

Undergraduate Withdrawal/Repeat Balance Views (Academic Coordinator)

OBJECTIVE: This document will detail how to view the Withdrawal and Repeat Balance based on changes made pursuant to CSU Executive Order 1037.

LESSON 1:	WITHDRAWAL BALANCE VIEW	PG. 2
LESSON 2:	REPEAT BALANCE VIEW	PG. <u>5</u>
LESSON 3:	REPEAT BALANCE VIEW ON A TRANSCRIPT	PG. 11

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <u>http://www.sonoma.edu/it/cms/contact.html</u> to locate the **STUDENT RECORDS FUNCTIONAL LEAD**.



Lesson 1: Withdrawal Balance View

Navigation: Campus Community>Student Services Ctr (Student)

Introduction:

The student withdrawal limits are now set to a total of 18 units pursuant to CSU Executive Order 1037. This means a student will be blocked from withdrawing from a course if that withdrawal will put them over the 18 unit limit. The student record system has been setup to enforce this effective Fall 2010 forward. Any student who has 10 or more withdrawals in their history beginning Fall 2010 forward will see a pop up window of balance limits when attempting to enroll showing the number of withdrawal units they have remaining. This count starts for the Fall 2010 enrollment period and does not include withdrawal history prior to Fall 2010.

For more information about Sonoma State University's Course Withdrawal Policy, please visit <u>http://www.sonoma.edu/UAffairs/policies/withdrawalfromcourses.htm</u>.

The table below will outline how to view your balances.

Step	Action		Screenshot
1	Navigate to Campus Community> Student Services Ctr (Student)	Student Servic Enter any informati	ces Center ion you have and click Search. Leave fields blank for a list of all values. Value
		ID:	begins with 🔻
		Campus ID:	begins with 🔻
		Local Campus ID:	begins with 👻
		National ID:	begins with 🔻
		Last Name:	begins with 🔻
		First Name:	begins with 👻
		Case Sensitive	
		Search C	lear Basic Search 📕 Save Search Criteria



Step	Action	Screenshot
2	Enter the Student ID in the ID field.	Find an Existing Value ID: begins with ▼ 000000000 Campus ID: begins with ▼ □ Local Campus ID: begins with ▼ □ National ID: begins with ▼ □ Last Name: begins with ▼ □
3	Click Withdrawals/ Repeats option in the other academic drop down.	✓ Academics Enrollment My Class Schedule Wish List Class Current Academic History Grades SOCI 300-001 9:50AM Degree Progress SOCI 300-001 9:50AM other academic SOCI 300-001 9:50AM Exam Schedule SOCI 345-001 Stevenson Hall Image: Construction of the schedule SOCI 345-001 1:50PM Exam Schedule SOCI 345-001 1:50PM Transfer Credit Report SOCI 345-001 1:50PM Withdrawals/R epeats Soci 345-001 1:50PM other academic Soci 345-001 Salazar Hall 2021
4	Enter the EmpIID of the student and click Search.	Student Inquiry Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search by: EmplD Search Advanced Search



Step	Action			Screensho	t		
3	View the Withdrawal	Withdrawals	Repeats				
	Summary and	Student Name				EmplID: 0000	00000
	Withdrawal Courses.	Withdrawal Su Overall Unit Li	mmary mit				18.00
	Overall Unit	Units Osed Units Availabl	e				6.00
	Limit – 18.00 withdrawal units	Withdrawal Co	urses				
	are permitted in a student's	Fall 2010	SOCI	Catalog Nbr 300	Class Nbr 1	396	4.00
	career.	Fall 2010 Fall 2010	SOCI	312 345	1	260 316	4.00
	Units Used – Running total of the number of withdrawals used.	Cancel					
	Units Available – The number of units still available for withdrawal.						
	Withdrawal Courses – A descriptive list of all withdrawn classes.						



Lesson 2: Repeat Balance View

Navigation: Campus Community>Student Services Ctr (Student)

Introduction:

Students are limited to a total of 28 units for repeated course attempts. The first attempt at repeating a course is Grade Replacement (also called Grade Forgiveness). The grade achieved in this second attempt of a course will replace any units earned on the first attempt as well as apply the grade received to the GPA calculation, dismissing the first attempt. Students may have 16 units for Grade Replacement.

