

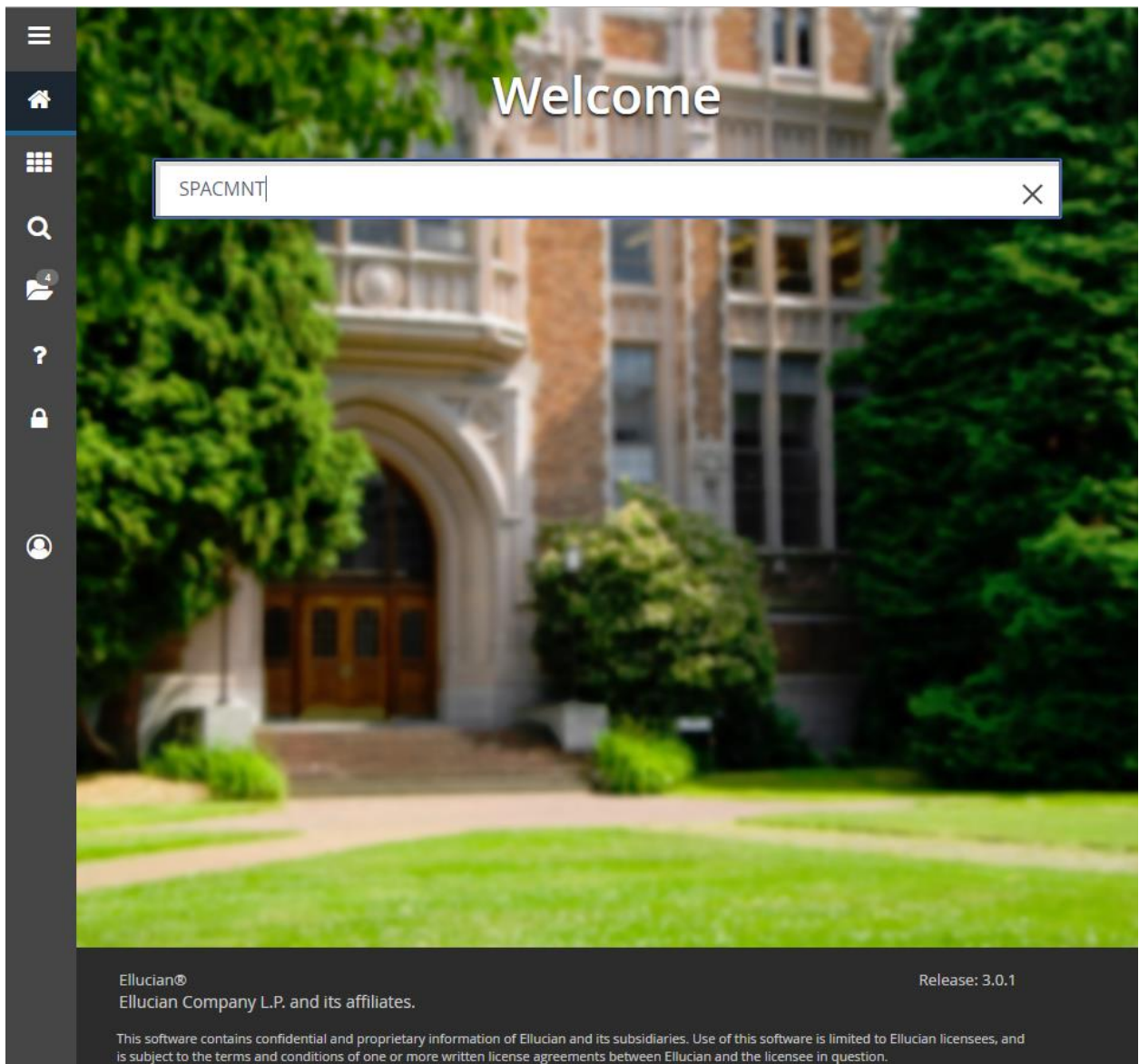
## **SPACMNT**

### 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.

The screenshot shows the top navigation bar with the text 'ellucian Person Comment SPACMNT 9.3.9 (PROD)' and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, the 'ID' field is populated with 'N00010811' and the name 'Groomer, Joshua D.' is shown. A 'Go' button is highlighted in yellow. A message box below the ID field reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

