

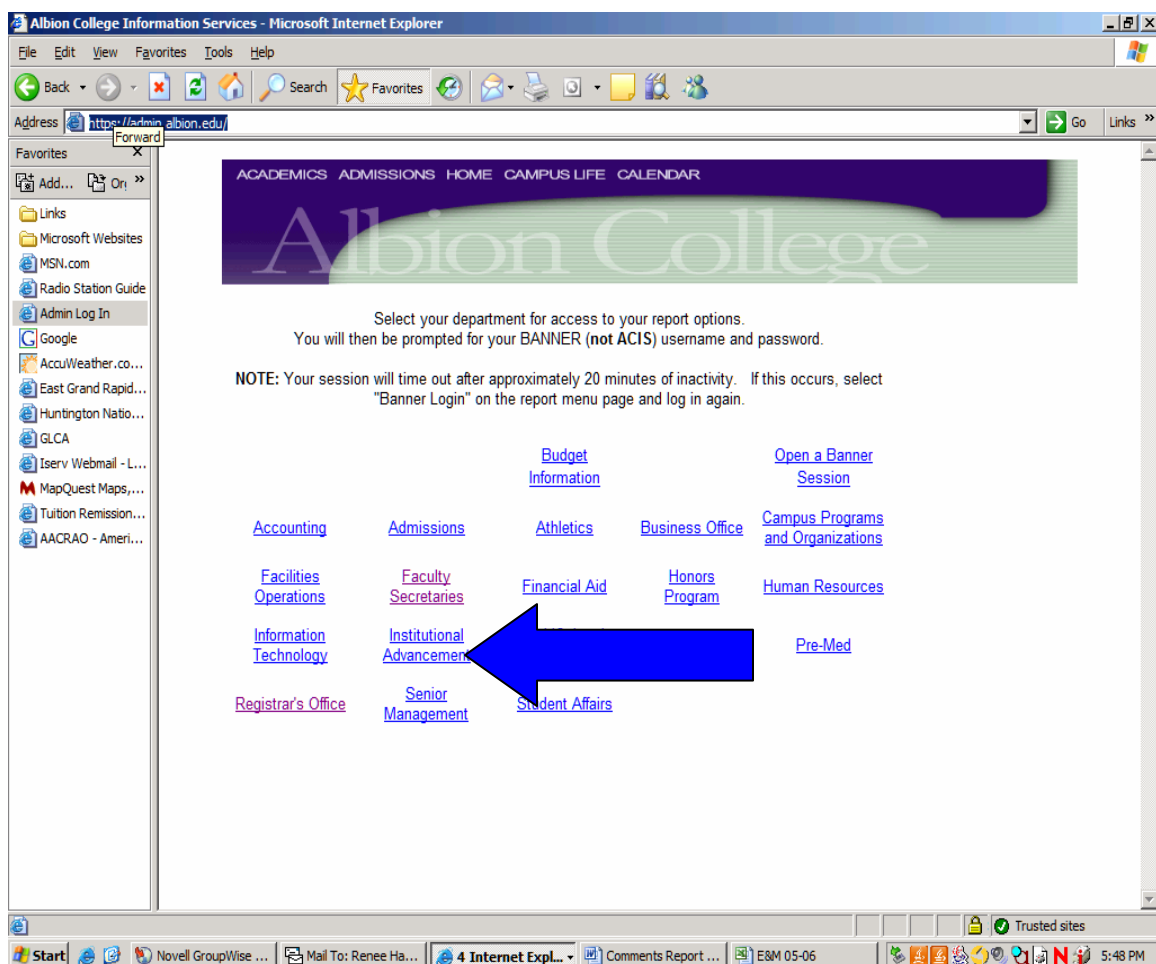
Comments Report

This report was developed so that you could see all comments within a student's file. We keep many types of comments, but only one type will print out on the audit.