By default, the second repeat (third attempt at a course or greater) of a course will be averaged into the students GPA, but will not count towards units to degree completion. The units earned on the second attempt will still apply. Students may have 12 units for Grade Averaging.

These counts begin Fall 2010 and will count going forward. When a student has repeated 16 units (or more) a message will be displayed in Student Self Service showing the number of repeated units and how many they have remaining.

Also, if you receive a C or better at the end of the semester and have pre-registered for the same course in a future semester, you will be dropped from the course for the future semester.

For more information about Sonoma State University's Course Withdrawal Policy, please visit <u>http://sonoma.edu/UAffairs/policies/withdrawalfromcourses.htm</u>.

The table below will outline how to view a student's balances.

Step	Action	Screenshot	
1	Navigate to Campus Community> Student Services Ctr (Student)	Find an Existing Value ID: begins with Campus ID: begins with Local Campus ID: begins with National ID: begins with Last Name: begins with First Name: begins with © Case Sensitive	



Step	Action	Screenshot
2	Enter the Student ID in the ID field.	Find an Existing Value ID: begins with 000000000 Campus ID: begins with Image: Degins with I
3	Click Withdrawals/ Repeats option in the other academic drop down.	✓ Academics Enrollment Image: Class Schedule My Class Schedule Image: Class Wish List Class Academic History Image: Class Grades Degree Progress Degree Progress SOCI 300-001 other academic Image: Soci 300-001 Soci 300-001 Stevenson Hall 2091 Soci 345-001 Its Soci 345-001 Soci 345-001 Its Soci 345-001 Salazar Hall 2021 Its Soci 345-001 Salazar Hall 2021 Its other academic Image: Science 1000000000000000000000000000000000000
4	Enter the EmpIID of the student and click Search.	Student Inquiry Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search by: EmpliD Search Advanced Search



Step	Action			Screenshot	t		
3	Click on the Repeat tab at	Withdrawala	Doposto				
	the top of the	Student Name	Repeats			EmplID: 000	00000
	page.	Report Summa					
		Repeat Summa	У	Units Used	Units A	vailable Unit	Limit
	View the Repeat	Grades Forgive	n	12	2.00	4.00	16.00
	Summary, Grades	Grades Average	ad	C	0.00	12.00	12.00
		Repeats From E	nrollment	C	0.00	0.00	0.00
	Forgiven	Total Repeats		12	2.00	16.00	28.00
	rorgiven, Cradaa					_	_
	Grades	Grades Forgiv	en	Find View All	Fi	rst 🕙 1-3 of 3	🗈 🗈 Last
	Averaged, and	Term	Subject	Catalog Nbr	Class Nbr	Units	
	Repeats from	Fall 2010	CCJS	370		1226	4.00
	Enrollment by clicking on the Repeats tab.	Fall 2010	CCIS	450		1230	4.00
		Fail 2010	CUS	497		1234	4.00
		Grades Avera	jed	Find View A	II 🗎 🛛 I	First 🕙 1 of 1	Last
		Term	Subject	Catalog Nbr	Class Nbr	Units	
	Repeat						
	Summary - This	Repeats From	Enrollment	Find Viow A	🖿 👘	First 1 1 of 1	D Lack
		Term	Subject	Catalog Nhr	Class Nhr		
	summary		bubjece	cuturog nor	Clubb Hor	onics	
	outlines the						
	number of units						
	used and/or						
	available in each						
	repeat category	Cancel					
	Tepear caregory.						
	A total of 28.00						
	units are						
	permitted in a						
	student's career						
	used and/or available in each repeat category. A total of 28.00 units are permitted in a student's career.	Cancel					



