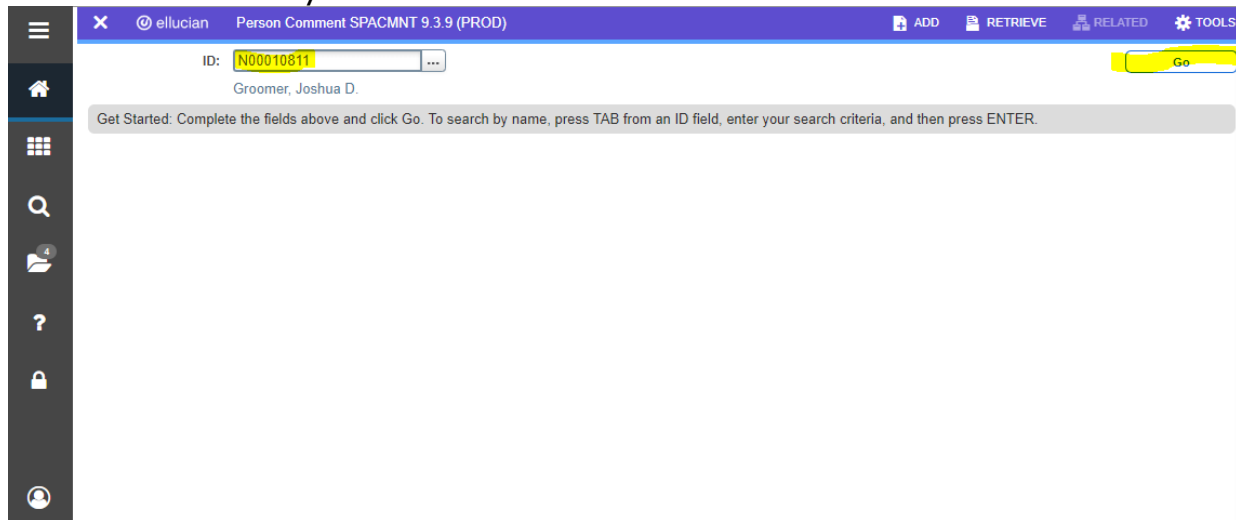# SPACMNT

Academic Advising Notes in BANNER

Below are the procedures for submitting academic advising student notes in Banner 9. For reporting and consistency purposes, make sure that you strictly adhere to the instructions provided below and include all required information (as noted with "required" indicator) every time you enter a comment for a student.
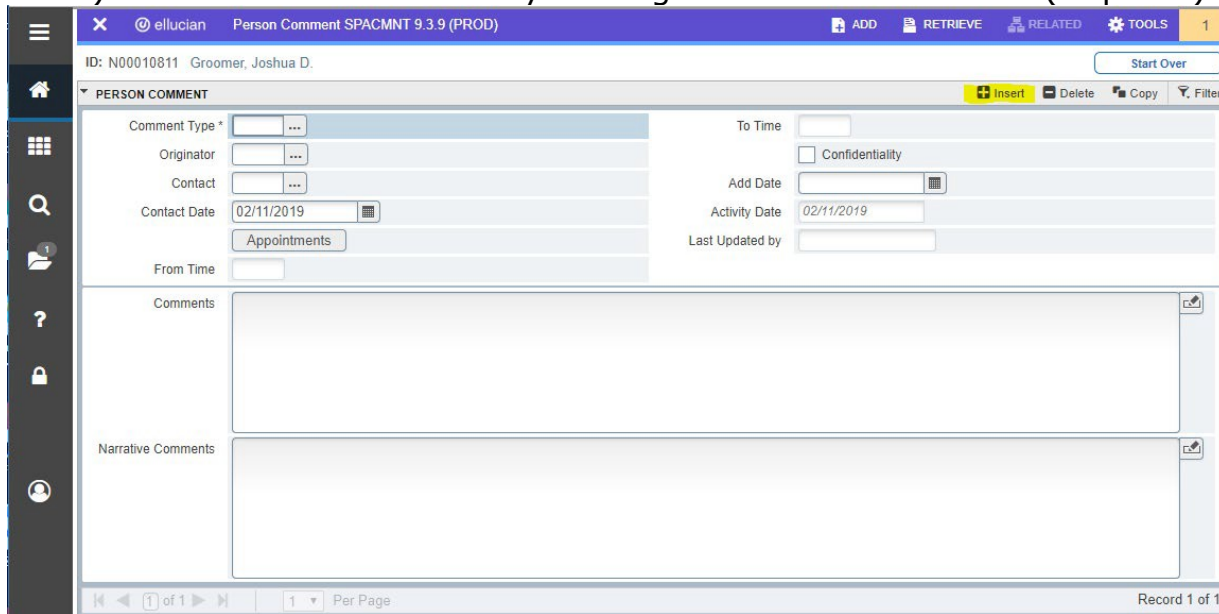
Instructions:

