

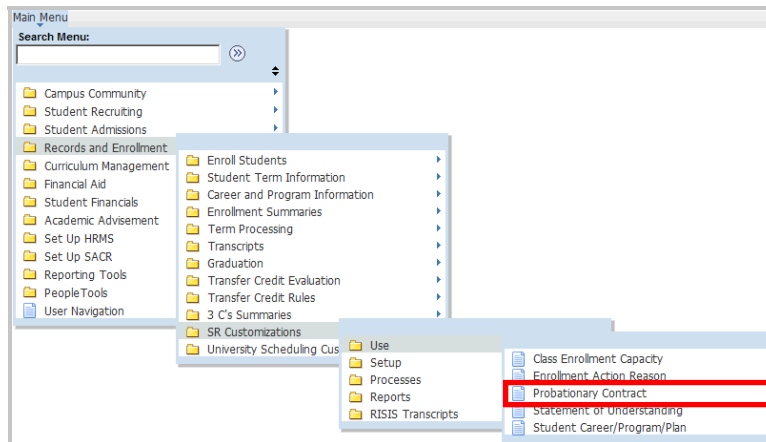
How to Maintain a Probationary Contract

You can update the terms of a student's Probationary Contract at any time by:

- changing the Minimum GPA required
- adding comments
- adjusting maximum or minimum number of courses that the student can enroll in
- adding or deleting courses
- changing the expected grade on an Extended Academic Probation (EAP) contract

To Update a Probationary Contract

You can update 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 []

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	MD Short Description	Last Name	First Name	Term Alternate Key
123456789	Undergrad	RYERU	1115	S2011	Name_Student	Male	01/21/1988	(blank)	123456789	CAI	SRU	NAME	STUDENT	1115
123456789	Undergrad	RYERU	1111	W2011	Name_Student	Male	01/21/1988	(blank)	123456789	CAI	SRU	NAME	STUDENT	1111
123456789	Undergrad	RYERU	1109	C2010	Name_Student	Male	01/21/1988	(blank)	123456789	CAI	SRU	NAME	STUDENT	1109
123456789	Undergrad	RYERU	1106	S2010	Name_Student	Male	01/21/1988	(blank)	123456789	CAI	SRU	NAME	STUDENT	1106
123456789	Undergrad	RYERU	1101	W2010	Name_Student	Male	01/21/1988	(blank)	123456789	CAI	SRU	NAME	STUDENT	1101

3. Select the current **Term**.

The screenshot shows a web form for a student's Probationary Contract. At the top, there are three tabs: "Probationary Contract", "Course/Minimum Grades", and "Enrollment Limit". The "Probationary Contract" tab is active. The form displays the following information:

- Name Student: 123456789
- Term: S2011, Career: Undergrad, Institution: Ryerson University
- *Effective Date: 31/08/2011, Effective Sequence: 0
- Minimum Term GPA: (empty field), Additional Criteria: (checkbox)
- Comment: (empty text area)
- User ID: (empty field), Action Date: 31/08/2011

 At the bottom, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Update/Display, **Include History** (highlighted with a red box), and Correct History.

This page shows the most recent version of the student's Probationary Contract. Versions of the contract are kept track of by **Effective Date** and within date by **Effective Sequence** number. In this case there are currently three versions.

4. Click **Include History**.

This screenshot shows the same form after the "Include History" button was clicked. The "Include History" button is now disabled. A new section has appeared below the form, containing a list of history items. The "View All" link and the navigation arrows (left and right) are highlighted with a red box. The form fields are now populated with data from the selected history item:

- Name Student: 123456789
- Term: S2011, Career: Undergrad, Institution: Ryerson University
- *Effective Date: 31/08/2011, Effective Sequence: 2
- Minimum Term GPA: (empty field), Additional Criteria: (checkbox)
- Comment: (empty text area)
- User ID: fradford, Action Date: 31/08/2011

 The bottom buttons remain the same, but "Include History" is now disabled.

This lets you browse through all the versions of the Probationary Contract by clicking or .

There are three tabs available for each version of the Probationary Contract. You can view each of these by clicking on the tab:

- **Probationary Contract** – shows the minimum Term GPA required and comments about the contract
- **Course / Minimum Grades** – shows, for re-instated students, the required courses. You can browse through a list of courses by clicking or
- **Enrollment Limit** – shows the maximum and minimum number of courses that the student can enroll in

To Update a Probationary Contract

To update a Probationary Contract, you must create a new version of the contract. To do this, click **+** and a new version will be created ready for you to make your changes.

