



UNIVERSITY  
OF MANITOBA

Registrar's Office

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**President's Scholars**

**Banner 9**

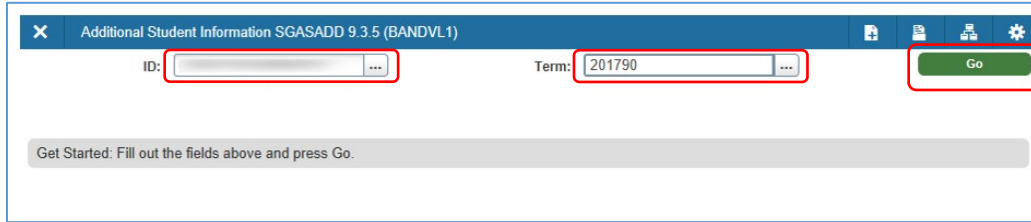
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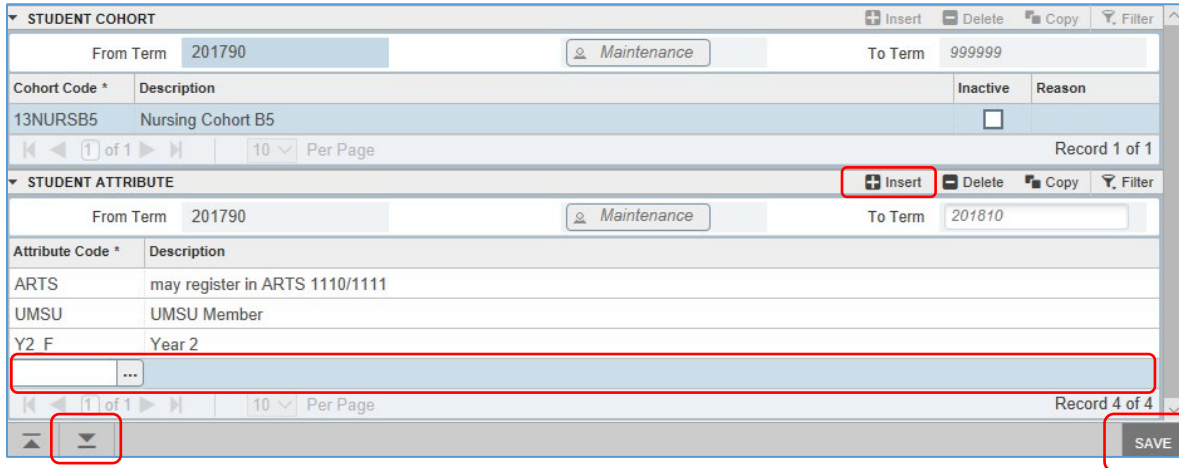
# Attribute Maintenance

## Loading Attributes

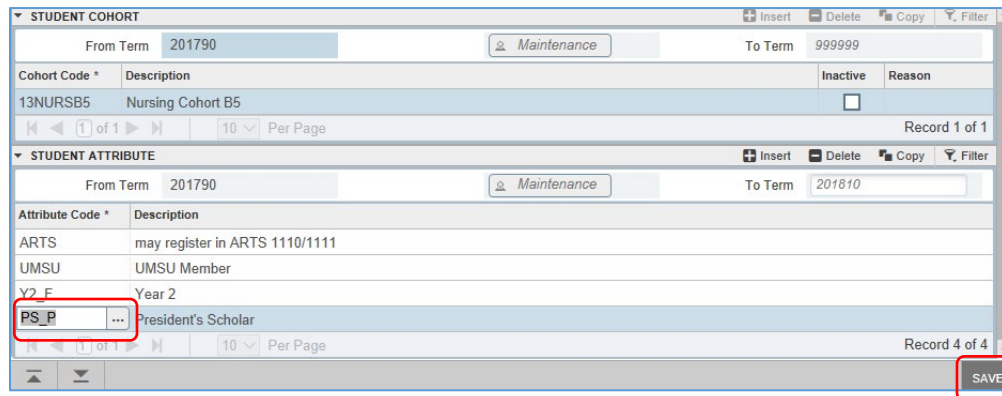
1. In SGASADD, enter **student number** in the ID field and the **effective term** in the TERM field, i.e. the term in which the student has met requirements for President’s Scholar). Click GO.



2. Use the **Next Section** arrow (bottom left corner) to move to the STUDENT ATTRIBUTE section.
3. Click INSERT (F6) to add a new line. Alternatively, use the **down arrow** (↓) on the **Directional Pad** to insert a blank line.

