

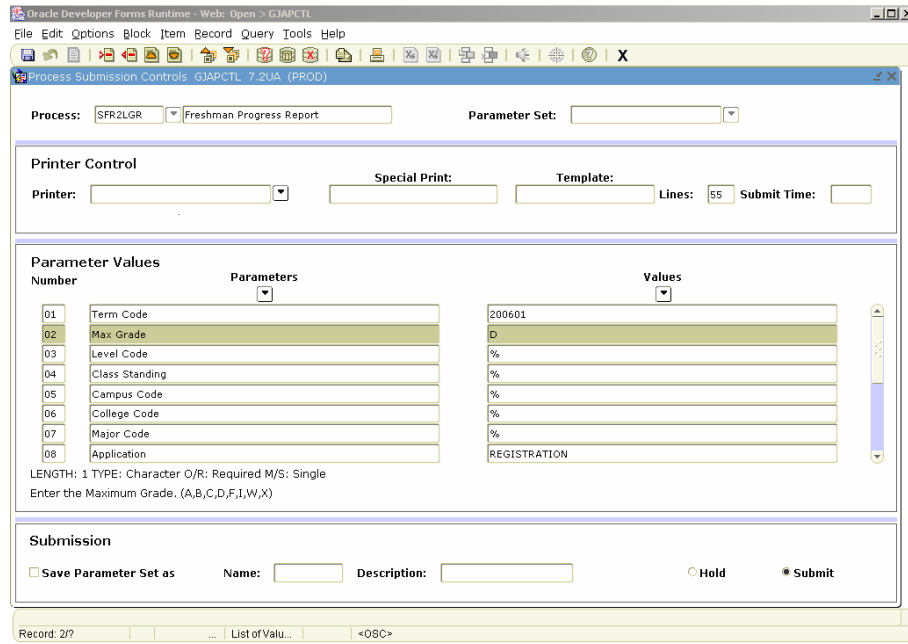


# Freshmen Progress Reports

## SFR2LGR

(Note: Enter BANNER and type in 'SFR2LGR' in the Direct Access box)

1. Type "Ctrl Page Down" or click  (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit "F9" for a list of printers: choose landscape format.
3. Type "Ctrl Page Down" or click  (Next Block) to Parameters and values section.



Parameter Number	Parameters	Values
01	Term Code	200601
02	Max Grade	D
03	Level Code	%
04	Class Standing	%
05	Campus Code	%
06	College Code	%
07	Major Code	%
08	Application	REGISTRATION


### Parameters:

- 01 Term Code
- 02 Max Grade
- 03 Level Code
- 04 Class Standing
- 05 Campus Code
- 06 College Code
- 07 Major Code

Remaining lines can be left blank

### Values

- Use current semester (**200701** for Spring 2007)
- D** (all mid-term grades of D, F and W; % gives all grades)
- UF** (for Undergraduate Fairbanks)
- %** (Only freshmen receive mid-term grade reports)
- %** (Can also use **F** for main campus, or **Y** for TVC)
- %** (Can use "F9" to retrieve a list of college codes)
- %** for all students, "F9" for list of 4-letter major codes

4. Hit "Ctrl Page Down" or  (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, 'F10' to commit and run report.
5. The report should appear shortly at the printer you designated.

**Report will show the following:** ID; Student Name; Class Standing; Level; Campus; College; Degree; Major; Alaska Scholar (AS); Term GPA, Attempted Hours, Earned Hours; Cumulative GPA, Attempted Hours, Earned Hours; Academic Standing; Advisor; Term Courses with Mid-Term and Final Grade (if run after grades are submitted); Test Scores for ACT (Composite, English, Math, Reading, Science Reasoning), SAT (Total, Verbal, Math), and COMPASS (Writing, Reading, Math).

(see next page for sample printout of report)

# SFR2LGR

Report should be run in order to **contact** students with low "mid-term" grades **prior** to the Last Day to Withdraw.

01-MAY-2003 16:46  
PROD

University of Alaska  
Low Grade Report (Based on Mid-term Grades)  
For Term: Spring Semester 2003