Probationary Contract | Course/Minimum Grades | Enrollment Limit

Name Student: 123456789

Term: S2011 | Career: Undergrad | Institution: Ryerson University

Find | View All | First | 1 of 3 | Last

*Effective Date: 31/08/2011 | Effective Sequence: 2

Minimum Term GPA: | 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

5. Click **+**.

Probationary Contract | Course/Minimum Grades | Enrollment Limit

Name Student: 123456789

Term: S2011 | Career: Undergrad | Institution: Ryerson University

Find | View All | First | 1 of 4 | Last

*Effective Date: 31/08/2011 | Effective Sequence: 3

Minimum Term GPA: | 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

In this example, notice that there are now four versions of the contract. You are now ready to change or add conditions to the Probationary Contract.

- **Effective Date** – the date this version of the Probationary Contract was created. Do not change this date.
- **Effective Sequence** – version number for this Effective Date. Do not change this value.
- **Minimum Term GPA** – used in the Probationary Contract evaluation.
- **Minimum Grade** – you may only specify an expected grade performance requirement for an Extended Academic Probation (EAP) contract.
- **Comment** – the Probationary Contract can be viewed by the student, so care should be taken when entering comments.

6. If applicable, change the **Minimum Term GPA** to be achieved.

Minimum Term GPA should never exceed 2.00.

7. Enter or change the **Comment**.



This is a free-text box. Care should be taken when entering comments as the Probationary Contract can be viewed online.

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
- **Change the maximum and / or minimum number of courses** that can be taken – see steps below
- **Drop or add Courses** – used **only** for re-instated or Fresh Start Program (FSP) students – see steps at the end of this job aid

8. Click  Save .

To Change Enrollment Limits

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

For example, a student has an enrollment maximum of four courses and they drop a course. You would then need to change to three the maximum number of courses that they can enroll in.

SAS will then **not** allow the student to enroll in a third course.

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

9. Click the **Enrollment Limit** tab.

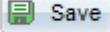
10. Ensure that the **Override Unit Limits** check-box is checked.

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

12. If applicable, beside **Max Total Courses**, change 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
- **Add or drop courses** – used **only** for re-instated or Fresh Start Program (FSP) students – see steps below

13. If you are done, click  .

To Add or Drop Courses

For re-instated or Fresh Start Program (FSP) students, you may need to add or drop required courses. This must be done with care as these are enforced when the probationary contract is evaluated.

The screenshot shows the 'Probationary Contract' tab selected. The student's name is 123456789. The academic career is Undergraduate, and the institution is Ryerson University. The term is S2011, and the primary academic program is Aerospace Engineering. The academic group of advisor is ES. The approved academic load is Full-Time. The 'Override Unit Limits' checkbox is checked. The maximum total units, audit units, GPA units, wait list units, and total courses are all set to 999.00. The 'Additional Criteria' checkbox is checked. The 'Course/Minimum Grades' tab is highlighted.

14. If you're not on the Probationary Contract tab, click the **Probationary Contract** tab.
15. Ensure that the **Additional Criteria** check-box is checked.
16. Click the **Course/Minimum Grades** tab.

The screenshot shows the 'Course/Minimum Grades' tab selected. The student's name is 123456789. The term is S2011, the career is Undergrad, and the institution is Ryerson University. The effective date is 31/08/2011, and the effective sequence is 3. The first course is displayed with a search icon and a plus sign. The course ID is 001968, ACC 100, and the class number is 100. The minimum grade and catalog fields are empty. The 'Additional Criteria' checkbox is checked.

This shows the first course. In this case there is only one specified.

To browse through a list of courses click or .

To add a course, click .

If you want to delete a course, click when the course is displayed.

17. To add a course, click .

Probationary Contract Course/Minimum Grades Enrollment Limit

Name Student 123456789

Term: S2011 Career: Undergrad Institution: Ryerson University

Effective Date: 14/11/2011 Effective Sequence: 1

Course ID: [] [magnifying glass icon] Class Nbr: []

Minimum Grade: [] Catalog: []

Grade Input: []

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

18. Click  beside **Course ID**.

Look Up

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] []

Buttons: 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

19. Enter the **Subject Area**.



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

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

21. Click  .

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

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

Probationary Contract Course/Minimum Grades Enrollment Limit

Name Student 123456789

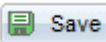
Term: S2011 Career: Undergrad Institution: Ryerson University

Effective Date: 31/08/2011 Effective Sequence: 3

Course ID	Subject Area	Catalog Nbr	Class Nbr:
001968	ACC	100	Class Nbr:

Minimum Grade:
 Grade Input:

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

23. When all the courses have been entered, click  Save .

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