BAC Comment Key

Green = New and Continuing Students		Gray = Continuing Students	Blue = New Students
101	Registered Student: Student Outreach (conversation occurred)		
104	Not Registered: Left a voicemail		
105	Not Registered: Unresponsive to Contact (Advisors then sends email)		
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		
119	Not Registered:(Reason noted in SPACMNT)		
123	Not Registered: Student plans to register via webstar or STF		
138	Not Registered: Student Undecided Regarding Registration Advisor Follow Up Needed		
200	Welcome email sent to NS		

WITHDRAWING REASONS	
320	Withdrawing from HSBE (Reason noted in SPACMNT)
340	Retention contact: (Retained student, noted SPACMNT)
343	Retention contact: unable to retain student (student contact made)
250	Entered student information into survey database

Used for Continuing Students

Used for Continuing and New Students

Used for New Students

Expectations of following codes:	
101	Details of conversation must be documented in SPACMNT Narrative Comments section
105	During each semester it is expected that the student will receive at least one phone call and email registration reminder. After two attempts of trying to reach a student they should then be coded 105. This applies to non working numbers as well.
108	Advisors are expected to reach out to students who have not yet applied and provide the student with a congratualorty 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 one weeks of the BAC code being applied to the account.
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.
200	A welcome email should be sent out to students within 48-72 hours of them being admitted. Once interaction is made or attempted there should be either a 101 or 104 code added to the student's record. If a student was admitted for a pervious term and never started, it's expected that a new welcome email would be sent out, in order for the student to have the most recent information.