

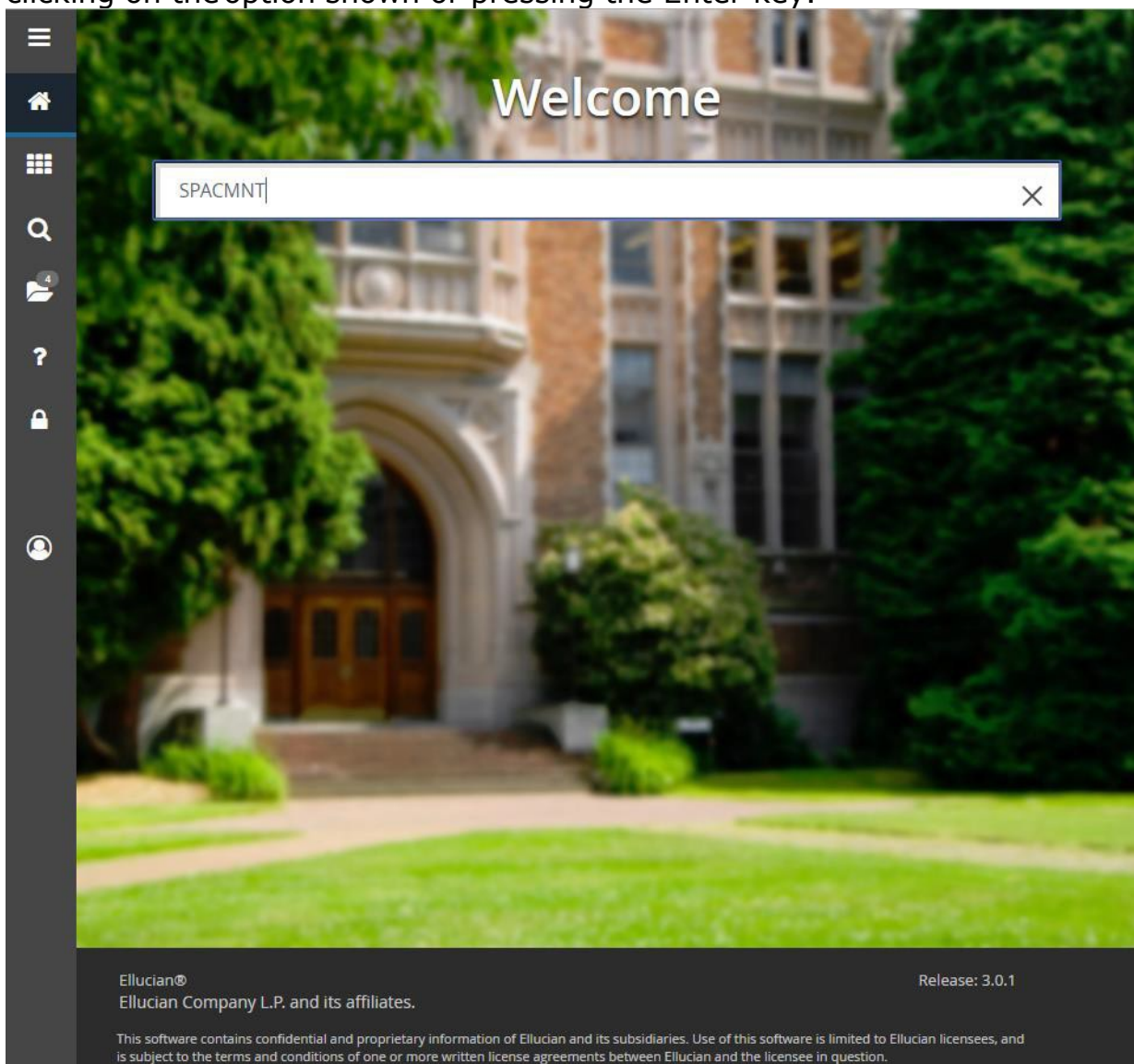
SPACMNT

Academic Advising Notes in BANNER

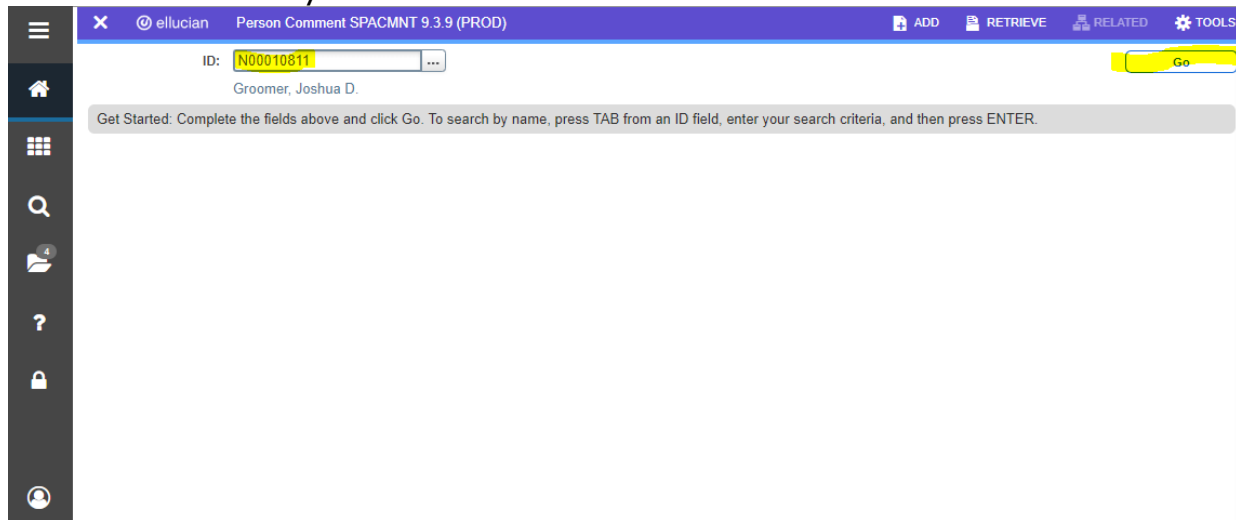
Below are the procedures for submitting academic advising student notes in Banner 9. For reporting and consistency purposes, make sure that you strictly adhere to the instructions provided below and include all