Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
CC: SGS
Date: December 15, 2017
Re: Conditional Admissions for September 2017

It is time to review the status of conditional admissions for your new students.

To assist you, SGS has placed a list in the SGSDrive folder for your unit which identifies:

1. Students who were registered in September 2017 with outstanding conditions
2. New January 2018 admits with outstanding conditions

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.

The lists contain both severe and non-severe conditions. Please disregard the SE1 (First Program Extension), SE2 (Second Program Extension), and dual registration conditions – these conditions will be dealt with by SGS. Once you have determined if the students have satisfied the conditions of their admission offer, please take the following action:

**For students who have satisfied the conditions:**

Clear the conditions on ROSI:

1. enter a “satisfied date” on 4 A E C, and
2. enter the final candidacy code OOF on 3 D A (see section 5.11 of the Student Services and ROSI Manual)

To view the message text for a condition code:

- go to the “Candidacy Status Records” screen (3 C C)
- select the ADD candidacy (use “s” at the beginning of the line and Enter). This will bring you to the “Manage Candidacy Data” screen.
- Enter “Y” beside “Messages” and change all other Y’s to N. Press Enter.
You’ll see the condition code(s) that you used on your offer of admission letter. Place the cursor on the message code and press Enter. This will take you to the “Maintain Candidacy Coded Messages” screen.
- Enter “Y” beside “View Message Text (Y/N)”. Press Enter.
- Alternatively, you could reprint the admission letter

**Students who have not satisfied the conditions:**

Follow up with students who have not yet satisfied their admission conditions to ensure that they do so.

Students who have not provided you with the proof necessary for you to clear their conditions **prior to the registration rollover in March** will not have registrations created for Summer 2018 and Fall 2018 and thus will not be able to register for these sessions.

If students clear conditions **after** the registration rollover in March, please ask your Student Services Assistant to manually create the registrations and to ensure that the correct fees are charged for these sessions.

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

Thank you.