



UNIVERSITY OF MANITOBA

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Aurora Student

## **Displaying and Entering Comments in SWACMNT**

*Note: Some screen shots are from an earlier version of Banner, but all processes and fields mentioned in this protocol are up to date.*

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Revised November 10, 2010

## General Information

The U of M is using the **SWACMNT** comment form exclusively for comments because it can be sorted by term and comment type when doing queries or reports.

## SWACMNT

The screenshot shows the SWACMNT comment form interface. The form is divided into several sections: a header section with fields for ID, Term, and Confidentiality; a main form section with fields for Comment Type, Originator, Last Updated by, Add Date, and Activity Date; an Appointments section with fields for Contact, Contact Date, and Appointment Time; and a Comments section with a large text area and a smaller text area. The form is annotated with callouts explaining various fields and icons.

**Term:** Term for which the comment being viewed applies.

**Comment Type:** Type of comment being viewed, some types will appear on the student's transcript.

**Originator:** Denotes the office that entered the comment

**Full Title of Comment**

**User ID of the last person to update the comment being viewed**

**Confidentiality:** Denotes whether the comment being viewed is confidential.

**Add Date:** Date the comment being viewed was inserted

**Confidentiality:**

**Add Date:**

**Activity Date:**

**Date of the most recent update to the comment being viewed**

**Appointments**

**Contact:**  **Contact Date:**  **Appointment Time**

**Comments**

**Comments Icon:** An alternative to using the scrolling feature to view/edit long comments.

**Comments Field:** For free form comments up to 4000 characters. Depending on comment type, these may appear on student's transcript.

**Narrative Comments Field:** For free form *explanatory* comments up to 4000 characters. These do not appear on student's transcript.

**Contains contact and appointment information, if used.**

Record: 1/1 | ... List of Valu... | <OSC>

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## Comment Types and Information

Some comments will appear on the transcript, others do not. Below is a listing indicating those that will and those that will not appear on the student transcript. Also indicated is which of the two comment fields (Comment and/or Narrative Comment) will display on the transcript, if applicable.

Those that have the check mark in the **RO ONLY** column can be entered only by Registrar's Office staff.

If multiple transcript comments have been entered for a single term they will appear on the transcript in the following order, except for comment type TA which is an extra document\*.

<b>RO ONLY</b>	<b>COMMENT CODE</b>	<b>COMMENT DESCRIPTION</b>	<b>PRINTS ON TRANSCRIPT</b>	<b>WHAT PRINTS ON TRANSCRIPT</b>	<b>WHERE</b>
✓	TOP	Top of Term Transcript Comment	✓	Only Comment Text	Top of Term
✓	LPA	Letter of Permission Approved	✓	Comment Title AND Text	Top of Term
	WA	Req to withdraw from Advanced Major	✓	Only Comment Title	End of Term
	WC	Req to withdraw from Co-op Opt	✓	Only Comment Title	End of Term
	WH	Req to withdraw from Honours	✓	Only Comment Title	End of Term
	WM	Req to withdraw from Major	✓	Only Comment Title	End of Term
	RR	Must Repeat or Replace	✓	Comment Title AND Text	End of Term
	RP	Must Repeat	✓	Comment Title AND Text	End of Term
✓	END	End of Term Transcript Comment	✓	Only Comment Text	End of Term
✓	DS	Disciplinary	✓	Only Comment Text	End of Term
✓	LPC	Study on Letter of Permission	✓	Comment Title AND Text	End of Term
✓	TA	Transcript Annex	✓	Only Comment Text*	End of Term
	GN	General Note		n/a	n/a
	HF	Hard Copy File (Paper file in Faculty Dept)		n/a	n/a
	LOP	Transcript Received		n/a	n/a
	NSN	National Student Number – PSIS		n/a	n/a
	SA	Start Afresh		n/a	n/a
✓	BN	Banned Student		n/a	n/a

## Viewing Comments

- Go to **SWACMNT** and enter Student ID.
- To view comments for a particular term, enter that term in the *Term* field. Or, to view comments for **all** terms, leave the *Term* field blank. Next Block.
- Applicable comments will display in *Comments* box.
- You can scroll through the individual comments on the right.
- If you are viewing comments for *all* terms, they will display in reverse chronological order. The term for which a comment is applicable can be seen in the *Term* field in the upper left corner.

Comment Form SWACMNT 7.0 (BA7NEXT)

ID: 000012676 Student, Cyril Term :

Term : 200600 2005-2006 Regular Session-06R Confidentiality:

Comment Type: DS Disciplinary Add Date: 15-NOV-2006

Originator: REG Registrar's Office Activity Date: 15-OCT-2007

Last Updated by: SKAZYK

Appointments

Contact:  Contact Date: 15-OCT-2007 Appointment Time

Comments

Disciplinary action - student caught in violation of academic ethics.

## Entering Comments

- Go to **SWACMNT**. Enter Student ID and the *Term* for which the comment is applicable; Next Block.
- Enter *Comment Type*, and *Originator Code* (use F9, or double click, or dropdown arrow to see the list of values)
  - If a comment already exists for that term and a new one needs to be entered, Record Insert (or Alt+R, I) and a new blank Comment Form will appear.
  - Depending on the comment type, the comment may appear on the student's transcript. The comment type will also affect *where* the comment appears on the student's transcript (the top or bottom of the term, for example).
- Tab to *Comments* field and type free form comments.
  - The maximum data length for Comments is 4000 characters.
  - You can copy and paste into the Comment area.
  - **Do not** use the enter key when entering comments, let the text wrap to the next line. (Using the enter key will throw off the alignment when the comment is to be printed on an official transcript.)
  - Contact and appointment information may also be entered by clicking the *Appointments* icon and populating the *Contact* and *Appointment Time* fields.
- Tab to the *Narrative Comments* field, if necessary, and enter an explanation of any comments entered above.
- **Save**

Comment Form SWACMNT 7.0 (BA7NEXT)

ID: 000012676 Student, Cyril Term : 200690

Term : 200690 Fall 2006

Comment Type: RP Must repeat

Originator: 02 Science

Confidentiality:

Add Date: 16-MAY-2006

Activity Date: 16-OCT-2007

Last Updated by:

Appointments

Contact:  Contact Date: 16-OCT-2007 Appointment Time

Comments

CHEM 1300

**Note:** In the illustration above the student was required to repeat a failed course. On the transcript, under the Assessment Information, the entry would read: **Must repeat CHEM 1300.**