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SFR2LGR

ID	Student Name	Cl	Lev	CMP	Col	Deg	Majr	AK	----	Term	----	-- Cumulative --			Acad	Advisor
-----	-----	-----	-----	-----	-----	-----	-----	Schl	GPA	AHRS	EHRS	GPA	AHRS	EHRS	Stnd	-----
112345678	....., Chris	FR	UF	F	IS	BA	UDCL		4.00	2.0	2.0	2.80	19.0	11.0		Academic Advising Ce
	Course Title						Mid Fin Crds									Local: (907) 999-8176
	COMM F131X F06 Fund Oral Comm-Group Context						3.0	Tests: ACT COMP				ENGL		MATH		READ REAS
	DEVM F060 TE1 Elementary Algebra						3.0	SAT TOTL 0970				VRBL	500	MATH	470	
	HLTH F122 TE1 First Aid and CPR					P	1.0	CMPS WRIT				READ		MATH		
	HLTH F203 TE1 Science of Nutrition						3.0									
	LS F101X FXA Library Information & Research F					A	1.0									
	PSY F101 F01 Introduction to Psychology						3.0									
	RECR F120 F05 Beginning Yoga						1.0									
223456789	....., Spencer	FR	UF	F	SM	BS	MATH AS					0.43	21.0	3.0		Biology Dept, .
	Course Title						Mid Fin Crds									Local: (907) 378-4042
	GEOG F101 F01 World Regional Geography						3.0	Tests: ACT COMP				ENGL		MATH		READ REAS
	MATH F202X F01 Calculus III					D	4.0	SAT TOTL 1360				VRBL	670	MATH	690	
	PHIL F202 F01 Intro to Eastern Philosophy						3.0	CMPS WRIT				READ		MATH		
	STAT F300 F01 Statistics					D	3.0									
331234567	....., Katie	FR	UF	F	LA	BA	JOUR					0.00	12.0	0.0		Journalism & Broadca
	Course Title						Mid Fin Crds									Local: (907) 999-3449
	COMM F141X F02 Fund Oral Comm-Public Context						3.0	Tests: ACT COMP				ENGL		MATH		READ REAS
	ENGL F213X F01 Acad Writng Social/Natural Sci						3.0	SAT TOTL 1040				VRBL	590	MATH	450	
	ENGL F350 FS1 Lit of AK and Yukon Territory						3.0	CMPS WRIT				READ		MATH		
	LS F101X FX1 Library Information & Research						1.0									
	MATH F131X FE1 Concepts & Contemp Aps of Math D						3.0									
441234567	....., Tiffany	FR	UF	F	SM	BS	ENNM					2.94	16.0	16.0		Science, Engineering
	Course Title						Mid Fin Crds									Local: (907) 999-7502
	ART F105 FE1 Beginning Drawing						3.0	Tests: ACT COMP				ENGL		MATH		READ REAS
	DRT F101 TE1 Beginning Drafting I						4.0	SAT TOTL 1080				VRBL	490	MATH	590	
	MATH F200X F02 Calculus I					D	4.0	CMPS WRIT				READ		MATH		
	PHYS F104X F03 College Physics II						4.0									
551234567	....., Jessica	FR	UF	F	LA	BA	JUST					2.46	14.0	13.0		Daku, M
	Course Title						Mid Fin Crds									Local: (907) 999-4122
	BIOL F106X F07 Fundamentals of Biology II					F	4.0	Tests: ACT COMP				ENGL		MATH		READ REAS
	ENGL F111X F04 Intro to Academic Writing						3.0	SAT TOTL 1040				VRBL	600	MATH	500	
	JUST F251 F01 Criminology					D	3.0	CMPS WRIT				READ		MATH		
	MATH F131X F01 Concepts & Contemp Aps of Math F						3.0									
	PSY F101 F01 Introduction to Psychology						3.0									

Final grades will show if report is run after grades are posted.

Sample Printout of Freshmen Progress Reports

# Procedures for Contacting Progress Report Recipients

## Checklist

- \_\_\_ 1. Obtain Freshman Progress Reports (FPR) by following instructions on previous pages
- \_\_\_ 2. Identify departmental students (particularly those with low grades).
- \_\_\_ 3. Run advisor copy of unofficial transcript.
  - \_\_\_ a. Review transcript for overall progress.
  - \_\_\_ b. Compare transcript with signed registration form, if available.
- \_\_\_ 4. Compare FPR list to Probation List, note students in danger of dismissal.
- \_\_\_ 5. Prioritize student contacts list based on:
  - \_\_\_ a. Probation students with low grades.
  - \_\_\_ b. Students with more than one low grade.
  - \_\_\_ c. Students with only one low grade.
- \_\_\_ 6. Confirm telephone number and contact students.
  - \_\_\_ a. Strategize solutions for success.
    - \_\_\_ i. Consider dropping/changing course to avoid low grade.
    - \_\_\_ ii. Inform student of available labs and tutoring services.
    - \_\_\_ iii. Make sure student knows of withdrawal deadline.
  - \_\_\_ b. Send information packets as requested by students.
- \_\_\_ 7. Encourage follow-up as requested/appropriate.

## Flowchart

