

Title: Undergraduate Repeat Balance View (Faculty)

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

[LESSON 1: REPEAT BALANCE VIEW IN FACULTY CENTER..... PG. 2](#)

[LESSON 2: REPEAT BALANCE VIEW ON A TRANSCRIPT..... PG. 8](#)

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the

STUDENT RECORDS FUNCTIONAL LEAD

under Student Administration.

Student Records

STAFF - <http://www.sonoma.edu/cms/documentation/>
Last Updated: 11/9/10

Lesson 1: Repeat Balance View in Faculty Center

Navigation: Self Service>Faculty Center

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.

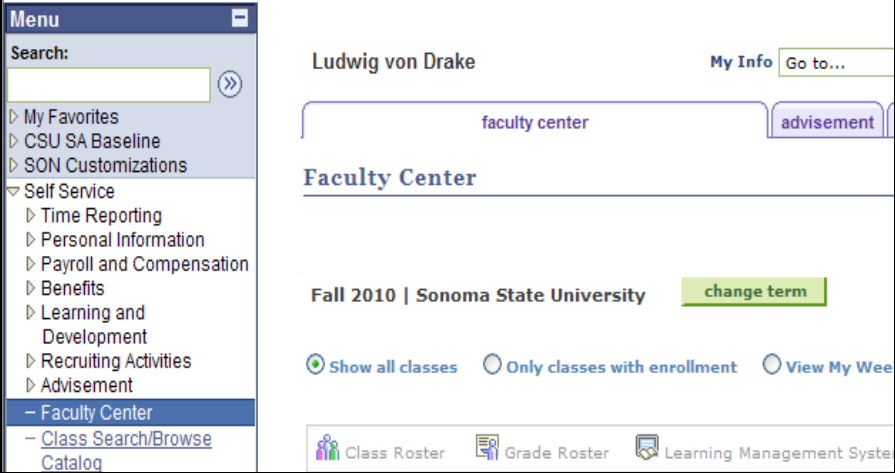
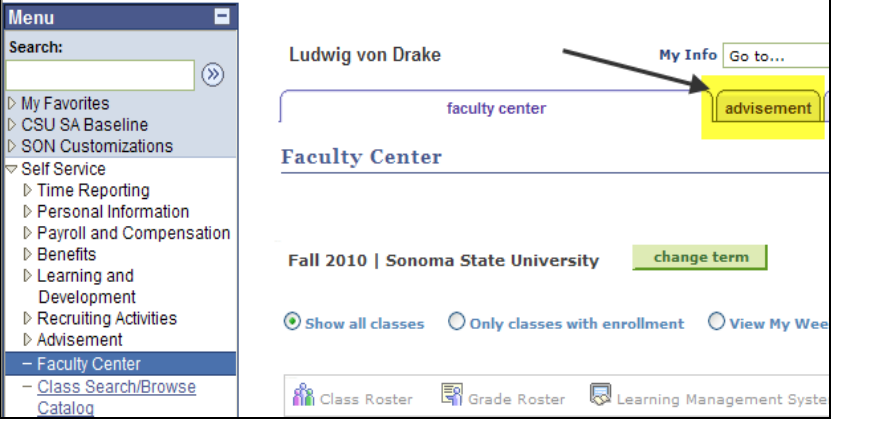

By default, the second repeat (third attempt at a course or greater) of a course will be averaged into the students GPA, but will not count towards units to degree completion. The units earned on the second attempt will still apply. Students may have 12 units for Grade Averaging.

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.

