



How to enter transcript comments



Overview

The Transcript Events and Comments Form (SHATCMT) form in Banner is used to capture events and comments relevant to the student, and posts them on the student's transcript (both Advising and Official).

Accessing the SHATCMT form

Before you begin

Before you proceed, you must have the following information:

- Student's McGill ID number
- Student's Program level
- The Term to which the comment is to be applied

- 1 In the **Main Menu** of Banner, enter 'SHATCMT' in the **Go to...** field to display the Transcript Comments and Events form:

Academic Events						
Event	Description	Originator	Decision	Grade	Effective Date	Print on Transcript
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					



Entering required information

- 1 <Tab> to each field, and enter the following required information:
 - **ID:** the 9-digit McGill ID of the student for whom you intend to enter comment information. If the ID is unknown, click on beside the ID field to access GVIFIDN form in which to query the ID.
 - **Level:** the 2-digit Level code of the student's program, such as 'UG' (Undergraduate). If the student is in two programs at different levels, enter the program to which the comment applies.
 - **Originator:** the 4-digit originator code that corresponds to the comment. Since all originator codes begin with 'T'; to query possible originator values, click on next to the **Originator** field to access the list of values and perform a search using T%.

The table below displays the originator codes and their descriptions

Originator Code	Description
TADM	For an admissions comment for the term of admission. The comment will appear prior to course information on the transcript.
TNAR	For a general comment that relates to a term. The comment will appear after course and other information for the term.
TSCH	For any admission scholarship information that needs to be recorded as a comment.
TMJP	For recording a third major on the students's primary curriculum
TMJS	For recording a third major on the student's secondary curriculum
TNJP	For recording a third minor on the student's primary curriculum.
TNJS	For recording a third minor on the student's secondary curriculum.

- 2 In **Term**, enter the term (e.g 200709) to which the comments are to be applied.



If you are adding related comments (with the same Originator code) to different terms, you may leave this field blank and enter the term in the **Transcript Comments by Term** block.

- 3 Next Block twice to the **Transcript Comments by Term** block.

Entering required information



Note

Do NOT enter comments in the **Transcript Comments by Level** block, as they will not appear on the transcript.

- 4 In the **Transcript Comments by Term** block, enter the appropriate comment in the **Comment** field.

Note

Each line allows a maximum of 50 characters, and does not wrap text to the next line.

Comment	Level	Term	Originator	Effective Date
This is where comments are added....	G1	200609	TADM	

- 5 **Save** (F10) to apply your changes.
- 6 Verify your comments in Minerva: Access the student's Advising Transcript in the **Student Administration Menu > Academic History Menu** to verify that the comments appear as you intended.