**7OVAST**

7 = Department code (always use “7”)

**OV** = Context of the visit:

Choose: OV, PH, EM, DE

OV (Office Visit)
PH (Phone call)
EM (email)

DE (Data Entry). *DE – when putting a note on the record that does not actually constitute a visit by the student. i.e.: “The student’s assigned advisor is Harry Smith”.

**AST** = Comm code:

Comm Key Cheat Sheet:

---

**CUST**

Comm Code:

CUST - Counseling/Support
CUWW - Counseling/Warren
CUPT - Counseling/Post

---

**PUST**

Comm Code:

PUST - Phone/Support
PUPR - Phone/Post
PUPP - Phone/Post/Processed

---

**PUSS**

Comm Code:

PUSS - Phone/Support/Processed

---

**#5 & #6:** These steps are only necessary for offices using the Worklist (virtual waiting room) feature of PATS.