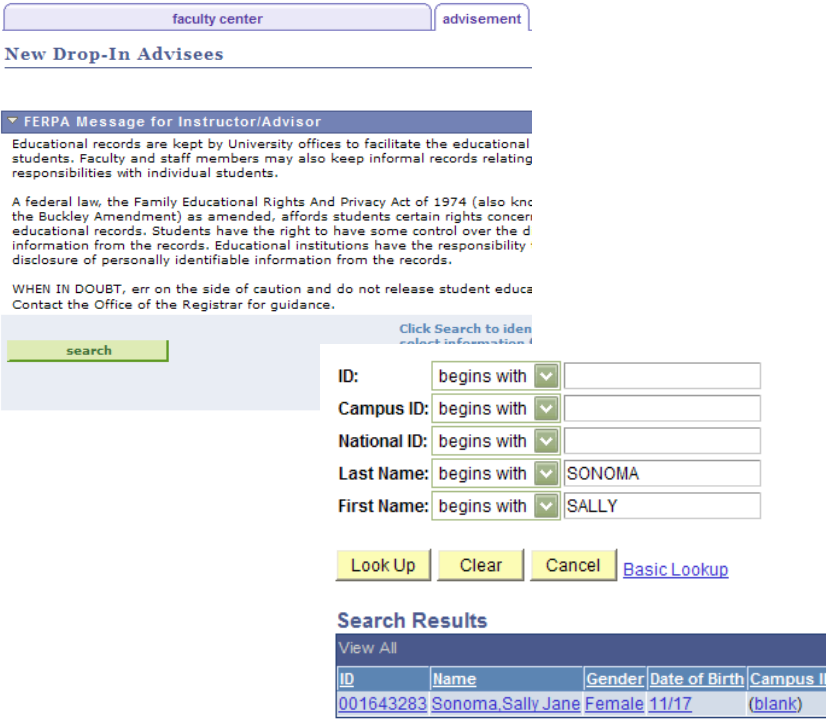
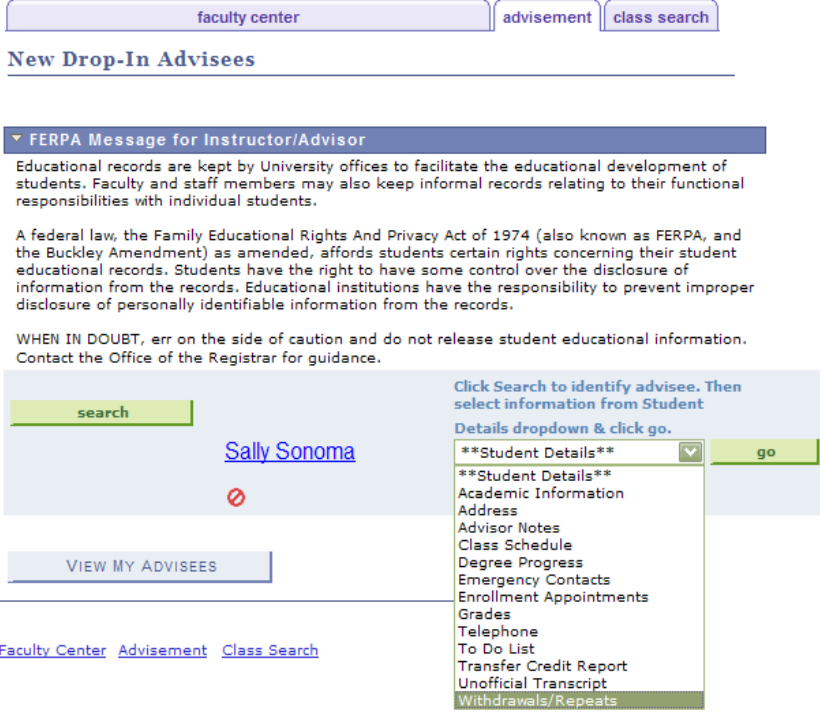
Also, if you receive a C or better at the end of the semester and have pre-registered for the same course in a future semester, you will be dropped from the course for the future semester.

For more information about Sonoma State University's Course Withdrawal Policy, please visit http://sonoma.edu/ar/records/course_repeat.shtml.

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

Step	Action	Screenshot
1	Navigate to Self Service> Faculty Center	
2	Click on the Advisement Tab.	
3	Click the New Drop-In Advisees button.	