Step	Action			Screenshot		
4	View Grades	Withdrawals Re	peats			
	Forgiven.					
		Student Name			Emp	IID: 000000000
	A student may	Repeat Summary				
	choose to	Grades Fersiven		Units Used	Units Availa	ble Unit Limit
	dismiss a first	Grades Averaged		0.	00 12	.00 12.00
	course attempt	Repeats From Enr	ollment	0.	00 0	.00 0.00
	by repeating the	Total Repeats		12.	.00 16	i.00 28.00
	class, up to	Grades Forsiver			M	
	16.00 units. In	Torm	Subject	Find View All		1-3 of 3 🗠 Last
	the section	Fall 2010	CCJS	370	122	6 4.00
	entitled Grades	Fall 2010	CCJS	450	123	0 4.00
	Forgiven the	Fall 2010	CCJS	497	123	4 4.00
	torm and source	Conden Automatic			1 :::	
	term and course	Grades Average		Find View All	First	🛄 1 of 1 🖾 Last
	details of	lerm	Subject	Catalog Nbr	Class Nbr	Units
	forgiven classes					
	will be listed.	Repeats From Er	rollment	Find View All	First	🕙 1 of 1 🕨 Last
		Term	Subject	Catalog Nbr	Class Nbr	Units
	Units attempted					
	in this second					
	attempt will					
	count for units					
	earned.	Cancel				



Step	Action			Screensho	t	
5	View Grades					
	Averaged.	Withdrawals Re	peats			
	A student may	Student Name			Emp	IID: 00000000
	average multiple	Repeat Summary		Units Used	Unite Availa	hla Unit Limit
	attempts of a	Grades Forgiven		12	.00 4	.00 16.00
	course, up to	Grades Averaged		0	.00 12	.00 12.00
	12.00 units. In	Repeats From Enro	ollment	0	.00 0	.00 0.00
	the section	Total Repeats		12	.00 16	i.00 28.00
	entitled Grades	Grades Forgiven		Find View All	First 🕅	1-3 of 3 🕨 Last
	Averaged, the	Term	Subject	Catalog Nbr	Class Nbr	Units
	term and course	Fall 2010	CCJS	370	122	6 4.00
	details of	Fall 2010	CCJS	450	123	0 4.00
	averaged	Fall 2010	CCJS	497	123	4 4.00
	courses will be	Grades Averaged		Find View Al	First	🗹 1 of 1 🕨 Last
	listod	Term	Subject	Catalog Nbr	Class Nbr	Units
	listeu.					
	The averaged	Repeats From En	rollment	Find View Al	ll First	1 of 1 🕨 Last
	arade will count	Term	Subject	Catalog Nbr	Class Nbr	Units
	toward the CDA					
	toward the GPA,					
	but units earned					
	will carry from					
	the 1 st repeat	Cancel				
	attempt.					
	-					
		NOTE: The sorroot	n view abo	va raflacts how P	anaat halancaa	will appear at the
		conclusion of the	1 view abo Fall 2010 o	emester	epear balances	will appear at the
	1	conclusion of the	ran 2010 S	CINCSICI.		



Step	Action			Screenshot			
6	View Repeats from	Withdrawals	epeats				
	Enrollment.	Student Name			Emp	IID: 0000	00000
	to repeat a course during Fall 2010	Repeat Summary Grades Forgiven		Units Used	Units Availa	ble Unit	Limit 16.00
	and subsequent	Grades Averaged		0.	00 12	.00	12.00
	terms, the number	Repeats From En	rollment	0.	00 0	.00	0.00
	of units will subtract	Total Repeats		12.	.00 16	5.00	28.00
	from the units	Grades Forgiver	1	Find View All	📔 🛛 🛛 First 🗹	1-3 of 3	▶ Last
	The class (oc) taken	Term	Subject	Catalog Nbr	Class Nbr	Units	
	will be listed in the	Fall 2010	CCJS	370	122	6	4.00
	Repeats from	Fall 2010	CCJS	450	123	0	4.00
	Enrollment section	Fall 2010	CCIS	497	123	4	4.00
	at the bottom of this	Grades Average	d	Find View All	First	1 of 1	▶ Last
	screen. Once the	Term	Subject	Catalog Nbr	Class Nbr	Units	
	class is completed,						
	the units and	Descets From F			. 🐂 💷	۹	
	course details will	Term	Subject	Find View All	Class Nbr	L 1 of 1	🗀 Last
	move to the	Term	Subject	Catalog NDI	Class NDI	Units	
	appropriate						
	summary.						
	Note: Student's that receive a C or better at the end of the semester and have pre-registered for the same course in a future semester will be dropped from the course for the future semester.	Cancel					



Lesson 3: Repeat Balance View on the Official Transcript

The table below will outline how to view your balances on an official transcript.