1) In Banner 9, search for the comment screen **SPACMNT**. Select SPACMNT by clicking on the option shown or pressing the Enter key.
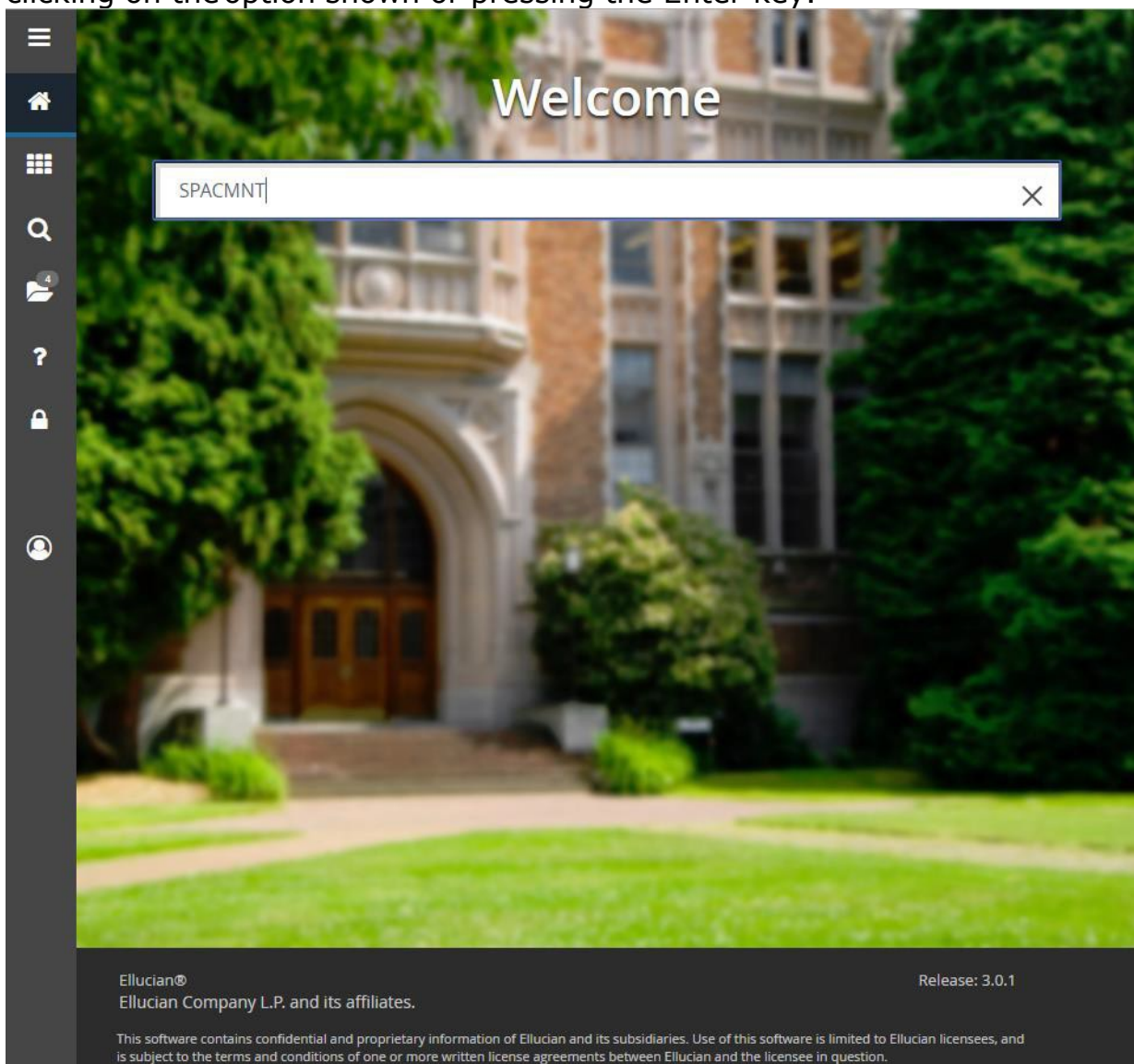
2) **Enter student's N#.** To advance to the next screen either click "Go" or press the Enter key.

