

BAC Comment Key

BAC note will be entered in SPACMNT. Enter BAC instead of 100 in Comment type. Only Term and BAC comment code will appear in Comment Field. Additional comments **must** be added to the Narrative Field.

104	Not Registered: Left a voicemail
106	Not Registered: Non-working Number (Advisors follow up with 122)
107	Degree Conferral Application Pending (Not-registering)
108	Student needs to Apply for Degree Conferral (Not Registering)
110	Inactive status (Not Registering) - updated student record
111	Not Registered: Financial Constraints/Difficulty
112	Not Registered: Work Constraints
113	Not Registered: Class schedule Issues
114	Not Registered: Medical/Family Issues
118	Not Registered: Student Taking Term Off
119	Not Registered: Other Reason (Reason noted in SPACMNT)
120	Not Registered: SAP issues
122	Not Registered: Sent email
123	Not Registered: Student plan to register via webstar or STF
124	Not Registered: Academic Challenges
125	Not Registered: Expectations not aligned with professor
126	Not Registered: Voicemail Full or Unable to leave voicemail (Advisors follow up with 122)
127	Not Registered: Not accepting Incoming calls (Advisors follow up with 122)
128	Not Registered: Text sent
129	Not Registered: No Active Phone Number on File (Advisors follow up with 122)
138	Not Registered: Student Undecided Regarding Registration Advisor Follow Up Needed
139	Student registered less than half time status (see notes for reason)
140	No Show for appointment
141	Not Registered: Visa Issues
200	Welcome email sent to New Student
201	New Student Contact: Welcome phone call
219	New Student Contact: Delaying Start - Admissions notified to defer applicaiton
223	New Student Contact: 2nd Part of Semester Start
230	New Student Check In1: Call prior to semester start
233	New Student Contact: Unable to connect by phone, email sent
235	Wellness Check In: Enrolled Student After Semester Start
999	Student does not wish to receive registration reminder calls for duration of program

STOP OUT/WITHDRAWING REASONS	
320	Withdrawing from HCBE (medical/family-IS)
321	Withdrawing from HCBE (work/schedule conflicts -IS)
322	Withdrawing from HCBE (financial - IS)
325	Withdrawing from HCBE (expectations not aligned with professor- IS)
326	Withdrawing from HCBE (enrolled in another program at NSU - IS)
327	Withdrawing from HCBE (enrolled at another university - IS)
332	Withdrawing from HCBE (other - IS)
333	Withdrawing from HCBE (application withdrawn)
340	Retention contact: retained student
343	Retention contact: unable to retain student (student contact made)

Expectations of following codes:	
106	Once you have acknowledge that the student has a non-working number by either calling them or from review of the BAC department email, please email the student via their NSU student account and copy their personal email address on file. Advisors will use 122 to denote the email follow up.
108	Advisors are expected to reach out to students who have not yet applied and provide the student with a congratulatory message and instructions on the degree conferral process (the submission of the application to estimated time frame for diploma mailing).
110	Advisor must initiate communication with deqc or admissions to have the student record inactivated. The advisor must also end their advisor status on SGAADVR. Records should be inactivated within two weeks of the BAC code being applied to the account. Not to be used with New Students.
119	If student provides an alternative reason as to why they do not intend to register a reason must be listed in the narrative in SPACMNT. Please ensure one of the reasons listed on page 1 is not a viable option.
120	Student to be coded once SAP standing is established. Students are to receive a registration reminder phone call and email the first term notified about SAP standing. If intent regarding registration is not established in the first term continued phone calls are not necessary however the student should receive registration reminder emails until inactivated.
122	This code is to be used as a follow up to the following codes: 106,126 or 127.
123	Two weeks after being coded with this category, students will receive a follow up call & email regarding his/her intent for future term registration.
126	Student will receive two calls and if not reached on the 2nd attempt, the academic advisor will email the student as a follow up. This email will be sent out after the 2nd attempt has been noted in SPACMNT. Advisors will use 122 to denote the email follow up.
127	Student will receive an initial call each semester. After the first call an email will be sent by his/her Academic Advisor. Once the advisor speaks to student, they will inquire which form of contact is the best way to reach the student, email or by phone. Advisors will use 122 to denote the email follow up.
129	Some student accounts do not have active phone numbers on file. Advisor will send email to student indicating we do not have an active phone number on file for the student and request that the student update the account with a phone number. Advisor to email student personal and NSU email account. Advisor will follow this code with a 122 to denote the email follow up.
138	Advisor will follow up with student no more than 2 weeks after the first initial conversation with the student to see if they plan to still intend to register.
139	Advisor to notate SPACMNT with reason provided by student regarding student preference to enroll in less than half time status or less than 9 credits for international students
140	Advisors are to contact students at the onset of the appointment. If the student does not answer a call back will be placed 5 minutes from the start of the appointment. A voice message must be left each time. If the student does not call in a no show email will be sent to the student 10 minutes after the start of the appointment.
200	A welcome email should be sent out to students 48 hours after being admitted. If a student was admitted for a pervious term and never started, it's expected that a new welcome email would is sent out, in order for the student to have the most recent information. Prerequisite evaluations should be completed upon notification by admissions and no later than when the welcome is sent.
201	Welcome call to new students 24 hours after admitted to program. (MACC 24 hours after eval).
223	This code is to be used if the student plans to register for fall 2 or winter 2 instead of the 1st 8 weeks of the semester.
219	Advisors are expected to reach out to students. If student indicates that they would like to delay their start of term, forward student information to admissions and copy recruiter.
332	Note reason in SPACMNT narrative section, if student doesn't fall under another 300 code.