Student Records

<p>4</p>	<p>Search for a student.</p>	 <p>faculty center advisement</p> <p>New Drop-In Advisees</p> <p>▼ FERPA Message for Instructor/Advisor</p> <p>Educational records are kept by University offices to facilitate the educational students. Faculty and staff members may also keep informal records relating responsibilities with individual students.</p> <p>A federal law, the Family Educational Rights And Privacy Act of 1974 (also knw the Buckley Amendment) as amended, affords students certain rights concern educational records. Students have the right to have some control over the d information from the records. Educational institutions have the responsibility disclosure of personally identifiable information from the records.</p> <p>WHEN IN DOUBT, err on the side of caution and do not release student educa Contact the Office of the Registrar for guidance.</p> <p>Click Search to iden select information!</p> <p>search</p> <p>ID: begins with []</p> <p>Campus ID: begins with []</p> <p>National ID: begins with []</p> <p>Last Name: begins with [SONOMA]</p> <p>First Name: begins with [SALLY]</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus I</th> </tr> </thead> <tbody> <tr> <td>001643283</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> </tbody> </table>	ID	Name	Gender	Date of Birth	Campus I	001643283	Sonoma, Sally Jane	Female	11/17	(blank)
ID	Name	Gender	Date of Birth	Campus I								
001643283	Sonoma, Sally Jane	Female	11/17	(blank)								
<p>5</p>	<p>From the **Student Details** drop down, select Withdrawal/Repeats, and click Go.</p>	 <p>faculty center advisement class search</p> <p>New Drop-In Advisees</p> <p>▼ FERPA Message for Instructor/Advisor</p> <p>Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.</p> <p>A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.</p> <p>WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.</p> <p>search</p> <p>Sally Sonoma</p> <p>VIEW MY ADVISEES</p> <p>Faculty Center Advisement Class Search</p> <p>Click Search to identify advisee. Then select information from Student</p> <p>Details dropdown & click go.</p> <p>**Student Details** [▼] go</p> <ul style="list-style-type: none"> **Student Details** Academic Information Address Advisor Notes Class Schedule Degree Progress Emergency Contacts Enrollment Appointments Grades Telephone To Do List Transfer Credit Report Unofficial Transcript Withdrawals/Repeats 										

Student Records

6 View the **Repeat Summary, Grades Forgiven, Grades Averaged, and Repeats from Enrollment.**

Repeat Summary –
This summary outlines the number of units used and/or available in each repeat category.

A total of 28.00 units are permitted in a student's career.

Withdrawals		Repeats		
Sally Sonoma				
Repeat Summary				
	Units Used	Units Available	Unit Limit	
Grades Forgiven	0.00	16.00	16.00	
Grades Averaged	0.00	12.00	12.00	
Repeats From Enrollment	3.00	-3.00	0.00	
Total Repeats	3.00	25.00	28.00	
Grades Forgiven Find View All First 1 of 1 Last				
Term	Subject	Catalog Nbr	Class Nbr	Units
Grades Averaged Find View All First 1 of 1 Last				
Term	Subject	Catalog Nbr	Class Nbr	Units
Repeats From Enrollment Find View All First 1 of 1 Last				
Term	Subject	Catalog Nbr	Class Nbr	Units
Fall 2010	BIOL	115	3004	3.00

7 View **Grades Forgiven.**

A student may choose to dismiss a first course attempt by repeating the class, up to 16.00 units. In the section entitled **Grades Forgiven**, the term and course details of forgiven classes will be listed.

Units attempted in this second attempt will count for units earned.

Withdrawals		Repeats		
Sally Sonoma		EmplID: 001643283		
Repeat Summary				
	Units Used	Units Available	Unit Limit	
Grades Forgiven	3.00	13.00	16.00	
Grades Averaged	0.00	12.00	12.00	
Repeats From Enrollment	0.00	0.00	0.00	
Total Repeats	3.00	25.00	28.00	
Grades Forgiven Find View All First 1-2 of 2 Last				
Term	Subject	Catalog Nbr	Class Nbr	Units
Spring 2010	PSY	250	1333	3.00
Fall 2009	MATH	245	3133	
Grades Averaged Find View All First 1 of 1 Last				
Term	Subject	Catalog Nbr	Class Nbr	Units
Repeats From Enrollment Find View All First 1 of 1 Last				
Term	Subject	Catalog Nbr	Class Nbr	Units

8 View Grades Averaged.

A student may average multiple attempts of a course, up to 12.00 units. In the section entitled **Grades Averaged**, the term and course details of averaged courses will be listed.

