Memo

To: Graduate Administrators

From: Josie Lalonde, Director, Student Academic Services

Date: April 20, 2018

Re: Students starting in Summer 2018 with outstanding conditions

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Students admitted with severe conditions will not be allowed to register in the Summer session until the severe conditions have been cleared in ROSI. Students admitted with non-severe conditions may register but are required to clear the conditions by the end of the 2018 Summer session in order to continue.

If your unit has newly admitted or continuing students with severe or non-severe conditions in 2018, you will find a list of these students in your SGSDrive folder. For instructions on using the SGSDrive, please refer to the User Guidelines. If there is not a list in the SGS Drive folder, there are no students with severe conditions in your unit.

When reviewing your list, please disregard extension conditions (SR1, SR2, SE1, SE2), and dual registration conditions – these conditions will be dealt with by SGS. If you have questions about these codes, please contact your Student Services Assistant (SSA).

**Viewing the Text for an Admission Condition Code on ROSI:**

- Enter 3 C, then enter C and the student number.
- Select the line with the ADD candidacy by entering an S in the Action field, and press ENTER.
- On the “Manage Candidacy Data” screen, enter Y beside “Messages” and N in all other fields, and press ENTER.
- On the “View Candidacy Coded Messages” screen, select the code you wish to view by placing the cursor under it and pressing ENTER.
- On the “Maintain Candidacy Coded Messages” screen, enter Y beside “View Message Text” and press ENTER.

**Clearing the Condition:**

1. Enter a “satisfied date” on 4 A E C.
2. Enter the final candidacy code OOF on 3 D A (see Section 5.11 in the Student Services and ROSI Manual).
Because graduate units may make conditional offers to applicants who have submitted scanned transcripts, have not completed the test of English language proficiency, or have not yet to complete a bachelor’s or master’s degree, your vigilance is required to ensure that severe conditions are satisfied by the registration deadline and that non-severe conditions are satisfied by the date specified in the letter of offer. Before clearing such conditions, make sure you have received the proper official documentation, such as an official final transcript indicating the conferral of the degree. If the condition will not be satisfied by the end of the summer 2018 session, the graduate unit may submit a case to SGS to request an extension to the deadline for satisfying a condition. If an extension has not been approved for satisfying outstanding severe and non-severe conditions, please send a request to de-register the student to SGS.

Thank you.