

Office of the Registrar

Attribute Add/Delete Form

Checklist

EVAL Attribute

All courses evaluated in the previous like-term and all new courses added to Banner based on approval by UCC/US are scheduled to be evaluated for this term.

To confirm whether or not a section is scheduled to be evaluated, refer to the Schedule Roll Detail Report or go to SSADETL.

If the EVAL attribute is to be changed, indicate in the appropriate column on this form.

Please Note: Since evaluations are currently not being done for the summer term, it is not necessary to request deletion or addition for summer sections.

HON Attribute

Before asking that the HON attribute be attached to a section, have you added HON as the first word in the section title? Conversely, have you removed HON from the section title of any section that is no longer Honors eligible?

ENH Attribute

The ENH attribute is to be used for course sections that are Enhanced, requiring additional instructional minutes.

Fax completed form to the Office of the Registrar at 54830

OR

File, Save As and send as e-mail attachment to jennifer.hammonds@wku.edu.