Explanation	Screenshot			
This view shows a course that was	STUDENT NAME: ALTERNATE ID N STUDENT ID NO: DATE ISSUED: BIRTH MO'DAY: PAGE NUMBER:	XO: 09/28/2010 1 OF 1		
repeated <u>prior</u> to the implementation of the Repeat Balance limits.	UNDERGRADUATE RECORD WRITTEN ENGLISH PROFICIENCY TEST PASSED MESIS CSU GRADUATION WRITING ASSESSMENT REQUIREMENT PRIOR SCHOOLS ATTEMED CALIFORNIA BAPTIST UNIVERSITY	Repeats as seen on the Official Transcript prior to Fall 2010		
	TRANSFER TOTALS UG UE GP GPA CREDIT ALLOWED 27.0 26.0 88.2 (3.26) FALL SEMESTER 2007 UA UG UE GP GR REF CS 101 Intro Computers & Computing 3.0 3.0 3.0 0.0 0.0 0.0 REF BI CBUI 10 Natural Disasters 3.0 0.0 0.0 0.0 0.0 R. REF IIN 101 Advanced Basketsball.Men 1.0 0.0 0.0 0.0 REF 1.0 WIS 150 Survey of U.S. Main C.S. 3.0 3.0 3.0 12.0 A C1	GEOL 110 Example First attempt in Fall 2007. Grade is replaced with "RPT". - No Credit is earned (Credit removed if it was earned)		
	Nos 100 Size 100 <th>Does not count towards GPA (Grade Forgiveness) Second attempt in Spring 2008. Grade is displayed. - Credit is earned - Counts towards GPA (Grade Replacement) Third attempt in Fall 2008. Excess unit grade is displayed. - Credit is excluded (Credit was earned on the second attempt) - Counts towards GPA (Grade Averaging)</th>	Does not count towards GPA (Grade Forgiveness) Second attempt in Spring 2008. Grade is displayed. - Credit is earned - Counts towards GPA (Grade Replacement) Third attempt in Fall 2008. Excess unit grade is displayed. - Credit is excluded (Credit was earned on the second attempt) - Counts towards GPA (Grade Averaging)		
This view shows a	STUDENT NAME: ALTERNATE ID NO STUDENT ID NO: DATE ISSUED:	09/28/2010		
course that was repeated <u>after</u> the implementation of the Repeat Balance limits.	BIRTH MODAY: PAGE NUMBER: UNDERGRADUATE RECORD WRITTEN ENGLISH PROFICIENCY TEST PASED MEETS CSU GRADUATION WRITING ASSESSMENT REQUIREMENT PRIOR SCHOOLS ATTENDED CALIFORNIA BAFTIST UNIVERSITY	1 OF 1 Repeats as seen on the Official Transcript effective Fall 2010		
The RPT code is no longer used and the actual grade earned is listed. A descriptive note will display below each	TRANSPER TOTALS CREDIT ALLOWED UG UE GP GPA 27.0 28.0 88.2 (3.26) PALL SEMESTER 2010 3.0 3.0 3.0 8.2 (3.26) PALL SEMESTER 2010 3.0 3.0 3.0 8.2 (3.26) CS 10 11 Intro Computers & Computing CS 3.0 3.0 3.0 0.0 0.0 FBD CHE 10 11 Intro Computers & Computing CS 3.0 3.0 3.0 0.0 FBD FBD KIN 101 Advanced Basketball-Men KIN 302 1.0 0.0 CR A.0 NUB 150 Survey of U.S. Nussic 1.0 3.0 3.0 12.0 A.0 SPRING SEMESTER 2011 UA UG UE GP GR REF GBOL 110 Nacutal Disasters 3.0 3.0 3.0 0.0 D.0 D	GEOL 110 Example First attempt in Fall 2010. - Repeat text displayed directly below the affected course - No Credit is earned (Credit removed if it was earned) - Does not count towards GPA (Grade Forgiveness)		
repeat attempt to identify how the grade will apply to units attempted, GPA, and repeat limits.	MATH 105 Mathematics and Politics 3.0 3.	Second attempt in Spring 2011. Repeat text displayed directly below the affected course Credit is earned Counts towards GPA (Grade Replacement) Third attempt in Fall 2011. Repeat text displayed directly below the affected course Credit is excluded (Credit was earned on the second attempt) Counts towards GPA (Grade Averaging)		