

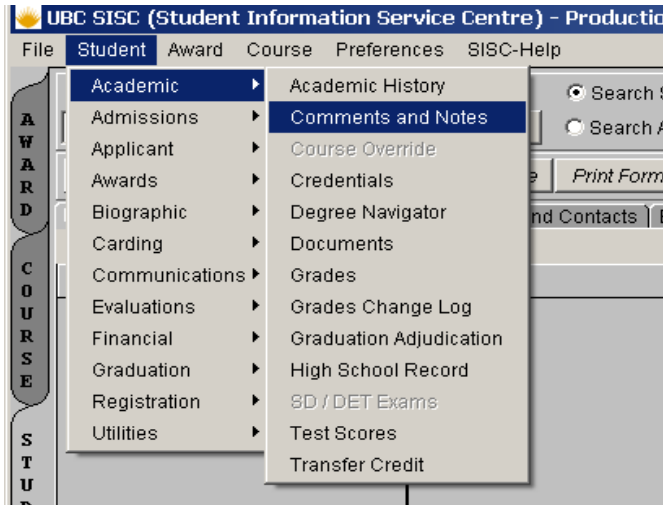
# Using Comments and Notes - SISC

The SISC –Help also has information to assist users:<http://www.students.ubc.ca/facultystaff/sisc/communications.cfm?page=comments&siscuser=20120318>

Comments and notes are a very effective way to communicate with other units, Faculty and administrators about decision made regarding the student's program, standing, and eligibility.

This screen does not have any privacy settings to prevent other users from seeing specific comments and the comments are not shared with the student via the SSC. This screen is best used for short administrative notes and decisions to be used internally.

For example, Enrolment Services and Student Services use the comments and notes screen to document if a student request to lift a financial hold has been denied and why. Our staff logs this decision so that other staff can see if the student is shopping around for a different answer



1. Click ADD at the bottom of the screen and the add comment pop up box will appear
2. You can select the session, however since this comment may be applicable for future session it may be best to leave it blank
3. You can leave program blank for an general comment, not program specific or can tick off Program and select the current program

4. Click Save. You should now see your comment posted to the screen.

Registration Add/Drop | SFM Account | Addresses and Contacts | Biographical Details | Degree Navigator | Academic History | Comments and Notes | Grades | Transfer Credit | Term Evaluation | Sessional Evaluation

Date	OpID	Session	Program	Comment	Time(24hr)	Award	Code
2012-02-07	DDYR	2011S	BSC-O	Specialization deleted for Program: BSC-O Session: 2011S	14:45:10		
2012-02-07	DDYR	2011S	BSC-O	Specialization changed for Program: BSC-O Session: 2011S	14:44:55		
2012-01-24	DDYR	2009W	BSC-O	Specialization changed for Program: BSC-O Session: 2009W	10:38:03		
2012-01-24	DDYR	2009W	BSC-O	Specialization changed for Program: BSC-O Session: 2009W	10:37:40		
2012-01-24	DDYR	2009W	BSC-O	Specialization added for Program: BSC-O Session: 2009W	10:37:08		
2012-01-24	DDYR			EDUC 200 Approved	10:28:00		
2012-01-20	MCAG	2009W	BSC-O	Session max credits changed from 36.0 to 2			
2012-01-20	MCAG	2009W	BSC-O	Term 2 MAX changed from 18.0 to 9.0			
2011-12-07	DDYR	2011W	BSC-O	Specialization deleted for Program: BSC-O S			
2011-12-07	DDYR	2011W	BSC-O	Specialization added for Program: BSC-O S			
2011-12-07	DDYR	2009W	BSC-O	NURS 500 withdrawal as per Sheila Epp			
2011-12-07	EPSH			preqs waived for N320			
2011-12-07	ARCK			NURS 100 withdrawal approved by Gord Bir			
2011-11-24	DDYR	2011W	BFA-O	thei si because			
2011-11-14	DDYR	2012W	MA-O	Added eligibility for MA-O PSYC			
2011-09-14	RO55	2011W	BFA-O	Session status changed from ELIG to REGI			
2011-09-14	RO55	2011W	BFA-O	Session flag changed from N to Y			
2011-09-14	RO55	2011W	BFA-O	STT TYPE CHANGED FROM V TO O			
2011-09-14	RO55	2011W	BFA-O	REGISTRATION OPEN DATE CHANGED FR			
2011-09-14	RO55	2011W	BFA-O	PROGRAM YEAR LEVEL CHANGED FROM			
2011-09-14	RO55	2011W	BFA-O	PROGRAM 1 ADMISSION BASIS CHANGED			
2011-08-31	DDYR	2011W	ACEO	GIS A MAX CREDITS CHANGED FROM 6.0			
2011-08-31	DDYR	2011W	ACEO	PROGRAM VERSION CHANGED FROM CO:			
2011-08-30	DDYR	2011W	ACEO	SESS MAX CREDITS CHANGED FROM 36.0			
2011-08-30	DDYR	2011W	ACEO	PROGRAM VERSION CHANGED FROM ACE			
2011-08-30	DDYR	2011W	ACEO	SESS MAX CREDITS CHANGED FROM 12.0			
2011-08-30	DDYR	2011W	ACEO	PROGRAM VERSION CHANGED FROM			

**Add comment**

Standard Code: [dropdown] Session: 2011W Program: [dropdown]

Program  Admission  Award  Student  Evaluation  Transfer Credit  Permanent

Approved to be considered for graduation without 50% of course work completed under BFA-O

Print Code	Description

Add Print Code Delete Print Code

Save Cancel

220 comments and notes retrieved

Add Delete Update