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

The screenshot shows the 'PERSON COMMENT' form with the 'Insert' button highlighted in yellow. The form includes the following fields: 'Comment Type \*', 'Originator', 'Contact', 'Contact Date' (with a calendar icon and the value '02/11/2019'), 'From Time', 'To Time', 'Confidentiality' (checkbox), 'Add Date' (with a calendar icon), 'Activity Date' (with the value '02/11/2019'), and 'Last Updated by'. There are also 'Comments' and 'Narrative Comments' text areas. The bottom of the screen shows a pagination bar with '1 of 1' and 'Per Page' options, and 'Record 1 of 1'.

- 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

To Time [ ]

Confidentiality

Add Date 02/07/2019

Activity Date 02/07/2019

Last Updated by [ ]

Comments [ ]

Narrative Comments [ ]

Record 1 of 1

- 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

To Time [ ]

Confidentiality

Add Date 02/07/2019

Activity Date 02/07/2019

Last Updated by [ ]

Comments [ ]

Narrative Comments [ ]

Originator Validation (STVORIG)

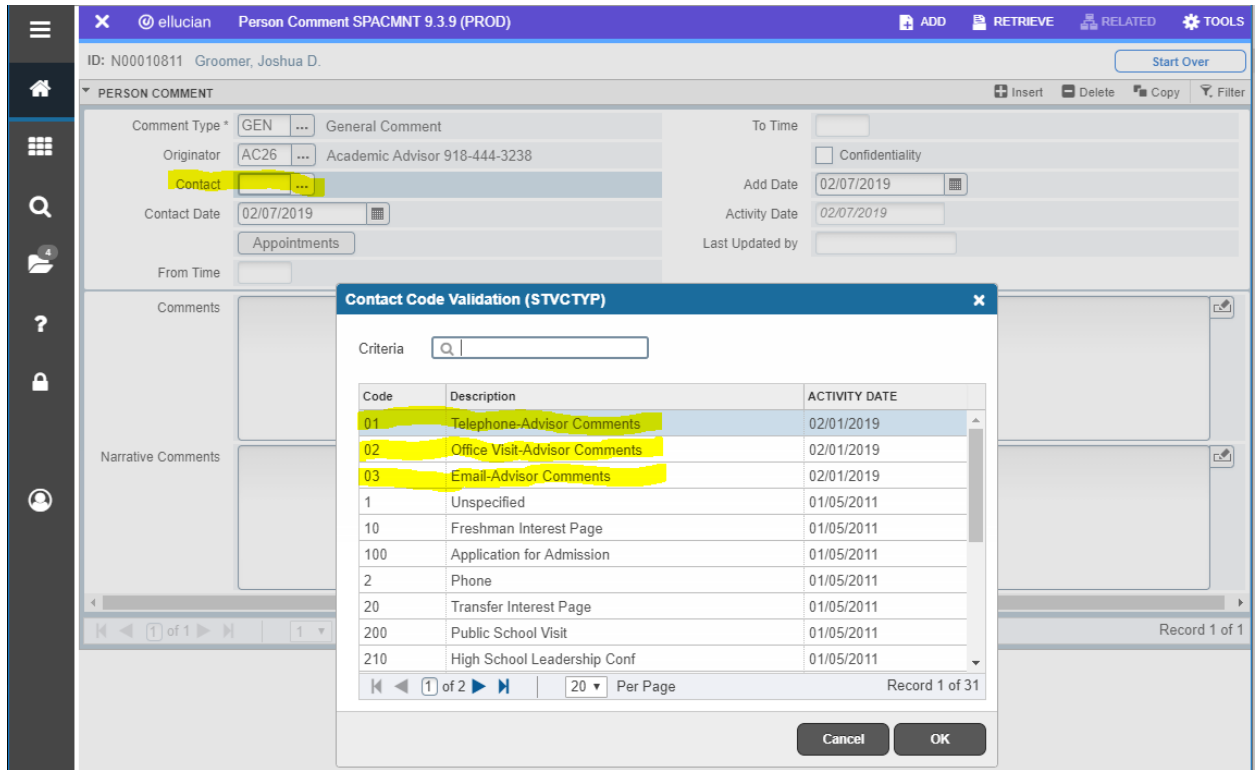
Criteria [ ]