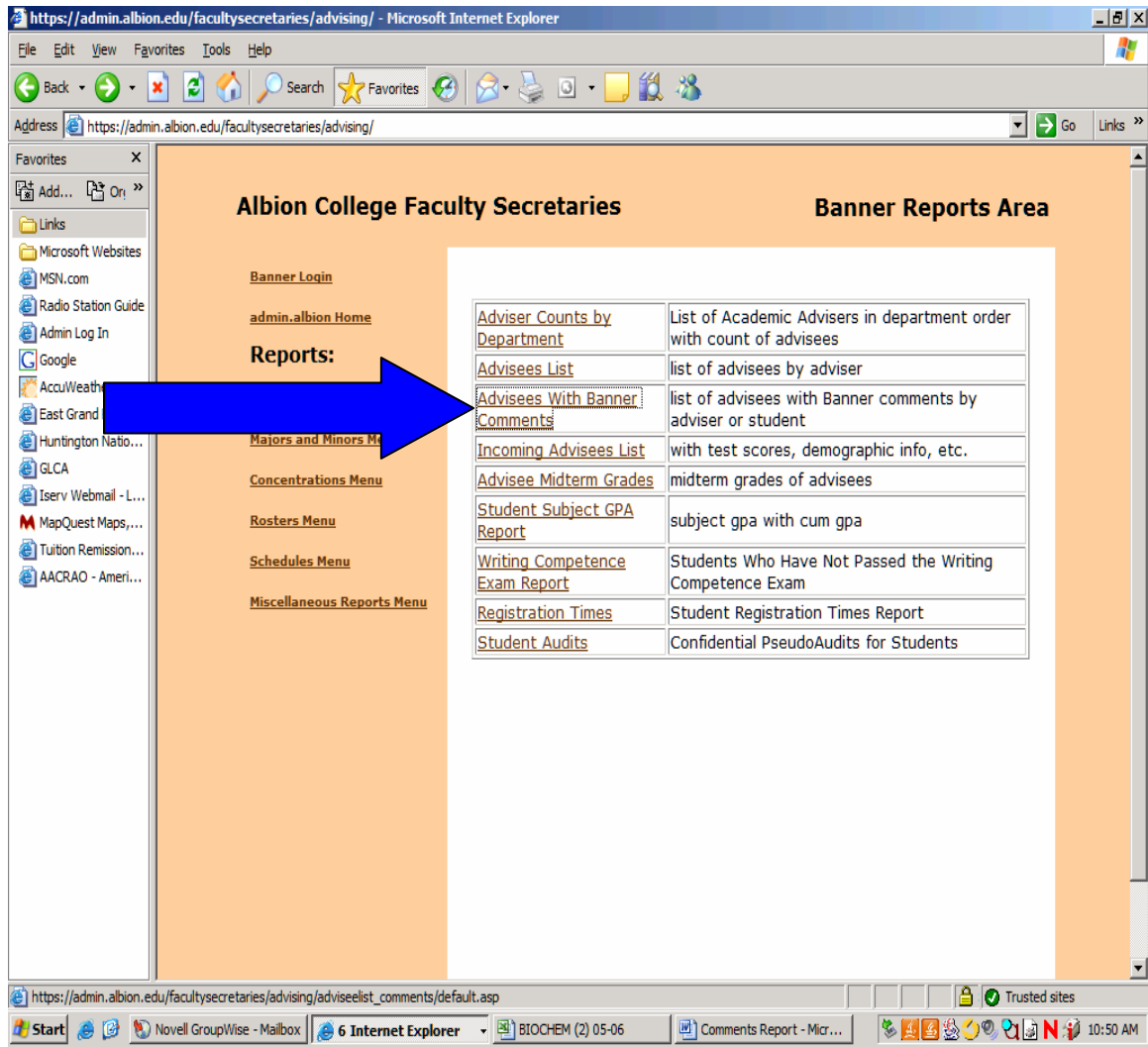
As we have begun to do student audits and review these with students, any information we get from students related to their future plans and graduation is kept in "ROC- registrar office comments" section. Specific details related to graduation (approvals for substitutions) are logged in "ADV- advising" comments. Transcript related information is kept in "TRNS" and petition requests and decisions are kept in "PET". The ROC section is where we keep information such as "transfer credits coming from JCC, student planning to take a course at JCC this summer", and other helpful bits of information.

