

Additional Student Information SGASADD 9.3.5 (BANDVL1)

ID: ... Term: ... Go

Get Started: Fill out the fields above and press Go.

3. If only one cohort exists, click the MAINTENANCE button and select END COHORT from the Option List. If multiple cohort codes exist, follow instruction outlined in [Deleting a Cohort Code](#).



4. SAVE (bottom right corner).

*Note: If the TO TERM is not 999999, go into each subsequent term to remove the cohort code that is no longer required. **Remember, if multiple cohorts exists, ending the cohort*