The averaged grade will count toward the GPA, but units earned will carry from the 1st repeat attempt.

Withdrawals		Repeats		
Sally Sonoma		EmplID: 001643283		
Repeat Summary				
	Units Used	Units Available	Unit Limit	
Grades Forgiven	0.00	16.00	16.00	
Grades Averaged	4.00	8.00	12.00	
Repeats From Enrollment	0.00	0.00	0.00	
Total Repeats	4.00	24.00	28.00	
Grades Forgiven				
Find View All		First 1 of 1 Last		
Term	Subject	Catalog Nbr	Class Nbr	Units
Grades Averaged				
Find View All		First 1 of 1 Last		
Term	Subject	Catalog Nbr	Class Nbr	Units
Fall 2010	ENGL	301	2007	4.00
Repeats From Enrollment				
Find View All		First 1 of 1 Last		
Term	Subject	Catalog Nbr	Class Nbr	Units

NOTE: The screen view above reflects how Repeat balances will appear at the *conclusion* of the Fall 2010 semester.

9 **View Repeats from Enrollment.**

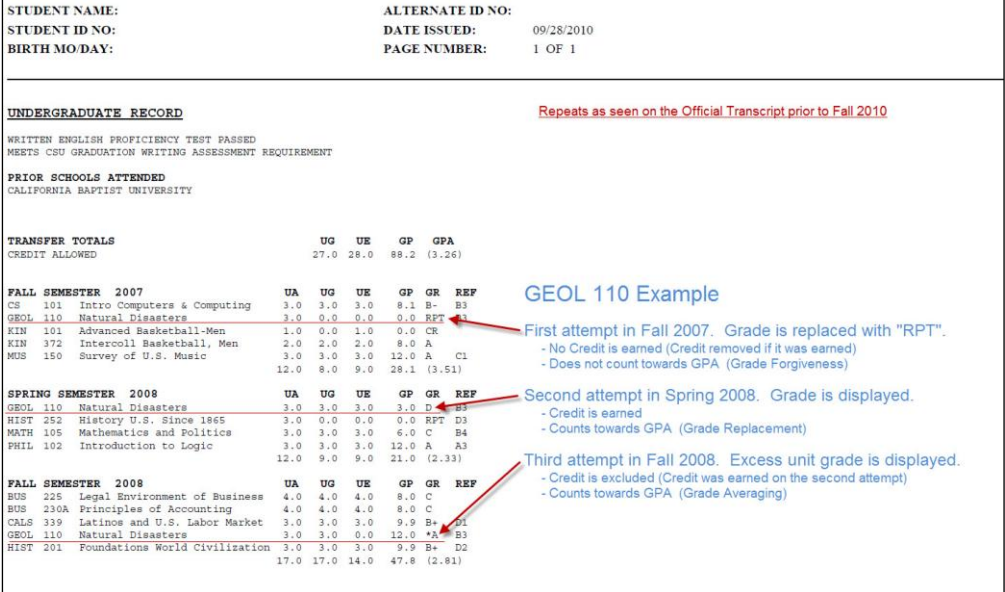
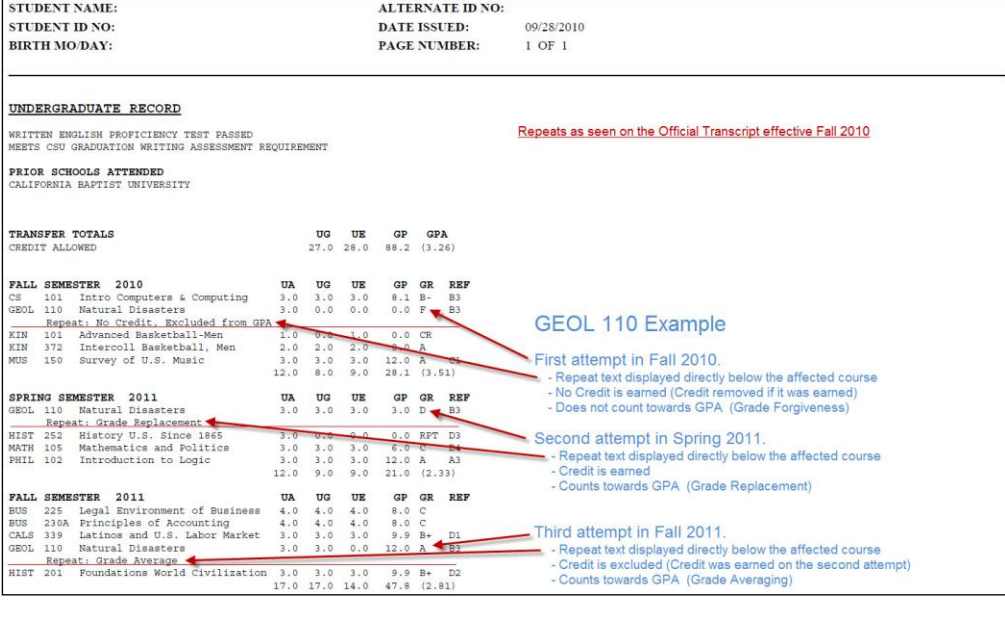
As students enroll to repeat a course during Fall 2010 and subsequent terms, the number of units will subtract from the units available column. The class(es) taken will be listed in the **Repeats from Enrollment** section at the bottom of this screen. Once the class is completed, the units and course details will move to the 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.

