

SPACMNT – COMMENT FORM

Banner is different in SIS in that Holds and Comments are on two different forms. Advisement comments can only be placed in Banner INB.

Fill in the student information and click Next Block

The following fields must be completed:

Comment Type: Use ADV (note other depts. will be using their designated comment types – do not use any type that has not been designated for your use.)

Originator: Select your department name from the LOV button

Contact: Use ADV (again do not use a contact type that has not been designated for your use)

Contact date: Defaults to today's date but can be changed to an earlier date

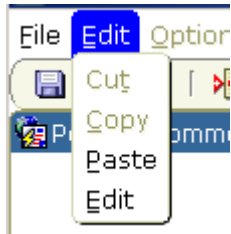
The screenshot shows the following fields and their values:

Comment Type:	ADV Advising Comment	Appointments	<input type="checkbox"/>	Confidentiality	<input type="checkbox"/>
Originator:	NUR Nursing	From Time:	<input type="text"/>	Add Date:	12-AUG-2008
Contact:	ADV Advisement	To Time:	<input type="text"/>	Activity Date:	12-AUG-2008
Contact Date:	10-AUG-2008			Last Updated by:	<input type="text"/>

Comments:

Confidentiality button checked indicates that the poster wants the information to remain confidential. Fine Grained access has not been set up for this form so anyone given access to view or post to SPACMNT will see all comments.

Next Block to the Comments field which will hold 4000 characters and should be used first. The Narrative Comments field will hold up to 32,700 characters. You can cut and paste information from an email or word file into the comments field. Using the Edit Paste from the menu bar.



Always end posting in the comments field with your initials followed by the date of posting. This will allow for continued posting to the same item to track input from others even when the Last Updated by field is updated by the last poster.

NOTE: This becomes part of the student's permit record and is subject to FERPA and open records acts requirements. Do not post items here that you do not want to defend in court.

To create a new post, use the page down button or select Record Insert from the menu bar.