You can access this report via the admin login in (<https://admin.albion.edu/>).

Pick faculty secretaries (see arrow below)...



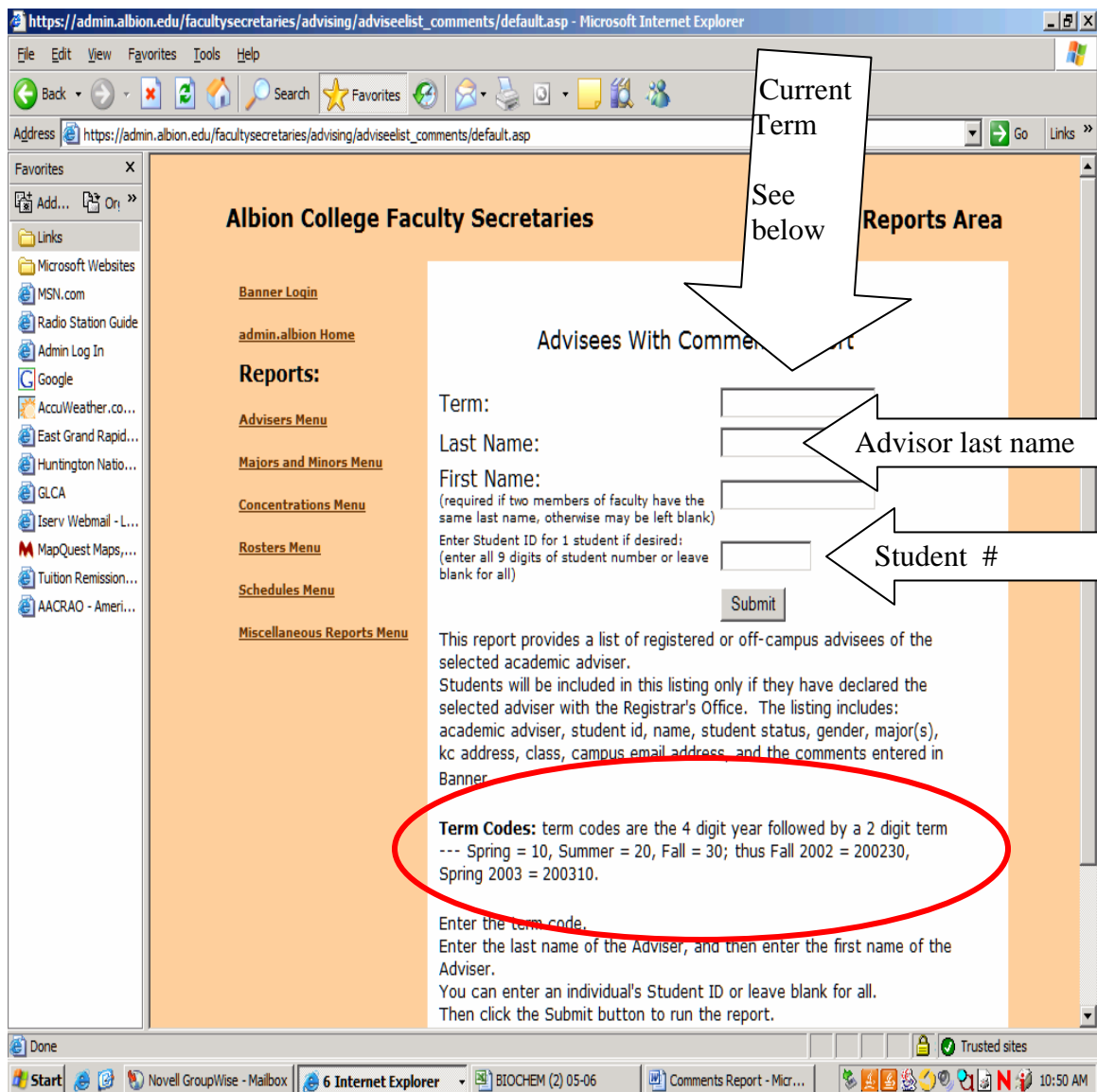
Then the report is called “advisees with Banner comments” (see arrow below).