required information (as noted with "required" indicator) every time you enter a comment for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

Instructions:

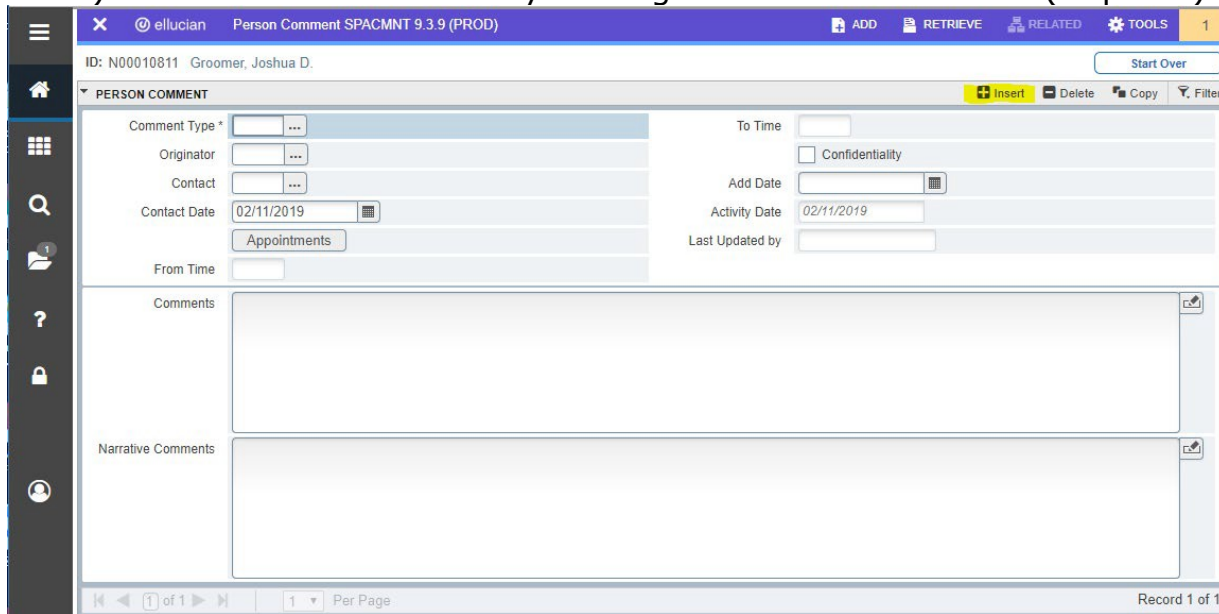
- 1) In Banner 9, search for the comment screen **SPACMNT**. Select SPACMNT by clicking on the option shown or pressing the Enter key.