3) Create a new comment by clicking on the **Insert** button. (required)

4) Select **Comment Type** by clicking on the "…" button to the right of the blank box. General Comment is the only option. (required)

5) Select **Originator Code** by clicking on the "…" button to the right of the blank box. Select your unique Academic Advisor originator code as indicated by telephone number. If you do not see your originator code, select the right arrow on the bottom of the pop-up window to view more options or search using the Criteria field. (required)
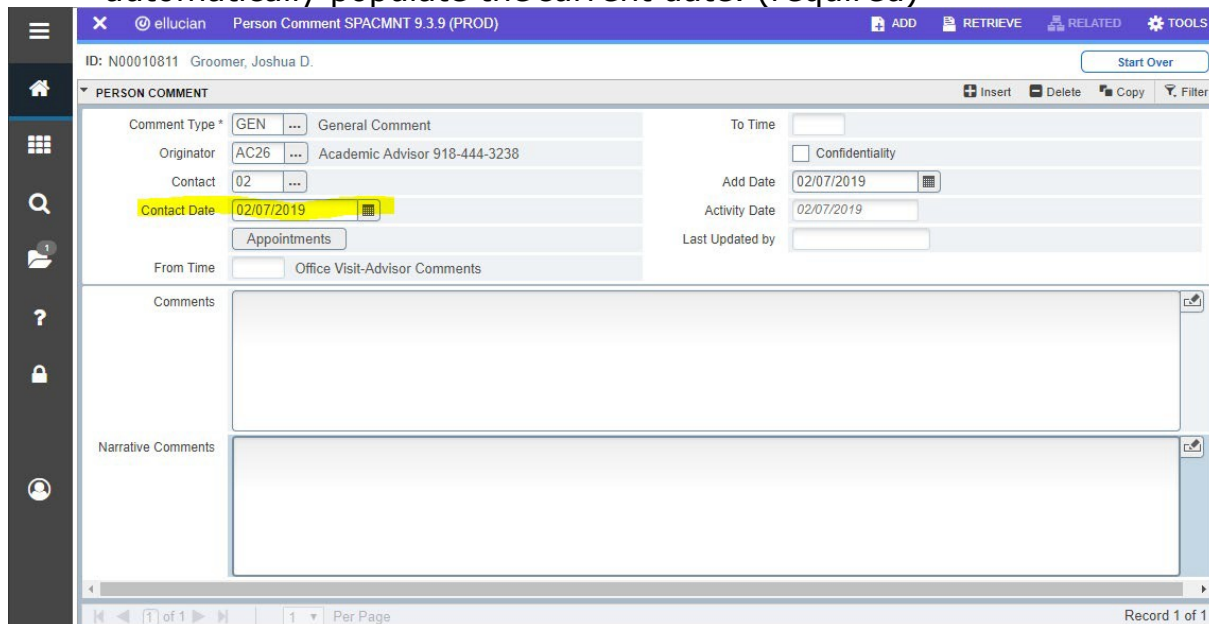