Withdrawals		Repeats		
Sally Sonoma				
Repeat Summary				
	Units Used	Units Available	Unit Limit	
Grades Forgiven	0.00	16.00	16.00	
Grades Averaged	0.00	12.00	12.00	
Repeats From Enrollment	3.00	-3.00	0.00	
Total Repeats	3.00	25.00	28.00	
Grades Forgiven				
Find View All		First <input type="text" value="1 of 1"/> Last		
Term	Subject	Catalog Nbr	Class Nbr	Units
Grades Averaged				
Find View All		First <input type="text" value="1 of 1"/> Last		
Term	Subject	Catalog Nbr	Class Nbr	Units
Repeats From Enrollment				
Find View All		First <input type="text" value="1 of 1"/> Last		
Term	Subject	Catalog Nbr	Class Nbr	Units
Fall 2010	BIOL	115	3004	3.00

Lesson 2: Repeat Balance View on the Official Transcript

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

Explanation	Screenshot
<p>This view shows a course that was repeated <i>prior</i> to the implementation of the Repeat Balance limits.</p>	 <p>STUDENT NAME: ALTERNATE ID NO: STUDENT ID NO: DATE ISSUED: 09/28/2010 BIRTH MO:DAY: PAGE NUMBER: 1 OF 1</p> <p>UNDERGRADUATE RECORD Repeats as seen on the Official Transcript prior to Fall 2010</p> <p>WRITTEN ENGLISH PROFICIENCY TEST PASSED MEETS CSU GRADUATION WRITING ASSESSMENT REQUIREMENT</p> <p>PRIOR SCHOOLS ATTENDED CALIFORNIA BAPTIST UNIVERSITY</p> <p>TRANSFER TOTALS UG UE GP GPA CREDIT ALLOWED 27.0 28.0 88.2 (3.26)</p> <p>FALL SEMESTER 2007 UA UG UE GP GR REF CS 101 Intro Computers & Computing 3.0 3.0 3.0 8.1 B- B3 GEOL 110 Natural Disasters 3.0 0.0 0.0 0.0 RPT B3 GEOL 110 Example KIN 101 Advanced Basketball-Men 1.0 0.0 1.0 0.0 CR First attempt in Fall 2007. Grade is replaced with "RPT". - No Credit is earned (Credit removed if it was earned) - Does not count towards GPA (Grade Forgiveness) KIN 372 Intercol Basketball, Men 2.0 2.0 2.0 8.0 A MUS 150 Survey of U.S. Music 3.0 3.0 3.0 12.0 A C1 12.0 8.0 9.0 28.1 (3.51)</p> <p>SPRING SEMESTER 2008 UA UG UE GP GR REF GEOL 110 Natural Disasters 3.0 3.0 3.0 3.0 D B3 Second attempt in Spring 2008. Grade is displayed. - Credit is earned - Counts towards GPA (Grade Replacement) HIST 252 History U.S. Since 1865 3.0 0.0 0.0 0.0 RPT D3 MATH 105 Mathematics and Politics 3.0 3.0 3.0 6.0 C B4 PHIL 102 Introduction to Logic 3.0 3.0 3.0 12.0 A A3 12.0 9.0 9.0 21.0 (2.33)</p> <p>FALL SEMESTER 2008 UA UG UE GP GR REF BUS 225 Legal Environment of Business 4.0 4.0 4.0 8.0 C BUS 230A Principles of Accounting 4.0 4.0 4.0 8.0 C CALS 339 Latinos and U.S. Labor Market 3.0 3.0 3.0 9.9 B+ D1 GEOL 110 Natural Disasters 3.0 3.0 0.0 12.0 A B3 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) HIST 201 Foundations World Civilization 3.0 3.0 3.0 9.9 B+ D2 17.0 17.0 14.0 47.8 (2.81)</p>
