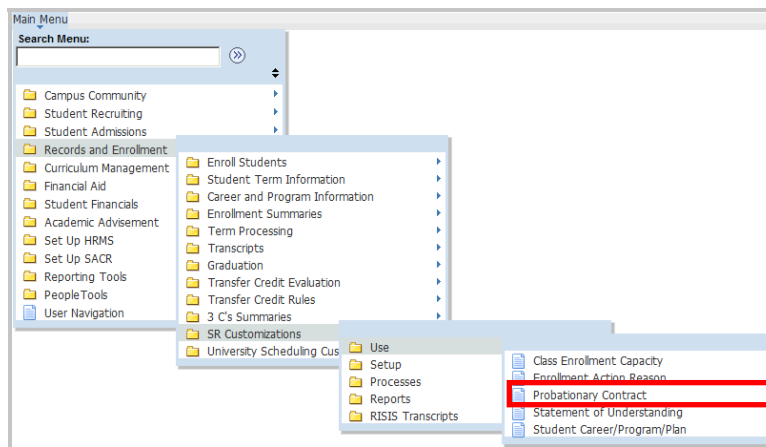


## How to Enter a Probationary Contract

Once a student has agreed to and signed the Probationary Contract, it can be entered into SAS where it will be evaluated automatically at the end of the term during the academic standing calculation.

### To Enter a Probationary Contract

You can enter a Probationary Contract into SAS using the **Records and Enrollment** item on the **Main Menu**.



1. On the menu bar, click **Main Menu** and then click the following:
  - **Records and Enrollment**
  - **SR Customizations**
  - **Use**
  - **Probationary Contract**

**Probationary Contract**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

ID: begins with [redacted]

Academic Career: = [ ]

Academic Institution: begins with RYERU

Term: = [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

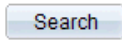
First Name: begins with [ ]

Term Alternate Key: = [ ]

Include History  Correct History  Case Sensitive

**Search** Clear Basic Search Save Search Criteria

2. Enter the student's ID and click



**Probationary Contract**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

ID: begins with 123456789

Academic Career: = [ ]

Academic Institution: begins with RYERU

Term: = [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Term Alternate Key: = [ ]

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National Country	NID Short Description	Last Name	First Name	Term Alternate Key
123456789	Undergrad	RYERU	S2011	Name_Student	Name_Student	Male	01/31/1988	(blank)	123456789	CAN	SIN	NAME	STUDENT	1115
123456789	Undergrad	RYERU	W2011	Name_Student	Name_Student	Male	01/31/1988	(blank)	123456789	CAN	SIN	NAME	STUDENT	1111
123456789	Undergrad	RYERU	W2010	Name_Student	Name_Student	Male	01/31/1988	(blank)	123456789	CAN	SIN	NAME	STUDENT	1109
123456789	Undergrad	RYERU	S2010	Name_Student	Name_Student	Male	01/31/1988	(blank)	123456789	CAN	SIN	NAME	STUDENT	1105
123456789	Undergrad	RYERU	W2010	Name_Student	Name_Student	Male	01/31/1988	(blank)	123456789	CAN	SIN	NAME	STUDENT	1101

3. Select the current Term.

Probationary Contract Course/Minimum Grades Enrollment Limit

Name Student 123456789

Term: S2011 Career: Undergrad Institution: Ryerson University

\*Effective Date: 31/08/2011 Effective Sequence: 0

Minimum Term GPA: [redacted] Additional Criteria:

Comment: [redacted]

User ID: Action Date: 31/08/2011

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

This is where you start to enter the conditions of the Probationary Contract.

- **Effective Date** – defaults to current date. Do not change this date.

- **Effective Sequence** – defaults to 0. Do not change this value.
- **Minimum Term GPA** – used in the Probationary Contract evaluation. You must enter a value here.

4. Enter the **Minimum Term GPA** to be achieved.

**Minimum Term GPA** should never exceed 2.00.

5. Enter a **Comment**.

This is a free-text box. The Probationary Contract can be viewed online so care should be taken when entering comments.



For regular probationary students you may want to enter your course recommendations for a **Comment**.

At this point you can do any of the following:

- **Save the contract** – you're done – this all you will need to do for most students
- **Set the maximum and / or minimum number of courses** that can be taken – see steps below
- **Enter Courses** – used **only** for re-instated or Fresh Start Program (FSP) students – see steps at the end of this job aid

6. If you are done, click  Save .

## To Add Enrollment Limits

You can specify a minimum or maximum number of courses that the student must enroll in.

For example, your school may have decided that a probationary student should not enroll in more than four courses or less than three courses.

By setting enrollment limits, you instruct SAS to **not** allow the student to enroll in a fifth course or to drop to less than three courses.

