



# Probation Students

## SHR2PRB

(Note: Enter BANNER and type in 'SHR2PRB' 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.

Number	Parameters	Values
01	Term Code	200601
02	Level Code	UF
03	Class Standing	%
04	Academic Standing	AD
05	College Code	%
06	Major Code	GENR
07	Pop Selection Application	
08	Population Selection ID	

### Parameters:

01 Term Code

02 Level Code

03 Class Standing

04 Academic Standing % for all (**PR** for Probation, **AD** for Disqualification, "F9" for list)

To include more than one standing type on the same report, press "F6" while on line 04 to produce a blank line. Type 04 in the first column (this means you will have TWO lines labeled 04). Academic Standing should default under the parameters column and another code can be inserted. See example on screen print above.

05 College Code

06 Major Code

07-10

11 Sort Sequence

### Values

Use current term (**200603** for Fall 2006)

**UF** (for Undergraduate, Fairbanks)

**%** for all ("F9" for list, i.e. **FR** to retrieve freshmen only)

**AD** for Disqualification, "F9" for list)

To include more than one standing type on the same report, press "F6" while on line 04 to produce a blank line. Type 04 in the first column (this means you will have TWO lines labeled 04). Academic Standing should default under the parameters column and another code can be inserted. See example on screen print above.


**%** (or "F9" for list of colleges, i.e. **MT** for CNSM)

**%** (or "F9" for list of majors, **MATH** for Math)

Use default or leave blank

**1** (or "F9" for list of other sort options)

Remaining lines can be left as the default.

4. Type "Ctrl Page Down" or click  (Next Block) to the Submission menu. If you wish to save the parameters you entered above, hit the **space bar** to 'select' this option.
5. Hit "F10" to submit the report.
6. The report should appear shortly at the printer you designated.

**Report will show the following:** ID; Student Name; Class Standing; Academic Standing; Campus; College; Degree; Major; Alaska Scholar (AS); Term GPA, Attempted Hours, Earned Hours; Cumulative GPA, Attempted Hours, Earned Hours; Academic Standing; Advisor.

(see next page for sample printout of report)