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)

Person Comment SPACMNT 9.3.9 (PROD)

ID: N00010811 Groomer, Joshua D.

PERSON COMMENT

Comment Type * GEN ... General Comment

Originator [] ...

Contact [] ...

Contact Date 02/07/2019

From Time []

To Time []

Confidentiality

Add Date 02/07/2019

Activity Date 02/07/2019

Last Updated by []

Comments []

Narrative Comments []

Record 1 of 1

- 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)

Person Comment SPACMNT 9.3.9 (PROD)

ID: N00010811 Groomer, Joshua D.

PERSON COMMENT

Comment Type * GEN ... General Comment

Originator [] ...

Contact [] ...

Contact Date 02/07/2019

From Time []

To Time []

Confidentiality

Add Date 02/07/2019

Activity Date 02/07/2019

Last Updated by []

Comments []

Narrative Comments []

Originator Validation (STVORIG)

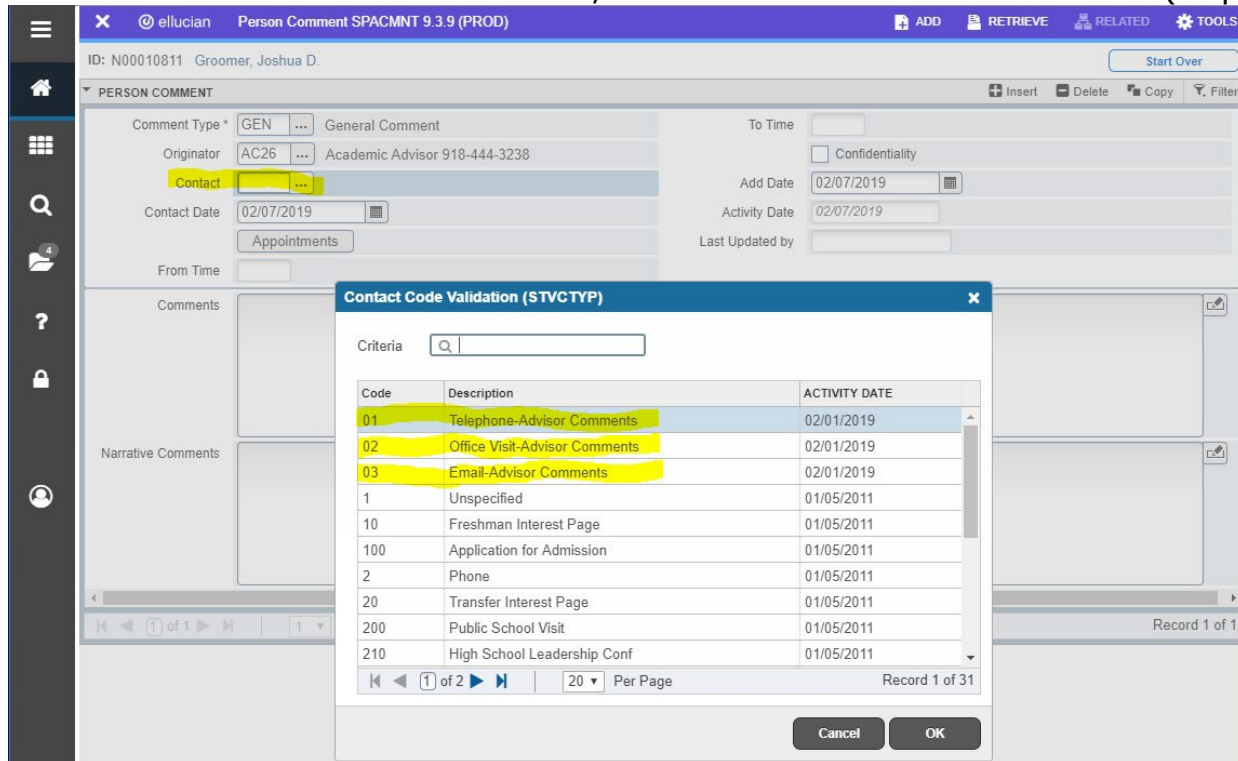
Criteria []