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

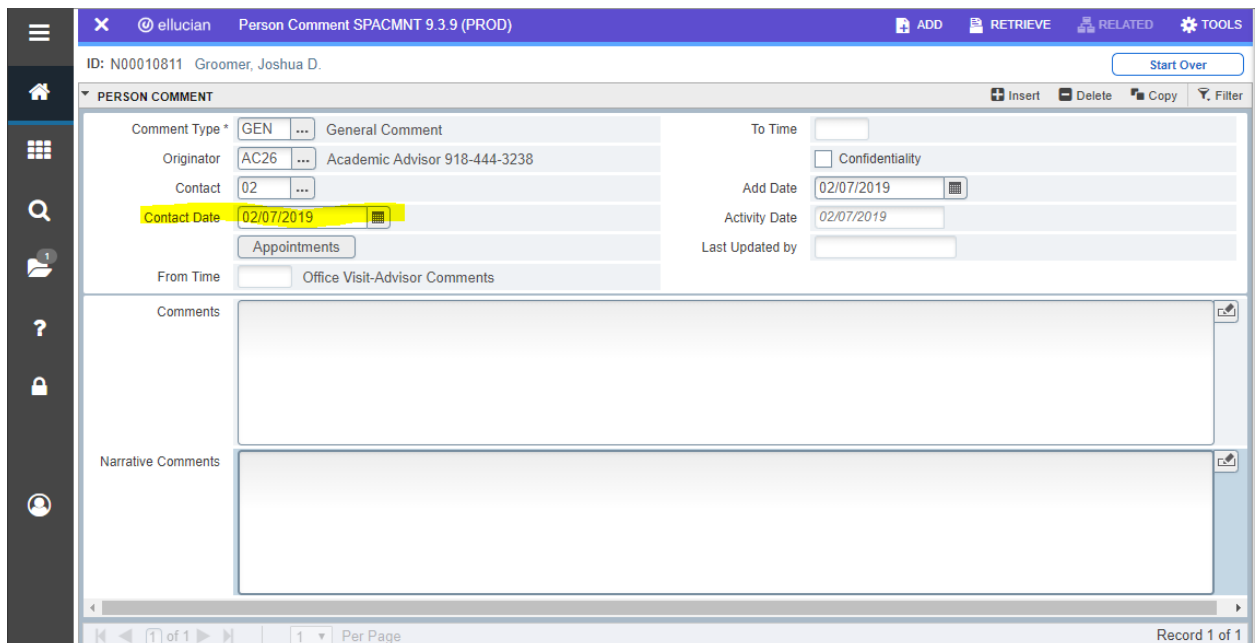
Record 1 of 60

Cancel OK

- 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)



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



- 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 shows the 'Person Comment SPACMNT 9.3.9 (PROD)' interface. The header includes the user 'ellucian' and the student ID 'N00010811 Groomer, Joshua D.'. The form is titled 'PERSON COMMENT' and has a 'Start Over' button. The form fields are as follows:

- Comment Type: GEN (General Comment)
- Originator: AC26 (Academic Advisor 918-444-3238)
- Contact: 02
- Contact Date: 02/07/2019
- Add Date: 02/07/2019
- Activity Date: 02/07/2019
- From Time: Office Visit-Advisor Comments
- Confidentiality:
- Last Updated by: [Empty]

The 'Comments' section is empty. The 'Narrative Comments' section 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.

The bottom of the page shows a 'SAVE' button and a 'Record 1 of 1' indicator.