

Probation Student Advising – Summer 2025

The probation student advising process remains the same as before.

All Probation Students

1. Must complete pre-advising, faculty evaluation irrespective of their probation number.
2. The advising is conditional in all phases.

Probation 1

1. The students and parents will receive a warning after the final grade submission.
2. Do not need to bring parents or give undertaking for this semester.
3. Automatic entry to advising process from phase 1 starting **May 12, 2025**

Probation 2

1. Students and their parents will receive a final SMS instructing them to meet the Chair. Their status will be marked as **"Blocked."**
2. The student must sign a **yellow undertaking**. (**Not requires to bring parents**).
3. The Chair will authorize the student to self-advise.
4. Once authorized, students will receive an **SMS confirmation**, and their status will be updated to **"Enrolled"** in the system.
5. The Chair may prescribe courses for the students. These prescribed courses will supersede the pre-advised courses and the student will only see the prescribed courses in the actual advising.
6. At this stage, the student is ready to self-advise according to the schedule published.

Probation 3

1. Students and their parents will receive a final SMS instructing them to meet the Chair. Their status will be marked as **"Blocked."**
2. Students **must bring their parents** when **meeting the Chair**.
3. The **student and parents must sign** a **light red undertaking**.
4. Once authorized, students will receive an **SMS confirmation**, and their status will be updated to **"Enrolled"** in the system.
5. The Chair may prescribe courses for the students. These prescribed courses will supersede the pre-advised course selection. The student will only see the prescribed courses in the actual advising.
6. At this stage, the student is ready to self-advise according to the schedule published.

Probation 4 and above

1. These students will get a message to meet their respective Chair to review their cases.
2. These students must bring their parents when meeting the department Chair.
3. The Students and Parents must sign a deep red undertaking if accepted to continue.
4. The department Chair will share the accepted and rejected list with the relevant offices.
5. Self-advising for these students will begin on May 14, 2025 in Phase 2