Adding Comments to an Application

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.

Navigation

Student Admissions > Application Evaluation > Application Decisions > Admission Comments
Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click Search.

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.
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).

FYI

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