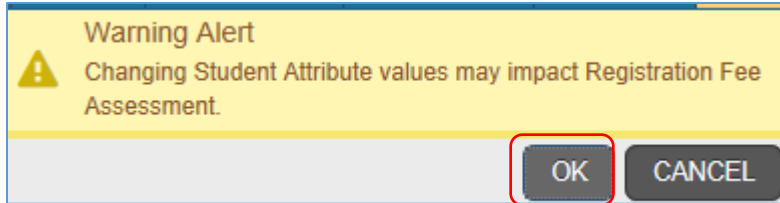


4. Enter President’s Scholar attribute **PS\_P**.
5. SAVE.



The following message will appear:

President’s Scholars  
Created May 2018



6. Click OK.

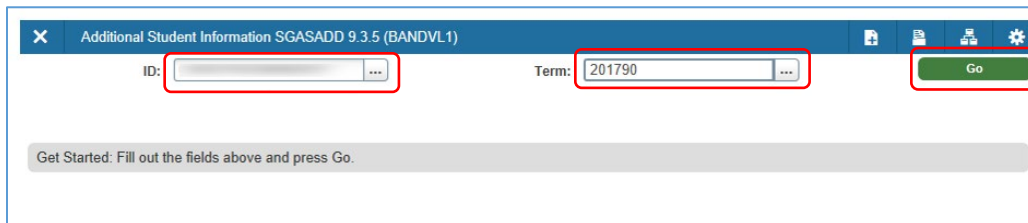
*Note: Entries must be loaded in both Fall (20XX90) and Winter (20XX10) Term.*

7. Click START OVER (top right corner) to proceed to next term entry.

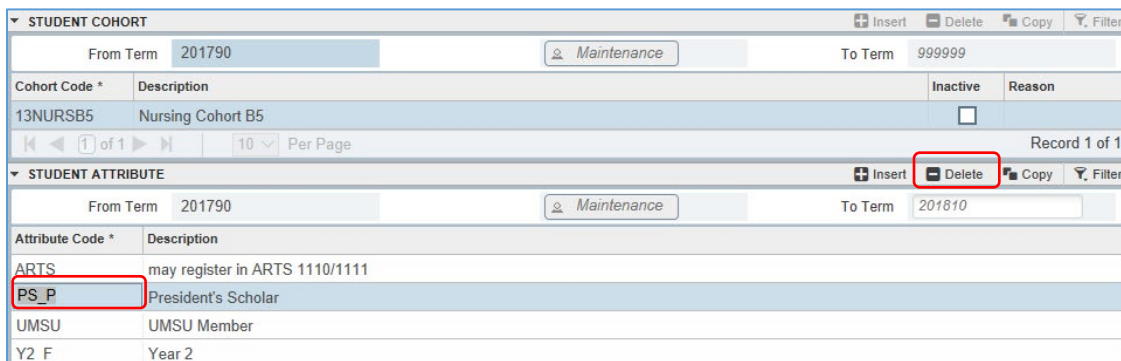
### Removing Attributes

To prevent attributes not intended to be permanent from rolling to future terms, when a student no longer qualifies to be a President’s Scholar, a temporary attribute must be loaded on the last term the student qualifies for President’s Scholar. Any permanent – President’s Scholar attribute must be removed manually from any future terms.

1. In SGASADD, enter the **student number** in the ID field and the **effective term**, i.e. the last term in which the student qualified as a President’s Scholar.



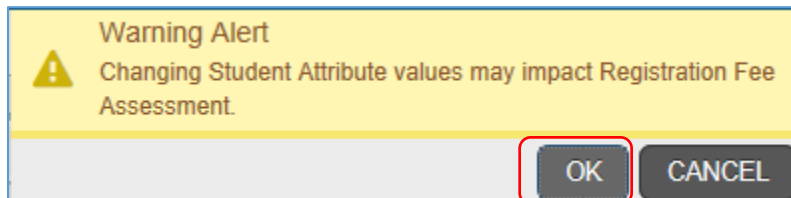
2. In the STUDENT ATTRIBUTE section, select the attribute and click the DELETE button.



3. Click the INSERT (F6) button to add a blank line. Alternately, use the **down arrow (↓)** on the **Directional Pad** to insert a blank line.
4. Enter the temporary attribute **PS\_T**.
5. SAVE (bottom right corner).

STUDENT COHORT		Insert	Delete	Copy	Filter
From Term	201790	Maintenance	To Term	999999	
Cohort Code *	Description	Inactive	Reason		
13NURSB5	Nursing Cohort B5	<input type="checkbox"/>			
1 of 1		10	Per Page	Record 1 of 1	
STUDENT ATTRIBUTE		Insert	Delete	Copy	Filter
From Term	201790	Maintenance	To Term	201810	
Attribute Code *	Description				
ARTS	may register in ARTS 1110/1111				
PS_P	President's Scholar				
UMSU	UMSU Member				
Y2_F	Year 2				
PS_T	President's Scholar Temporary				
					SAVE

The following message will appear:



6. Click OK.
7. Check the future Fall, Winter, and Summer Terms to confirm that a permanent President's Scholar attribute was not already loaded.
  - a. If a permanent-President's Scholar attribute is loaded in a future term, click START OVER and repeat these steps.

*Note: The MAINTENANCE button in the STUDENT ATTRIBUTE section is NOT to be used.*