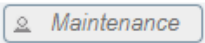


Student Classification

Updating Student Classification (Class Standing)

1. Enter SGASADD in the Banner search bar.
2. Enter Student ID in ID Search box or push the tab key on the keyboard to search by Name.
3. Enter the Term when the new classification begins; click the Go button.
4. To reach the Student Attribute portion of the form you will need to use the arrow buttons in the lower left-hand corner of the form. 
5. Click on the Maintenance button  in the center; select Copy Student Attribute and note that the From Term changes to the term when the new classification begins
6. Highlight the field where the old classification exists. Click the Delete button . The old classification will be removed. **DO NOT REMOVE ANY non-class standing attributes IN THIS AREA (DEGY, PARN, XASP, etc.)**
7. Insert a new record by clicking the insert button  and enter the updated classification (FRSH, SOPH, JUNR, SENR, GRAD); if you prefer, click on the ellipses in the Attribute field to select from a list of available values; all students must have one class standing attribute – **if you are adding a non-class standing attribute such as HONA, CCON or ASAP, do NOT remove the class standing attribute.**
8. Click Save to complete the update process. Click 'OK' for the Warning Alert: "Changing Student Attribute values may impact Registration Fee Assessment."
9. Click Save again

Note: You may update any student attribute (e.g. Honors Summer Advising Initiative, etc.) by using these same steps

Note: Errors result when a student has more than one class standing attribute so be sure to remove the old classification before entering the updated classification.

Updating Registration Priority Status

OPTIONAL: Follow the steps below if the classification update changes the student's registration priority status during Priority Registration period.

1. Enter SFARGRP in the search bar (from left hand navigation)
2. Enter the Term when the new registration priority begins; enter Student ID or Name
3. To display registration group assignment information, use the arrows in the lower left-hand corner of the form. 
4. Enter the updated classification (FRSH, SOPH, JUNR, SENR, GRAD, HONA for Honors Program students, CAND for Degree Candidates, ATHL for student athletes or DISA for students with disabilities) over the entry in the Group field; if you prefer, click on the ellipses in the Group field to select from a list of available values.
5. Click the Save button; exit the form or go to step 6
6. Repeat steps 2-5 for **each applicable term**. Registration priority is **term specific**; entering for one term does not “roll over” the same priority for future terms (important for summer and fall terms).

Note: Setting Priority Status is needed only before Freshman registration week during Priority Registration weeks (March/April and October/November)

Note: Updating student classification does not automatically update registration priority status (and vice versa)

Note: Registration priority status is term specific; enter it for each applicable term