

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)
106	Not Registered: Non-working Number (Advisor 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
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 plans to register via webstar or STF
124	Not Registered: Academic Challenges
125	Not Registered: Expectations not aligned with professor
126	Not Registered: Full voicemail
127	Not Registered: Not accepting Incoming calls
138	Not Registered: Student Undecided Regarding Registration Advisor Follow Up Needed
200	Welcome email sent to New Student
219	New Student Contact: Delaying Start; forwarded to recruiter
223	New Student Contact: 2nd Part of Semester Start

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 HCBE College- 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)
340	Retention contact: retained student
343	Retention contact: unable to retain student (student contact made)

	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.
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.
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.
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 once an email has been sent to a student:
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.
127	Student will receive an initial call each semester. After the first call an email will be sent by his/her Academic Advisor. This email will be sent out after the initial BAC comment has been noted. 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.
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.
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.
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 assigned recruiter.
332	Note reason in SPACMNT narrative section, if student doesn't fall under another 300 code