Code	Description	Activity Date
AA	Academic Affairs	01/05/2011
AC01	Academic Advisor 918-444-2901	09/04/2013
AC02	Academic Advisor 918-444-2913	09/04/2013
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
AC07	Academic Advisor 918-444-3808	09/04/2013
AC08	Academic Advisor 918-444-3825	09/04/2013
AC09	Academic Advisor 918-449-6242	09/04/2013

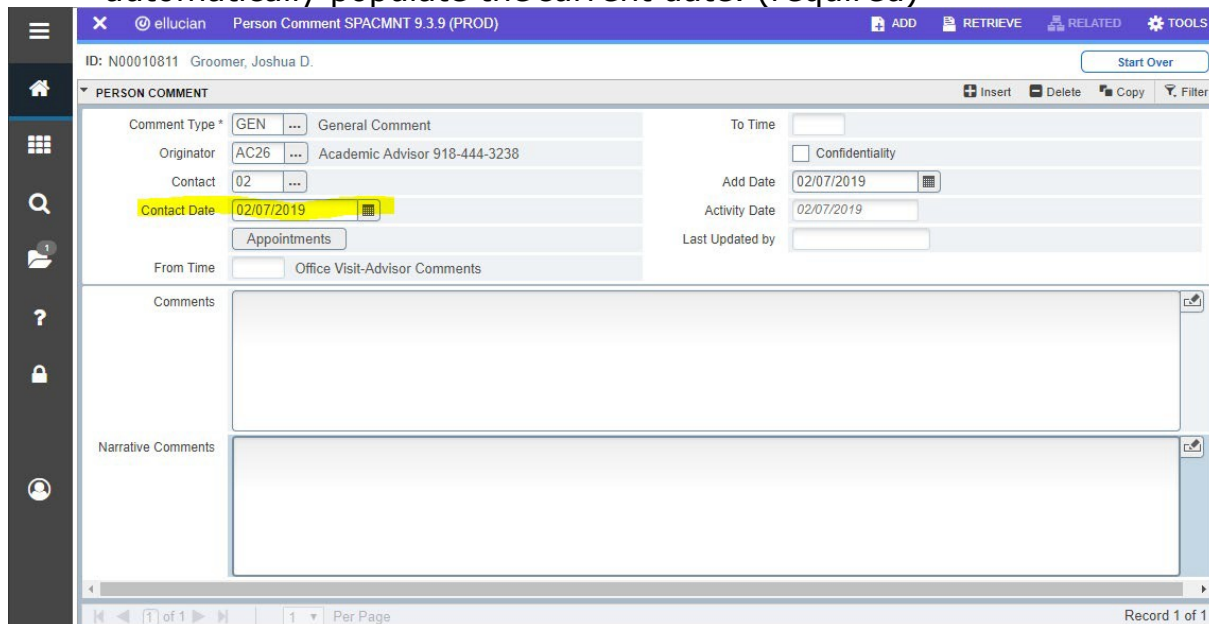
Record 1 of 60

Cancel OK

- 6) Select **Contact** type by clicking on the "..." button to the right of the blank box. ONLY 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. DO NOT enter notes in the Comments box. **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.

The screenshot displays the 'PERSON COMMENT' form in the SPACMNT 9.3.9 (PROD) system. The form is for student ID N00010811, Joshua D. Groomer. The 'Comment Type' is set to 'GEN' (General Comment). The 'Originator' is 'AC26' (Academic Advisor 918-444-3238) and the 'Contact' is '02'. The 'Contact Date' and 'Activity Date' are both '02/07/2019'. The 'From Time' is set to 'Office Visit-Advisor Comments'. The 'Comments' section is empty, while the 'Narrative Comments' section (highlighted in yellow) contains the following text: "Student appeared on time for advising appointment. Student interested in Communication Studies major. Reviewed Degree Audit and Mid-Term grades with student. Referred student to on campus and online tutoring services for English Comp I/Writing via emailed Spring 2019 Tutor Schedule. Student dropped MATH 1513. Recommended student take MATH 1511 & 1513 next semester. Recommended FA19 Courses|English Comp II, Fundamentals of Oral Comm., Personal Health, College Algebra w/ Lab, & American Federal Govt." A 'SAVE' button is located in the bottom right corner of the form.