

UNIVERSITY OF MANITOBA

Aurora Student

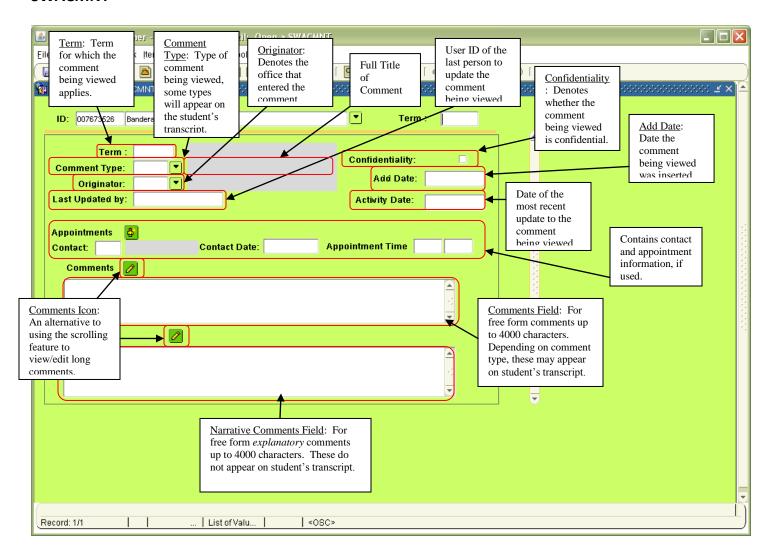
Displaying and Entering Comments in SWACMNT

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

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



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.

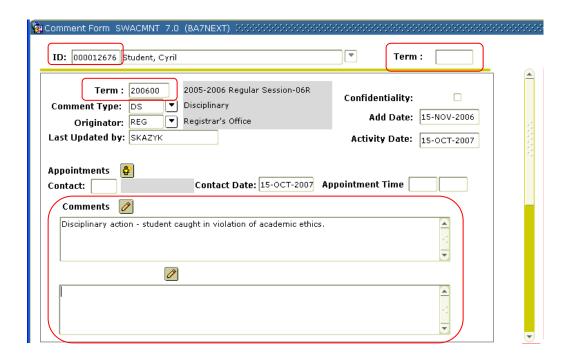
Those that have the check mark in the **RO ONLY** column can be entered only by Registrar's Office staff.

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*.

RO ONLY	COMMENT	COMMENT DESCRIPTION	PRINTS ON TRANSCRIPT	WHAT PRINTS ON TRANSCRIPT	WHERE
✓	ТОР	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

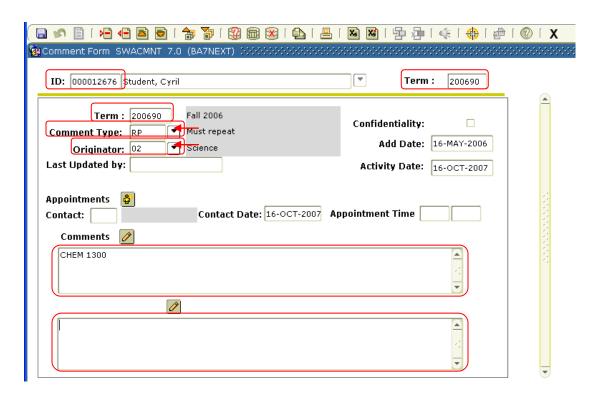
Viewing Comments

- 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.



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



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.