# SHR2PRB

01-MAY-2003 16:37  
PROD

University of Alaska  
Probation Report  
For Term: Fall Semester 2002

Page 1  
SHR2PRB

ID	Student Name	Cl	Lev	Cmp	Col	Deg	Majr	Schl	AK			-- Cumulative --			Acad	Advisor
									----	Term	----	GPA	AHRS	EHRS		
111111076	.....,Eric L	FR	UF	F	SM	BS	ELEE	AS	0.26	16.0	5.0	1.59	46.0	32.0	PR	Hawkins, J
111118783	.....,Nathaniel S	FR	UF	Y	CR	AAS	EMSV		0.00	0.0	0.0	1.33	22.0	9.0	PR	Tanana Valley C
111111449	.....,Karen D	FR	UF	L	RA	AA	GENP	AS	0.00	15.0	1.0	0.00	15.0	4.0	PR	Kuskokwim Campu
111116527	.....,Spencer T	FR	UF	F	SM	BS	MATH	AS	0.00	18.0	0.0	0.43	21.0	3.0	PR	Biology Dept, .
111114306	.....,Leonard N	SO	UF	Y	CR	AA	GENP		1.60	12.0	5.0	2.28	31.0	39.5	PR	Pavilla, A
111119372	.....,Grant T	SO	UF	Y	CR	AA	GENP		1.80	10.0	7.0	1.95	69.0	48.0	PR	Wool, K
111110892	.....,Charles P	SO	UF	F	SM	BS	CIVL		1.07	14.0	6.0	1.50	78.0	56.0	PR	Carlson, R
111119259	.....,Deanna N	SR	UF	F	MI	BS	GEOE		0.00	0.0	0.0	2.77	135.0	113.0	PR	Metz, P
111116147	.....,Rebecca	FR	UF	Y	CR	AAS	AACT		0.50	15.0	3.0	0.33	25.0	7.0	PR	Tanana Valley C
111115315	.....,Jesse C	FR	UF	Y	CR	AA	GENP		0.00	13.0	0.0	0.00	13.0	0.0	PR	Tanana Valley C
111110426	.....,Meredith A	SO	UF	N	RA	AAS	RNRS		2.00	3.0	3.0	1.02	59.0	36.0	PR	Willson, B
111115571	.....,Mark A	FR	UF	Y	CR	AA	GENP		2.07	13.0	11.0	1.50	28.0	12.0	PR	Thomas, K
111116920	.....,Samuel P	FR	UF	Y	CR	AA	GENP		1.29	17.0	13.0	1.29	17.0	13.0	PR	Tanana Valley C
111117034	.....,David R	FR	UF	Y	CR	AA	GENP		0.00	9.0	0.0	0.00	9.0	0.0	PR	Tanana Valley C
111119359	.....,Jeffrey D	FR	UF	F	IS	BA	UDCL		0.00	3.0	0.0	1.60	15.0	6.0	PR	Academic Advisi
111114941	.....,Charles L	FR	UF	Y	CR	AA	GENP		0.66	15.0	4.0	1.03	43.0	27.0	PR	Tanana Valley C
111118179	.....,Robert N	SR	UF	F	SM	BS	WLDB		1.40	13.0	7.0	2.95	106.0	242.5	PR	Follmann, E
111118596	.....,Patricia L	SR	UF	F	MG	BBA	BADM		0.00	3.0	0.0	2.36	203.0	147.0	PR	Porter, D
111116034	.....,Joel K	SR	UF	F	LA	BA	HIST		3.00	6.0	3.0	2.46	115.0	142.0	PR	
111114467	.....,Ian E	FR	UF	F	SM	BS	BIOS		0.14	14.0	1.0	0.14	14.0	1.0	PR	Biology Dept, .
111119059	.....,Jessica L	FR	UF	F	LA	BA	ENGL		0.00	12.0	0.0	0.00	12.0	0.0	PR	Koehler, V
111114177	..,Zenos K	JR	UF	F	SM	BS	ELEE		1.60	15.0	11.0	1.64	45.0	88.0	PR	Wies Jr, R
111115088	.....,Brett A	JR	UF	Y	CR	AA	GENP		2.75	16.0	16.0	1.74	187.0	99.0	PR	Illingworth, M
111110383	.....,Caprese N	SO	UF	F	IS	BA	UDCL		0.66	21.0	6.0	2.41	64.0	39.0	PR	Academic Advisi
111112087	.....,Melodi D	SR	UF	F	LA	BA	ENGL		1.50	12.0	6.0	2.15	138.0	102.0	PR	English Dept, .
111112176	.....,Michelle L	JR	UF	L	RA	AA	GENP	AS	1.15	14.0	7.0	1.67	105.0	72.0	PR	Athanas, R
111114907	.....,Vera	FR	UF	7	RA	AAS	ECED		3.00	4.0	4.0	1.91	47.0	33.0	PR	Bristol Bay Cam
111116504	.....,Laverna L	FR	UF	L	RA	AA	GENP	AS	0.54	15.0	10.0	0.55	15.0	10.0	PR	Kuskokwim Campu
111116526	.....,Loretta W	JR	UF	L	RA	AA	GENP	AS	1.92	17.0	14.0	2.28	87.0	75.0	PR	Wasierski, J
111116083	.....,Martha M	JR	UF	F	SM	BS	PHYS		0.00	12.0	0.0	2.80	77.0	69.0	PR	Bird, R
111112608	.....,Suzan L	JR	UF	F	SM	BS	BIOS		1.33	12.0	5.0	2.08	77.0	88.0	PR	Schwaegerle, K
111119967	.....,Brian C	FR	UF	Y	CR	AAS	MICR		0.00	3.0	0.0	0.00	3.0	0.0	PR	Tanana Valley C
111112527	.....,David A	SO	UF	F	IS	BA	UDCL		0.00	6.0	0.0	2.00	51.0	33.0	PR	Academic Advisi
111113365	.....,James E	FR	UF	F	SM	BS	WLDB		1.00	14.0	11.0	1.00	14.0	14.0	PR	Biology & Wildl
111113759	.....,Ann M	SR	UF	F	SM	BS	BIOS		0.00	14.0	0.0	3.25	127.0	102.0	PR	Biology Dept, .
111115290	.....,Esmeralda T	FR	UF	Y	CR	AAS	MASS		0.00	15.0	0.0	1.42	40.0	12.0	PR	Illingworth, M
111112323	.....,Marcus C	SO	UF	F	IS	BA	UDCL		1.38	13.0	6.0	1.67	80.0	46.0	PR	McHenry, S
111118014	.....,Casey P	SR	UF	F	MI	BS	GEOE		0.00	7.0	0.0	2.58	244.0	161.0	PR	Metz, P
111113374	.....,Ryan M	FR	UF	F	IS	BA	UDCL		0.66	12.0	3.0	0.84	59.0	17.0	PR	Academic Advisi
111111123	.....,Laura L	SR	UF	F	LA	BA	ANTH		0.00	12.0	0.0	2.06	188.0	109.7	PR	Anthropology De
111110681	.....,Drew W	SO	UF	F	LR	BS	NRSM		2.15	16.0	13.0	3.02	49.0	46.0	PR	Natural Resourc
111114343	.....,Fredrick A	FR	UF	Y	CR	AAS	CULA		1.11	18.0	6.0	1.36	33.0	20.0	PR	Tanana Valley C