<p>This view shows a course that was repeated <i>after</i> the implementation of the Repeat Balance limits.</p> <p>The RPT code is no longer used and the actual grade earned is listed. A descriptive note will display below each repeat attempt to identify how the grade will apply to units attempted, GPA, and repeat limits.</p>	 <p>STUDENT NAME: ALTERNATE ID NO: STUDENT ID NO: DATE ISSUED: 09/28/2010 BIRTH MO:DAY: PAGE NUMBER: 1 OF 1</p> <p>UNDERGRADUATE RECORD Repeats as seen on the Official Transcript effective Fall 2010</p> <p>WRITTEN ENGLISH PROFICIENCY TEST PASSED MEETS CSU GRADUATION WRITING ASSESSMENT REQUIREMENT</p> <p>PRIOR SCHOOLS ATTENDED CALIFORNIA BAPTIST UNIVERSITY</p> <p>TRANSFER TOTALS UG UE GP GPA CREDIT ALLOWED 27.0 28.0 88.2 (3.26)</p> <p>FALL SEMESTER 2010 UA UG UE GP GR REF CS 101 Intro Computers & Computing 3.0 3.0 3.0 8.1 B- B3 GEOL 110 Natural Disasters 3.0 0.0 0.0 0.0 F B3 GEOL 110 Example Repeat: No Credit Excluded from GPA 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) KIN 101 Advanced Basketball-Men 1.0 0.0 1.0 0.0 CR KIN 372 Intercol Basketball, Men 2.0 2.0 2.0 8.0 A MUS 150 Survey of U.S. Music 3.0 3.0 3.0 12.0 A C1 12.0 8.0 9.0 28.1 (3.51)</p> <p>SPRING SEMESTER 2011 UA UG UE GP GR REF GEOL 110 Natural Disasters 3.0 3.0 3.0 3.0 D B3 Second attempt in Spring 2011. Repeat: Grade Replacement Repeat text displayed directly below the affected course - Credit is earned - Counts towards GPA (Grade Replacement) HIST 252 History U.S. Since 1865 3.0 0.0 0.0 0.0 RPT D3 MATH 105 Mathematics and Politics 3.0 3.0 3.0 6.0 C B4 PHIL 102 Introduction to Logic 3.0 3.0 3.0 12.0 A A3 12.0 9.0 9.0 21.0 (2.33)</p> <p>FALL SEMESTER 2011 UA UG UE GP GR REF BUS 225 Legal Environment of Business 4.0 4.0 4.0 8.0 C BUS 230A Principles of Accounting 4.0 4.0 4.0 8.0 C CALS 339 Latinos and U.S. Labor Market 3.0 3.0 3.0 9.9 B+ D1 GEOL 110 Natural Disasters 3.0 3.0 0.0 12.0 A B3 Third attempt in Fall 2011. Repeat: Grade Average Repeat text displayed directly below the affected course - Credit is excluded (Credit was earned on the second attempt) - Counts towards GPA (Grade Averaging) HIST 201 Foundations World Civilization 3.0 3.0 3.0 9.9 B+ D2 17.0 17.0 14.0 47.8 (2.81)</p>