You will come to the following screen (see below) where you can choose to run all the comments by all your assigned advisees or by a specific advisee.

If you want to run it by all your advisees, you would enter the term, then enter your last name (not case sensitive), then first name (optional) and hit “submit”. The name MUST be submitted exactly as it is spelled in Banner. If you are unsure, just enter your last name.

If you want to run it by a specific advisee, enter the term, then the advisee number (student ID #).



When you run it by a specific advisee, it will come out like the example below. You will want to click on "export data as comma delimited file".

Once you click on "export data as comma delimited file", it will then ask if you want to "open" it or "save". You can "open" it and this will allow you to change the size of the columns to read the information better.

Know that in the example report below, there is additional information to the left, but if you scroll to the far right (done in the example below) you will see the comments. It will identify the type of comment (arrow 1), the date the comment was entered (arrow 2) and the comment itself (arrow 3). The comment itself should always end with (or start with) initials, as this is the person who entered

the comment (CMH- Cherie Hatlem, LMS- Lynnae Selberg, CDelaney- Casey Delaney, rld- Robin Dunn, DD- Drew Dunham).

Advisor	Advisee	Transcript Type	Date	Comments
du TRN		Transcripts	9/17/2007	from University of Wisconsin-Stevens Point, LMS 9-17-07 Official transcript received from Madison Area Technical College, LMS
du ADV		Advis/GradComments-Reg. Office	10/18/2007	10-18-07 The following course substitutions have been approved by Bille Wickre: ART 289x (Ceramics II) =ART361; ART 200x (Art Metal I) = ART 271; ART 289x (Art Metal II) =ART 402; ART 289x (Applied Textile Design)=ART 402; ART 289x (2 Dimensional Design)= ART 101; and ARTH 200x (Renaissance & Modern) = ARTH 112. LMS 4-17-07 CRH Global Comm appr prior experience to fulfill global ner

If you run the report by advisor, this is what it will look like (see below). You can still “export” it as you did when you ran it by advisee. This will list each advisee, whether they have comments or not.

https://admin.albion.edu/facultysecretaries/advising/adviseelist_comments/report.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Tab

Address https://admin.albion.edu/facultysecretaries/advising/adviseelist_comments/report.asp Go Links »

Favorites X
 Add... On »
 Links
 Microsoft Websites
 MSN.com
 Radio Station Guide
 Admin Log In
 Google
 AccuWeather.co...
 East Grand Rapid...
 Huntington Natio...
 GLCA
 Iserv Webmail - L...
 MapQuest Maps,...
 Tuition Remission...
 AACRAO - Ameri...

