



### Adding Comments to an Application

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#### Description

Comments can be associated with an application. Your Institution may have defined standard comments, or generic ones. For example, a comment can be used to record special requirements for admission. Comments can be automatically inserted into communications such as an acceptance letter. This Guide covers how to add a comment to an application.

For more detailed coverage of this subject, see the Business Process: **AR026 Admission Comments**.

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#### Navigation

**Student Admissions > Application Evaluation > Application Decisions > Admission Comments**



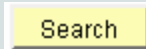
## ▶ Admission Comments

*QG / Quick Guide*

### Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click



If the person has more than one application recorded for this Institution and Career, select the correct one from the Search Results list.

### F Y I

**Campus ID** is currently not used.

#### Admission Comments

Enter any information you have and click Search. Leave fields blank for a list of all values.

##### Find an Existing Value

ID:	begins with	<input type="text" value="0539777"/>	
Academic Institution:	=	<input type="text" value="UMS05"/>	
Academic Career:	begins with	<input type="text" value="UGRD"/>	
Student Career Nbr:	=	<input type="text" value="0"/>	
National ID:	begins with	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

#### Search Results

[View All](#)

ID	Academic Institution	Academic Career	Student Career Nbr	National ID Country	NID Short Description	National ID
<a href="#">0539777</a>	<a href="#">UMS05</a>	<a href="#">UGRD</a>	<a href="#">0</a>	<a href="#">USA</a>	<a href="#">SSN</a>	<a href="#">999999999</a>



## ▶ Admission Comments

*QG / Quick Guide*

### Step 2: Select Admission Comment Code

Use the lookup to find the **Comment Code**.


Enter the **Admit Term**.

**Academic Program** is optional.

The **Begin Date** field will automatically contain today's date, but you can edit it.

**End Date** is optional (but see the next page).

### F Y I

You can assign as many Admissions Comments as you need. Add another Comment using the 

Admission Comments

Charlotte Czerny 0539777

**Academic Career:** Undergraduate **Student Career Nbr:** 0 **Institution:** UMS05

Find | View All First ◀ 1 of 1 ▶ Last

\*Admission Comment Code:

\*Admit Term:

Academic Program:

**Begin Date:** 07/17/2006

**End Date:**

**Description:**

**Include in Offer**
 **Include In Transcript**

Comment Type

**Conditional**
 **Procedural**

**Transfer To:** Application Maintenance Go

Look Up Admission Comment Code

**Academic Institution:** UMS05

**Admission Comment Code:** begins with

**Description:** begins with

**Short Description:** begins with

[Basic Lookup](#)

Search Results

View All First ◀ 1-20 of 20 ▶ Last

Admission Comment Code	Description	Short Description
<a href="#">DESTR</a>	File Destroyed	FileDestry
<a href="#">GCOND</a>	Grad Conditional Admit Offer	GrCondAdm
<a href="#">GEN</a>	General Admissions Comment	GeneralCmt
<a href="#">GFILE</a>	Grad Secure Admit Comment	GrSecurAdm
<a href="#">GFTR</a>	Final Transcript	FinalTrans
<a href="#">GLREC</a>	Letter of Recommendation	Recommend
<a href="#">GPROV</a>	Grad Provisional Admit Offer	GrProvAdmt
<a href="#">GTENT</a>	Grad Tentative Admission Offer	GrTentAdmt
<a href="#">GTEST</a>	Test Scores	TestScores
<a href="#">HCON</a>	Consider the Honors College	ConsHonors
<a href="#">HOFF</a>	Honors College Offer	HonorsOffr
<a href="#">LEGNO</a>	Legacy Denial	LegacyDeny
<a href="#">MAUD</a>	Music Audition	MusicAud
<a href="#">MISS</a>	Missing High School Unit	MissHSUnit
<a href="#">NOSHO</a>	No Show-Destroy File in 2 Yrs	NoShowDstr
<a href="#">NURS</a>	Nursing Waitlist	NursingWL
<a href="#">OIP</a>	Financial Documents	Fin Docs
<a href="#">PS</a>	Add a PS to a letter	AddPSlettr
<a href="#">SCON</a>	Consider for Merit Scholarship	ConScholar
<a href="#">TRACK</a>	Track student success	Track



## ▶ Admission Comments

*QG / Quick Guide*

### Step 3: More Data Fields

Selecting the **Comment Code** will automatically select the correct **Comment Type** and settings for the **Include in Offer** and **Include in Transcript** boxes. However you can change these settings.

**Comment Type** indicates the type of comment that you are entering. Select **Conditional** if the comment is a condition for admission, and **Procedural** if the comment is for procedure only. (informational only)

**Include in Offer** means the Comment will be inserted into an acceptance letter (a maximum of 3 comments can be included in an offer letter).

The Comment is inserted in a letter if the letter date is between the **Begin Date** and the **End Date**.

The Comment will usually have predefined text in the **Description** field. You can edit this text and add more.

#### Admission Comments

Charlotte Czerny 0539777

Academic Career: Undergraduate Student Career Nbr: 0 Institution: UMS05

Find | View All First 1 of 1 Last

\*Admission Comment Code: NURS Nursing Waitlist

\*Admit Term: Academic Program:

Begin Date: 07/17/2006

End Date:

Description: All nursing applicants are placed in this program and will be notified of your status in the nursing program between February 15th and March 1st.

Comment Type

Conditional

Procedural

Transfer To: Application Maintenance Go


Save Return to Search Notify Refresh




## ▶ Admission Comments

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### Step 4: Add and Delete Comments.

Use  to add another Comment.



Here is an example of a Conditional Admission Comment.


To remove a Comment, click the  button.



#### Admission Comments


Charlotte Czerny 0539777


Academic Career: Undergraduate Student Career Nbr: 0 Institution: UMS05

Find | View All First 2 of 2 Last  


\*Admission Comment Code: MAUD  Music Audition **Comment Type**  
 Conditional  
 Procedural

\*Admit Term:   Academic Program:  

Begin Date: 07/17/2006   Include in Offer

End Date:    Include in Transcript

Description: To be admitted into a music major, you must audition with the faculty in the Department of Music. Please contact the Music Department at (207)581-4702 to schedule an appointment.

Transfer To: Application Maintenance 



## ▶ Admission Comments

*QG / Quick Guide*

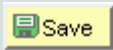
Here is an example of a general Comment, where there is no predefined text.

Enter the Comment text, and specify Comment Type, etc.

Note the blue bar immediately above the data entry fields. This application has 3 comments.

### Step 5: Save

Click



**Admission Comments**  
Charlotte Czerny 0539777  
**Academic Career:** Undergraduate **Student Career Nbr:** 0 **Institution:** UMS05  
Find | View All First 3 of 3 Last  
**Admission Comment Code:** GEN General Admissions Comment **Comment Type** + -  
 Conditional  
 Procedural  
**Admit Term:** 0810 **Academic Program:** NURCS  
**Begin Date:** 07/17/2006  Include in Offer  
**End Date:**  Include in Transcript  
**Description:** Note general comments here. Sample include phone calls with a guidance counselor.  
**Transfer To:** Application Maintenance Go  
Save Return to Search Notify Refresh

**Academic Career:** Undergraduate **Student Career Nbr:** 0 **Institution:** UMS05  
Find | View All First 3 of 3 Last