**PLEASE REVIEW BANNER INB & SSB AND ARGOS: SYSTEMS OVERVIEW AND BASIC INSTRUCTIONS BEFORE YOU BEGIN.**

Banner INB: Person Comment (SPACMNT)

The Person Comment (SPACMNT) form allows you to add comments to a student's record.
THESE ARE SPECIFIC PROCEDURES FOR ADDING FACULTY OR ADVISOR COMMENTS

1. In the Go To area on the General Menu screen, enter the form name, SPACMNT, and press the Enter key.

   General Menu GUAGMNU 8.4.2

   Go To... SPACMNT
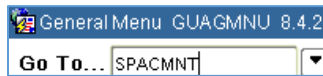
2. Enter the student ID number and press the Enter key or press the Tab key to get to the Name field and search for the student by entering the student's last name, first name. The student ID and name will be entered in the SPACMNT form.

3. Click the Next Block icon or Ctrl-Page Down to move to the Comment Block fields.
   Review previously entered comments by moving the scroll bar at far the right side of the screen to up or down.

4. Enter FAD (Faculty Advisor Comment) code in the Comment Type field or click on the down arrow to choose the FAD code from the list of Comment Types and click OK.
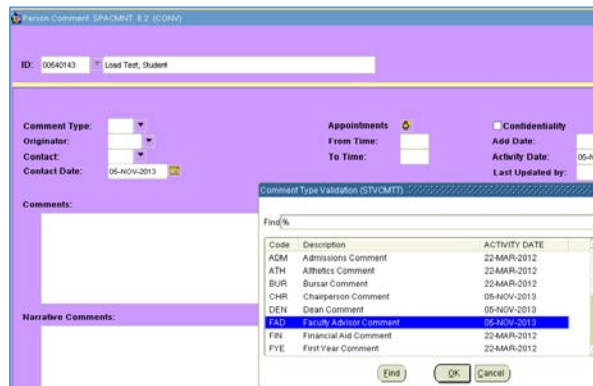

5. Enter an Originator code in the Originator field depending on your role. Choose from ADVR (Advisor); FACY (Faculty); CHAR (Chairperson); or DEAN (Dean's Office).

6. Enter a Contact code in the Contact field. Choose from AAP (Advising Appointment); CHA (Chair's Office Appointment); DNA (Dean's Office Appointment); EML (Email letter); INP (In-Person); OFF (Office Hours) or PHN (Phone Call).

7. If necessary, change the default (current) Contact Date by clicking on the calendar icon to select a date.

8. If you decide the comment should be Confidential, click the box next to Confidentiality.

9. Write your comments in the Comments field. Please keep your comments simple and appropriate to your advisement session. You do not need to enter information in any other field.

10. Click the Save icon or press the F10 key to save the change. Your username is associated with the change.

If you want to add another comment on a different date click on the Record Insert icon or press the F6 key to add another form for an additional comment on a different date. Proceed from step 4.

11. Click the Rollback icon to clear the student ID field to enter the next student's ID.

Final step:

To exit the form and return to the General Menu, click the Exit icon X in the Toolbar.

Contact for additional assistance using any UNH system:
Lisa Scranton lscranton@newhaven.edu 203.932.7485

Contact the Registrar's Office with questions about the information in INB records at registrar@newhaven.edu 203.932.7309.