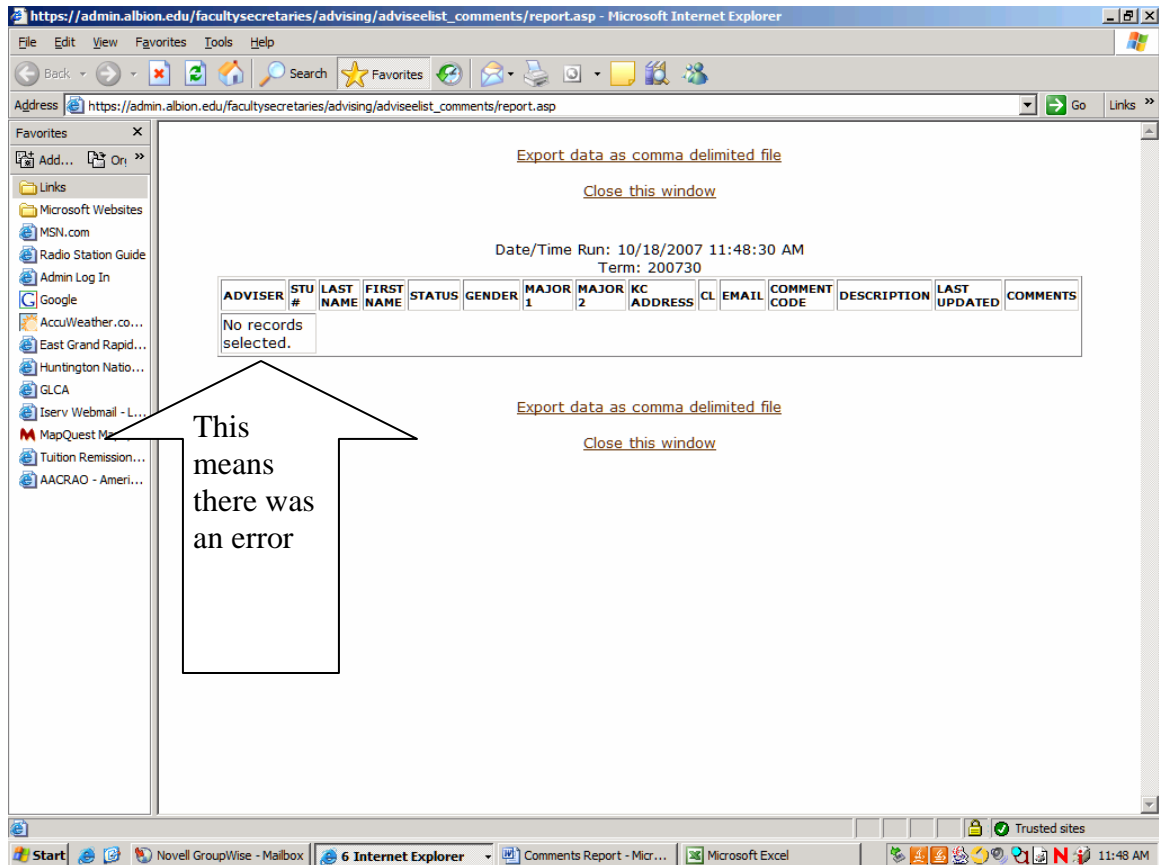
AS	M	Biology	English With Creative Writing	5388 Kellogg Center	04	ADV	Advis/GradComments-Reg. Office	9/26/2007	the graduation requirements for the above stated degree. LMS 5-16-06 C Delaney Needs Fine Arts Division. Scientific Mode complete with Chem 121 Spring 06. Ethnicity Category complete with ENGL 341 Spring 06. Global Category complete with Hist 218 Spring 2006. Gender Category Complete with ENGL 285 Fall 2006.
AS	F	Undeclared		4842 Kellogg Center	02				
AS	M	Biology		5775 Kellogg Center	04	ADV	Advis/GradComments-Reg. Office	10/2/2007	10-2-07 Student will need to successfully complete the following classes for Spring semester; one from list of BIOL 361, 362, 364, 365, 366, 367, 368, 401, 411 or 412; a "textual" mode course; 2.75 units minimum for the semester. After completing the above pieces.

Done Trusted sites

Start Novell GroupWise - Mailbox 6 Internet Explorer Comments Report - Microsoft Excel 11:46 AM

***** Any student identifying information has been blocked for these example reports.**

PROBLEM SOLVING: If you get the following screen...



This means that something was entered wrong on the previous screen. Here are a couple things you can try;

1. Make sure you didn't add an extra space before or after the term, name or student number. This is seen as an additional character and will give you an error.
2. Make sure you have only populated either the name or student number, not both.
3. Make sure you have entered the name as it is spelled in Banner.
4. If you aren't sure exactly how the name is in Banner, just use the last name.
5. If you want to change any information that you've just entered, make sure to highlight it and hit the "delete" key, not the space bar (as this adds a space and will error).

*****NOTE:** if a comment was entered and flagged as "confidential", it will NOT show up on the report.