

## 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                        |
| 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  |
| 123  | Not Registered: Student plans to register via webstar <i>or</i> STF               |
| 124  | Not Registered: Academic Challenges   |
| 125  | Not Registered: Expectations not aligned with professor                           |
| 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                       |

| 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.   |
| 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.                          |
| 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. |
| 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   |