This is used to control enrollment only and is **not** part of Probationary Contract evaluation.

Probationary Contract Course/Minimum Grades **Enrollment Limit**

Name Student 123456789

Term: S2011 Career: Undergrad Institution: Ryerson University

\*Effective Date: 31/08/2011 Effective Sequence: 0  
 Minimum Term GPA: 2.000 Additional Criteria:

Comment:

User ID: fradford Action Date: 31/08/2011

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

7. Click the **Enrollment Limit** tab.

Probationary Contract Course/Minimum Grades **Enrollment Limit**

Name Student 123456789

Academic Career: Undergraduate

Academic Institution: Ryerson University

Term: S2011 Units

Primary Academic Program: Aerospace Engineering

Academic Group of Advisor: ES

\*Approved Academic Load: Full-Time

Override Unit Limits:

Max Total Units: Max Audit Units:  
 Max No GPA Units: Max Wait List Units:  
 Min Total Units: Max Total Courses:

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

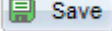
8. Click the **Override Unit Limits** check-box.

9. If applicable, beside **Min Total Units** enter the minimum number of courses the student can enroll in.

10. If applicable, beside **Max Total Courses**, enter the maximum number of courses student can to enroll in.

At this point you can do any of the following:

- **Save the contract** – you're done
- **Enter courses**– used **only** for re-instated or Fresh Start Program (FSP) students – see steps below

11. If you are done, click  Save .

## To Enter Courses

For re-instated students, you can enter specific courses that the student is required to take. These are enforced when the probationary contract is evaluated.

- Click the **Probationary Contract** tab.

The screenshot shows the 'Probationary Contract' tab selected. The student ID is 123456789. The term is S2011, career is Undergrad, and the institution is Ryerson University. The effective date is 31/08/2011 and the effective sequence is 0. The minimum term GPA is 2.000. The 'Additional Criteria' checkbox is checked. The 'Course/Minimum Grades' tab is currently disabled, indicated by a grey background.

- Ensure that the **Additional Criteria** check-box is checked.

After selecting the **Additional Criteria** check-box, the **Course/Minimum Grades** tab is made available for you to use.

- Click the **Course/Minimum Grades** tab.

The screenshot shows the 'Course/Minimum Grades' tab selected. The student ID is 123456789. The term is S2011, career is Undergrad, and the institution is Ryerson University. The effective date is 31/08/2011 and the effective sequence is 0. The 'Course ID' field has a search icon next to it. The 'Minimum Grade' field also has a search icon. The 'Class Nbr.' and 'Catalog' fields are also visible.

This is where you enter the courses required to be taken. These are enforced during evaluation of the Probationary Contract as you have entered them, so you need to be sure that these are entered correctly.

- Minimum Grade** – you may only specify an expected grade performance requirement for an Extended Academic Probation (EAP) contract.

- Click  beside **Course ID**.

**Look Up Course ID**

Academic Institution: RYERU  
 Academic Career: Undergraduate  
 Term: 1115  
 Course ID: begins with  
 Subject Area: begins with  
 Catalog Nbr: begins with  
 Description: begins with

**Look Up** Clear Cancel [Basic Lookup](#)

**Search Results**  
 Only the first 300 results of a possible 2610 can be displayed.  
 View 100 First 1-300 of 300 Last

Course ID	Subject Area	Catalog Nbr	Description
000002	ITM	610	Database Administration
000007	WKT	503	Work Term V

16. Enter the **Subject Area**.



For Chang School classes, enter the undergraduate equivalent for **Subject Area**. That is, for CACC, enter ACC.

17. Beside **Catalog Nbr**, enter % followed by the **Catalog Number**, for example, %100.

18. Click **Look Up**.

**Look Up Course ID**

Academic Institution: RYERU  
 Academic Career: Undergraduate  
 Term: 1115  
 Course ID: begins with  
 Subject Area: begins with ACC  
 Catalog Nbr: begins with %100  
 Description: begins with

**Look Up** Clear Cancel [Basic Lookup](#)

**Search Results**  
 View 100 First 1 of 1 Last

Course ID	Subject Area	Catalog Nbr	Description
001968	ACC	100	Intro Financial Accounting

19. Click the applicable course in the **Course ID** list.

You can add a new course, by clicking . This will add a new row where you can select the next **Course ID**.

20. When all the courses have been entered, click .



A Probationary Contract can be viewed or changed at any time. See the [How to Maintain a Probationary Contract](#) job aid for details.

If you have problems entering a Probationary Contract, contact Administrative Support at extension **2292** or send an E-mail to [adminsupport@ryerson.ca](mailto:adminsupport@ryerson.ca).