## 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.



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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)

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

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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)

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~				AC02	Academic Advisor 918-444-2913		09/04/2013				
9				AC03	Academic Advisor 918-449-6359		09/14/2015				
				AC04	Academic Advisor 918-444-3570		10/03/2014				
				AC05	Academic Advisor 918-444-3571		04/24/2014				
				AC06	Academic Advisor 918-449-6241		09/04/2013				
	4			AC07	Academic Advisor 918-444-3808		09/04/2013				
	HO -		1 -	AC08	Academic Advisor 918-444-3825		09/04/2013			Re	cord 1 of 1
				AC09	Academic Advisor 918-449-6242		09/04/2013	•			
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							Cancel OK				

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 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)

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7) Select **Contact Date** by clicking on the calendar button. This field will automatically populate the current date. (required)

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8) Enter student notes in the **Narrative Comments** box. <u>DO NOT enter notes in</u> <u>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.

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Q	Contact Date	02/07/2019	Activity Date	02/07/2019				
2		Appointments	Last Updated by					
	From Time	Office Visit-Advisor Comments						
?	Comments							
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<b>A</b>								
	Narrative Comments	Student appeared on time for advising appointment. Student intere- with student. Referred student to on campus and online tutoring se						s 🗹
		dropped MATH 1513. Recommended student take MATH 1511 & 1		p // whiting via emailed c	spring 2015 Tuto	Scriedule.	Student	
		Recommended FA19 Courses: English Comp II, Fundamentals of	Oral Comm Personal I	Health College Algebra	w/Lab & Amor	can Federa	al Govt	
		Recommended LATZ Courses. English Compilit, Fundamentals of	oral comm., r ersonari	riealui, college Algebra	W Lab, & Amen	can redere	1000	
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