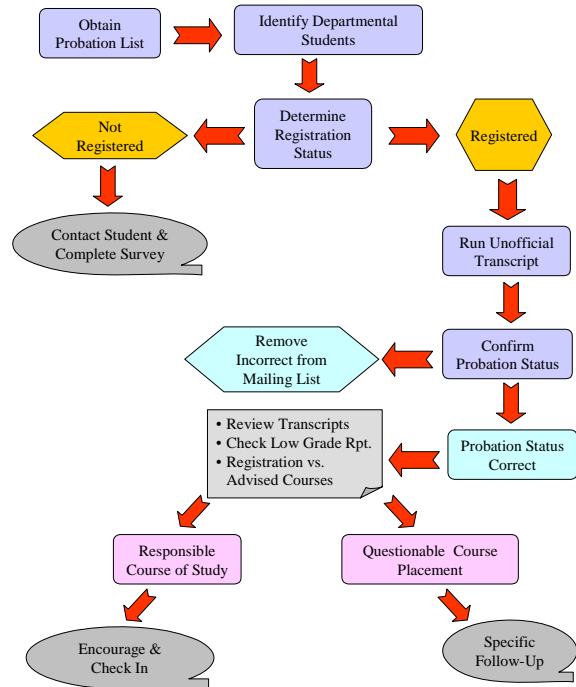
Sample Printout of Probation Report

# *Procedures for Contacting Probation Students*

## Checklist

- \_\_\_ 1. Obtain new Probation List at beginning of semester.
  - \_\_\_ a. Identify departmental students.
  - \_\_\_ b. Email names to designated advisor.
- \_\_\_ 2. Determine current registration status (SFAREGQ).
  - \_\_\_ a. If registered, run advisor copy of unofficial transcript.
  - \_\_\_ b. If not registered, contact student and complete survey.
- \_\_\_ 3. Review transcript and confirm probation status.
  - \_\_\_ a. Check both cumulative GPA and term GPA.
  - \_\_\_ b. If one or the other is below 2.0, student has been correctly placed on probation.
  - \_\_\_ c. If incorrectly placed on probation, notify Dean's office of error.
- \_\_\_ 4. Compare class schedule from transcript to registration form signed by advisor.
  - \_\_\_ a. If available, check if student has received any Freshmen Progress Reports for this semester.
  - \_\_\_ b. Review to determine if the student followed advice given or made changes to schedule.
- \_\_\_ 5. Determine if student is in a responsible or questionable course of study.
  - \_\_\_ a. Responsible course of study:
    - \_\_\_ i. Repeating classes student did poorly in?
    - \_\_\_ ii. Dropping down in difficulty?
    - \_\_\_ iii. Taking fewer credits?
    - \_\_\_ o Contact student to check in and give encouragement.
  - \_\_\_ b. Questionable course of study:
    - \_\_\_ i. Not retaking classes?
    - \_\_\_ ii. Continuing on to next level of course after doing poorly?
    - \_\_\_ iii. No change or an increase in course load?
      - \_\_\_ 1. Contact student and offer assistance.
        - \_\_\_ a. List of computer labs on campus and hours of operation.
        - \_\_\_ b. Phone numbers and locations of the Writing Center & Math Labs.
        - \_\_\_ c. Student Support Services phone number (474-6844)
        - \_\_\_ d. Disability Services phone number (474-7043)
        - \_\_\_ e. ASUAF tutoring (474-7355)
      - \_\_\_ 2. Remind student of last day to withdraw from classes for semester.
      - \_\_\_ 3. The Advising Center has a list of late start classes if the student needs to stay at full time status.  
(In this manual and a web link available at: <http://www.uaf.edu/advising/degree/>)
- \_\_\_ 6. Keep track of contacts for records, along with suggestions for student.
- \_\_\_ 7. Maintain files should campus-wide data review be conducted.

## Flowchart



*Sample Questionnaire for Probation Students*

**Reasons for Academic Difficulty**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

School/College: \_\_\_\_\_

Class Standing: \_\_\_\_\_ FR \_\_\_\_\_ SO \_\_\_\_\_ JR \_\_\_\_\_ SR

Housing: \_\_\_\_\_ On Campus OR \_\_\_\_\_ Off Campus

Please check **all** of the reasons from the following list which may indicate why you have had difficulty in classes at UAF:

- \_\_\_\_\_ My social life conflicted with my studies
- \_\_\_\_\_ Transportation difficulties
- \_\_\_\_\_ Medical problems/illness (either personal or within family)
- \_\_\_\_\_ Conflicts at home
- \_\_\_\_\_ Residence Life/housing issues
- \_\_\_\_\_ Classes were too big
- \_\_\_\_\_ Overwhelmed by amount of reading and/or homework
- \_\_\_\_\_ Instructor not friendly or helpful
- \_\_\_\_\_ No connection with anyone at UAF
- \_\_\_\_\_ Didn't know what to expect
- \_\_\_\_\_ Didn't apply myself
- \_\_\_\_\_ Didn't know how to manage time
- \_\_\_\_\_ Possible learning disability
- \_\_\_\_\_ Ineffective study habits
- \_\_\_\_\_ Didn't know about available help
- \_\_\_\_\_ Unaware of policies for drop/withdrawal
- \_\_\_\_\_ Received feedback from instructor after drop date
- \_\_\_\_\_ Didn't know I was doing poorly
- \_\_\_\_\_ Overwhelmed by work responsibilities
- \_\_\_\_\_ Overwhelmed by family responsibilities

Others (please explain or briefly list):

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Thank you for your feedback