Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
Date: August 9, 2018
Re: Students with outstanding conditions

We have run lists of graduate students, admitted Fall 2018, who have conditions (severe and non-severe). If you have students who fall into this category, you will find a list in your folder on the SGSDrive. 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 in this situation in your unit.

Students must provide documentation to their graduate unit to clear conditions. Most of these are admissions conditions, such as completion of a bachelor’s or master’s degree. 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. It is important that severe conditions be cleared as soon as possible. Although a student may have an INVIT and appear eligible to register, a severe condition will block the conversion of the INVIT to REG even if the student pays fees or has a fee arrangement entered on ROSI. Most severe conditions have a “to be satisfied date” of August 31st and so the conditions should be cleared as soon as possible.

Please disregard extension conditions (SR1, SR2, SE1, SE2), and dual registration conditions. These conditions will be dealt with by SGS.

Clearing the Condition:

- Enter “the satisfied date” on 4 A E C
  - Select B and type in student ID #
  - Press enter
  - Select condition (place cursor on cond) press enter
  - Select M, tab down to satisfied date, type current date
  - Press enter
- Change the candidacy status to OOF on 3 D A.

If you have any questions, please contact your Student Services Assistant. Thank you.