6) Select **Contact** type by clicking on the "..." button to the right of the blank box. <u>ONLY</u> choose between codes 01 – Telephone-Advisor Comments, 02 – Office Visit-Advisor Comments, or 03 – Email-Advisor Comments. (required)
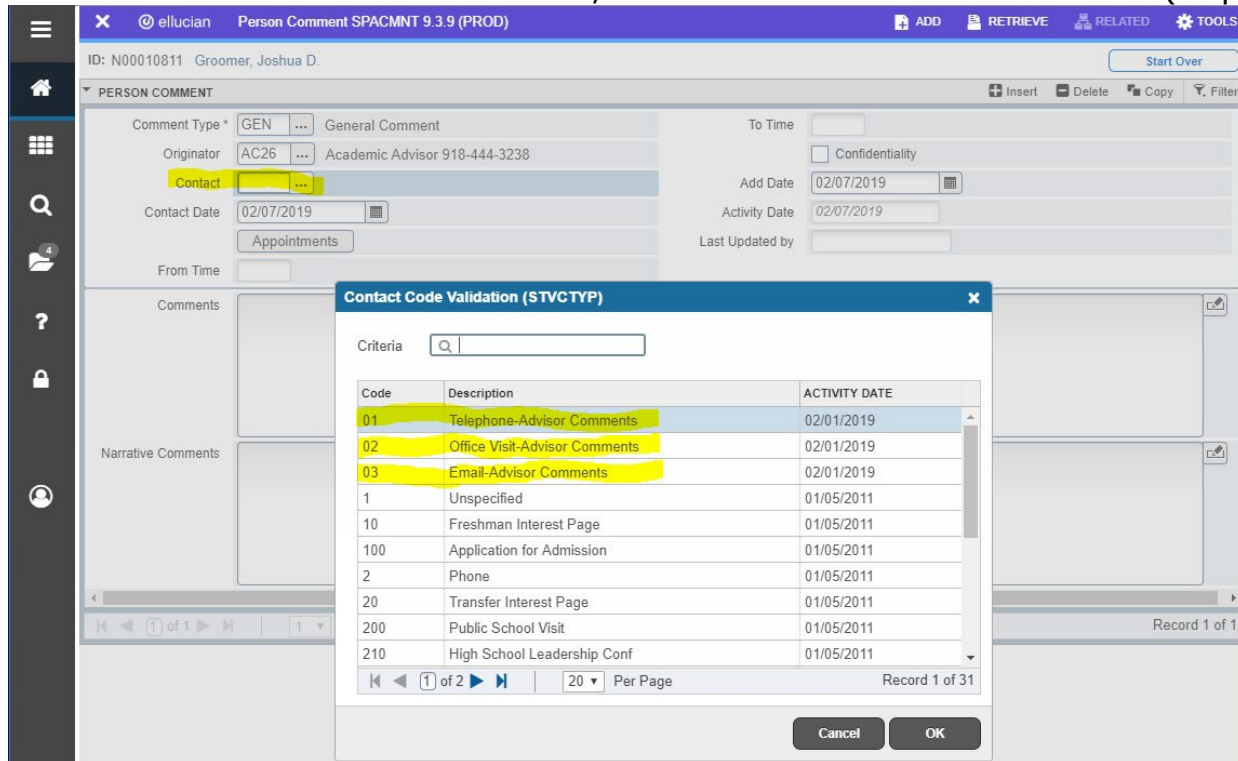
7) Select **Contact Date** by clicking on the calendar button. This field will automatically populate the current date. (required)

8) Enter student notes in the **Narrative Comments** box. <u>DO NOT enter notes in the Comments box.</u> **Save** comments by clicking the "SAVE" button on the bottom right of the page or pressing F10. (required)

See 'SPACMNT Best Practices' section below for what student notes to include.