

Advisor Comment Key

- 101-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-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)

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