



UNIVERSITY
OF MANITOBA

Registrar's Office

Displaying and Entering Comments in SWACMNT

Banner 9

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General Information

The University of Manitoba is using the SWACMNT form exclusively for comments because it can be sorted by term and comment type when running a query or report.

SWACMNT DISPLAY

The screenshot shows the SWACMNT form interface with the following fields and callouts:

- Term**: Indicates the term the comment applies to.
- Level**: Indicates the level the comment applies to.
- Comment Type ***: Indicates type of comment being viewed. Some types will appear on student's transcript.
- Confidentiality**: A checkbox option.
- Originator**: Denotes the office that entered the comment.
- Comments**: Used for free-form comments, up to 4000 characters. These comments may appear on student's transcript (dependent on type).
- Narrative Comments**: For free-form explanatory comments, up to 4000 characters. These comments do not appear on student's transcript.
- Click to view longer messages in full.**: A button with a document icon next to each comment field.

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 CODE	COMMENT DESCRIPTION	PRINTS ON TRANSCRIPT	WHAT PRINTS ON TRANSCRIPT	WHERE
✓	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

RO ONLY	COMMENT CODE	COMMENT DESCRIPTION	PRINTS ON TRANSCRIPT	WHAT PRINTS ON TRANSCRIPT	WHERE
	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

In SWACMNT, enter the **student number** in the ID field and click GO.

The screenshot shows the SWACMNT search interface. At the top, there is a blue header bar with the title 'Comment SWACMNT 9.0 (BANUAT1)' and several icons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, there are three input fields: 'ID:' with a red box around it and a dropdown arrow, 'Term:' with an empty text box, and 'Level:' with an empty text box. To the right of the 'Term:' field is a green 'Go' button with a red box around it. Below the input fields is a grey instruction box that 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.'

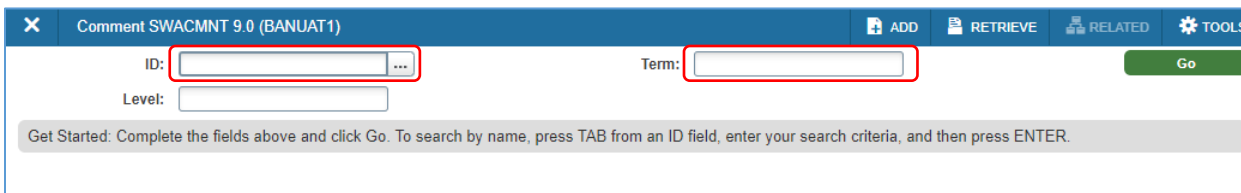
*Note: To view comments for a particular term, enter the **term** in the TERM field. To view comments for a particular level, enter the **level** in the LEVEL field. To view all comments, leave the TERM field blank.*

Applicable comments will display in the COMMENTS section, and are displayed in reverse chronological order.



Entering Comments

1. In SWACMNT, enter the **student number** in the ID FIELD, and the **term** for which the comment is applicable in the TERM field, then click GO.



2. Enter the appropriate **Comment Type**, **Level** (i.e. ND/UG/GR), and **Originator Code**.
3. If a comment for the term already exists, click INSERT to add a new comment.
4. Enter the comment in the COMMENTS field.

Note: Do not use the [ENTER] key in comments; allow the text to wrap to the next line. Using [ENTER] will cause improper alignment of comment on transcript.

5. If appropriate, enter an explanatory comment in the NARRATIVE COMMENTS field.
6. SAVE.

