

Ithaca College, Office of the Registrar
Documentation for HomerAdmin: SGASADD – Additional Student Information

- 1) Go to the form SGASADD.
- 2) In the Key Block, enter the student's ID number or use the search capability to look up a student by name.
- 3) Enter the term that is the effective term of the change to the student attribute list and click Next Block two times to move into the Student Attribute block (section) of the form.
- 4) It is critical that you:
 - a. Never make changes in the Student Cohort block (section) of the form.
 - b. Remember that this form is shared among many offices and that you must not delete Student Attributes that have been added by another office.
 - c. Rollback without Saving if you ever believe that you've changed something you shouldn't have changed.
- 5) The information that is displayed in the Student Attribute block is a list of the current attributes that have been assigned to the student and the beginning term (From Term) that this list became effective. Follow the directions for either #6, #7 #8 or #9 below, based on the situation and your desired results.
- 6) If the list is correct do nothing. Rollback and select a different student.

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- 7) If the From Term of the list is the same as the effective term that you just previously entered in the key block and the list is empty, then this is the first time an attribute(s) has been assigned.

- Select the first “blank” line and enter the code for the attribute.
- Or, if you do not know the code, do a search by clicking the LOV under the Attribute Code column.
- Find & select the attribute code off the dialog box that is displayed.
- Repeat these steps as many times as necessary.
- Click Save. Rollback and select a different student.

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- 8) If the From Term of the list is the same as the effective term that you just previously entered in the key block, then you will make your changes to this list.

Oracle Fusion Middleware Forms Services: Open > SGASADD

File Edit Options Block Item Record Query Tools Help

Additional Student Information SGASADD 8.3 (SISQA)

ID: 701017084 Gray, Louise E. Term: 201320

Student Cohort

From Term: 201020 Maintenance To Term: 999999

Cohort Code	Description	Inactive	Reason
201020FTFT	Fall '09 FTFT freshman	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Student Attribute

From Term: 201320 Maintenance To Term: 999999

Attribute Code	Description
HAG	Housing Agreement
MPL	President's Merit \$12,500
NSNS	Non-smoker will live with NS
OCAP	Off-Campus Approved

Student attribute code; press LIST for valid codes.

Record: 5/5 | ... | List of Valu... | <OSC>

- If you need to add an attribute(s), then use the down arrow key to select the first available blank line and type in the new attribute code or click on the LOV button and find and select the code from the pop-up dialogue box.
- If you wish to remove an attribute, use the up and down arrow keys to select the attribute(s) and click Remove Record.
- Repeat these steps as many times as necessary.
- Click Save. Rollback and select a different student.

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- 9) If the From Term of the list is different from the effective term that you just previously entered in the key block, then you must Click the Maintenance box in the center of the form.

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Additional Student Information SGASADD 8.3 (SISQA)

ID: 701017084 Gray, Louise E. Term: 201340

Student Cohort
From Term: 201020 Maintenance To Term: 999999

Cohort Code	Description	Inactive	Reason
201020FTFT	Fall '09 FTFT freshman	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Student Attribute
From Term: 201320 Maintenance To Term: 999999

Attribute Code	Description
HAG	Housing Agreement
MPL	President's Merit \$12,500
NSNS	Non-smoker will live with NS
OCAP	Off-Campus Approved

FROM TERM is not equal to KEY TERM; press DUPLICATE RECORD to update the data.

Record: 1/1 <OSC>

- a. A dialogue box will appear, giving you the options to either:
End Student Attribute or Copy Student attribute

maintenance

Option List

End Student Attribute

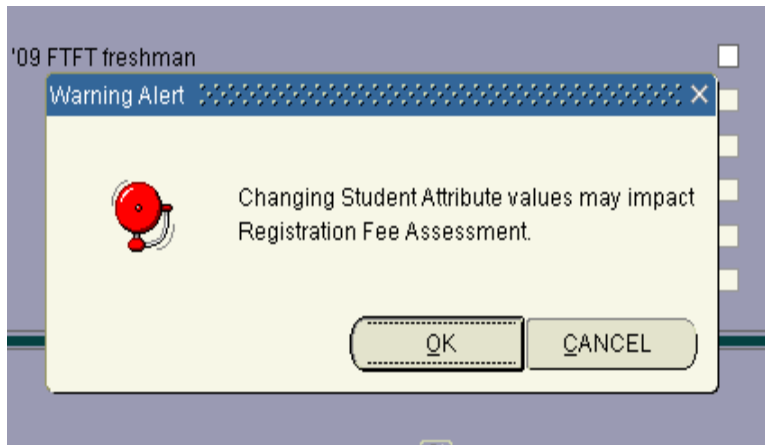
Copy Student Attribute

Cancel

Description

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- b. You should always choose Copy Student Attribute. Answer OK to the Warning Alert box that appears.



- c. If you need to add an attribute(s), then use the down arrow key to select the first available blank line and type in the new attribute code or click on the LOV button and find and select the code from the pop-up dialogue box.
- d. If you wish to remove an attribute, use the up and down arrow keys to select the attribute(s) and click Remove Record.
- e. Repeat these steps as many times as necessary.
- f. Click Save. Rollback and select a different student.