

Advisor Comment Key

101- Current Student Outreach Already Registered for upcoming term
102-Student plans to register via Webstar
103- Student plans to register via STF
104-Left a voicemail
105-Unresponsive to Contact (Advisors then sends email)
106-Non-working number (Advisor then sends email)
107-Degree Conferral Application Pending (Not registering)
108-Student Needs to Apply for Degree Conferral - (Not registering)
109-Academic Suspension/Dismissal (Not registering)
110-Inactive status (Not registering) – update student record
111-Financial Constraint/Difficulty (Not registering)
112-Work Constraints (Not registering)
113-Class schedule Issues (Not registering)
114-Medical/Family Issues (Not registering)
115-Withdrawing from HSBE (Reason noted in SPACMNT)
116-Academic Hold (Not registering)
117-Bursar Hold (Not registering)
118-Student Taking Term Off
119-Other Reason Not Registering (Reason noted in SPACMNT)
200-Welcome Email Sent to NS
201-Welcome Phone Call – NS Appointment Scheduled
202-Welcome Phone Call – Left a Voicemail
203-Welcome Phone Call – Non-Working Number
204-NS attempted email & phone contact, forwarded to recruiter
205- DO NOT USE RETIRED CODE Verified NS contacted by recruiter
206-NS Contact - Already Registered
207-NS Contact - Plans to Register via Webstar
208-NS Contact - Plans to register via STF
209-NS Contact - Delaying Start (Financial Constraints)
210-NS Contact - Delaying Start (Work Constraints)
211-NS Contact -Delaying Start (Class Schedule Issues)
212-NS Contact -Delaying Start (Medical/Family Issues)
213-NS Contact -Withdrawing Application
214-NS Contact -Bursar Hold (Not registering)
215-NS Contact – Other (Not registering)
216-NS 6 week follow up

Recruiter codes (Not to be used by academic advisors):

500	Already Registered for upcoming term
501	Student plans to register for upcoming term via Webstar
502	Scheduled appointment w/ Advisor through HS Portal
503	Student already has appointment w/ Advisor scheduled
504	Advisor already speaking with student
505	Soft transfer to on call Advisor (late night schedule)
506	Starting (defer) in a future term
507	Left a voicemail & need to call back student
508	No Advisor availability; referred to all hands walk-in day
509	Non-working number
510	Can't talk right now; no access to calendar; will call back
511	Withdrawing from the Program (Reason noted in SPACMNT)
512	Waiting on financial aid
513	Financial hold
514	Other Reason Not Registering (Reason noted in SPACMNT)
515	Additional follow up needed by Recruiter or Admissions