

The following contains information regarding how to update repeat codes for courses taken at the University of Calgary.

In general, repeat codes should be assigned correctly by the system during the batch Repeat Check process which runs at the end of each term once final grades have been posted for all courses. The following chart summarizes what the repeat check entails and the results which are expected from the process:

### Repeat Code Chart:

|                | Grade | *On Enrolment | Round 1 | Round 2 | Round 3 |
|----------------|-------|---------------|---------|---------|---------|
| First Attempt  | C     |               | Low     | Low     | Low     |
| Second Attempt | B     |               | High    | Low     | Low     |
| Third Attempt  | A+    | OVRD          |         | OHHH    | High    |
| Fourth Attempt | A     | OVRD          |         |         | OLOW    |

\*Students cannot enroll into a third or subsequent attempt of the same course unless an “override” approval is granted. This OVRD repeat codes indicates to the system, at the time of enrolment, the repeat attempt has been approved. The Low/High codes are assigned when final grades are present for each attempt. (i.e. at the end of each term).

There are circumstances when the codes might not be assigned correctly, if that occurs, staff members in Faculty offices and Student and Enrolment Services have the access provisioning to make corrections to Repeat Codes. An Enrollment Request component can be used to add, change or delete Repeat Codes from the enrollment record related to a specific class in a specific term.

Situations that require manual correction will be reported on the Repeated Course Report which can be run for a term and for a specific faculty. When an error situation is reported for a student, it may involve one or more of the attempts for the same course.

### Navigation: **Academic Advisement > Academic Advising Summary > Select Enrollment Request:**

Follow these steps for **EACH** instance of the course where a repeat code needs to be corrected. Corrections are made on the enrolment record for each individual class:

1. Create a new Enrollment Request (Quick Enroll may be used instead) for a student using the term where the course attempt occurred that requires a Repeat Code added, changed or deleted.
2. Select the Action of “Normal Maintenance”:

\*Action:  ▼

3. Use the Class Nbr lookup to select the enrollment record for the course to be updated. Select the desired course by clicking the checkmark.

# Updating Repeat Codes

SA – Academic Advisement



Enrollment Request

### Enrollment Listing

Request ID 0000000000 ID   
UGRD Institution: UCALG Term: W17

| Subject  | Catalog | Section | Unit Taken | Class Nbr | Status   | Reason   | Grading Basis | Grade | Session          |
|--|---------|---------|------------|-----------|----------|----------|---------------|-------|------------------|
| <input checked="" type="checkbox"/> SCIE<br>Lecture<br>Scientific Explorations       | 331     | 01      | 3.00       | 17223     | Enrolled | Enrolled | Graded        | A-    | Regular Academic |
| <input checked="" type="checkbox"/> COMS<br>Lecture<br>Crit Perspect Hlth & Science  | 393     | 01      | 3.00       | 26820     | Enrolled | Enrolled | Graded        | B+    | Regular Academic |
| <input checked="" type="checkbox"/> MUSI<br>Lecture<br>Music in Pop Cult: Performers | 302     | 01      | 3.00       | 27001     | Enrolled | Enrolled | Graded        | A     | Regular Academic |

- Once the information for the course is displayed, existing grade and Repeat Codes will display. Additionally the Repeat Code field is now editable.

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending

\*Action

Override Action Date  Wait List Okay

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Class Nbr  SCIE 331 01 Lecture Scientific Explorations  
Regular Academic Undergraduate Programs

Related Class 1

Related Class 2

Instructor ID

- Add a code by entering it or select it from the lookup tool (e.g. HIGH Higher Grade):

**Look Up Repeat Code** Help

Set ID: UCALG

Repeat Scheme: UGRD

Repeat Code:

Description:

**Search Results**

View 100 First 1-9 of 9 Last

| Repeat Code | Description                    |
|-------------|--------------------------------|
| FSUP        | Supplemental - Exam            |
| HIGH        | Higher Grade                   |
| LOW         | Lower Grade                    |
| LRYR        | Law Repeated Year              |
| OHGH        | Override High                  |
| OLOW        | Override Low                   |
| OSUP        | Supplemental - Original Enroll |
| OVRD        | Override - Repeat Permitted    |
| REPT        | Repeated Course                |

6. Submit the transaction. The code becomes part of the enrollment record for the class.
7. Use the same method to change a code.
8. Deletions can be completed by entering the Repeat Code field and selecting the existing code and deleting it. Submit the transaction which will remove the code from the enrollment record for the class.

**Tip:** Review the Repeat Codes in the student’s Academic Advising Summary > Full Course History page.  
 Academic Advising > Academic Advising Summary > Full Course History

**Full Course History**

Institution: UCALG University of Calgary   
 Career: Undergrad Undergraduate Programs **Maxi Term:** Fall 2016 / Winter 2017  
 ID:

| Course Details |     |         |                 |       |       |          |             |  |    |        |                   |             |                |            |             |             |           |           |
|----------------|-----|---------|-----------------|-------|-------|----------|-------------|--|----|--------|-------------------|-------------|----------------|------------|-------------|-------------|-----------|-----------|
| Course         | Nbr |         | Course Topic ID | Grade | Units | Term     | Taken Order |  | TC | TC Grp | Articulation Term | Earn Credit | Include in GPA | Add Dt     | Repeat Code | Designation | Course ID | Class Nbr |
| CMCL           | 301 | Lecture | 01              | A-    | 3.00  | 2161 W16 | 2016-01     |  |    |        |                   | Y           | Y              | 2015/05/06 |             |             | 162319    | 12950     |
| COMS           | 201 | Lecture | 01              | B     | 3.00  | 2157 F15 | 2015-09     |  |    |        |                   | Y           | Y              | 2015/05/06 |             |             | 106150    | 70389     |

# Updating Repeat Codes

SA – Academic Advisement



|      |     |            |     |       |      |     |         |                           |   |       |      |   |            |      |        |        |
|------|-----|------------|-----|-------|------|-----|---------|---------------------------|---|-------|------|---|------------|------|--------|--------|
| MUSI | 302 | Lecture 01 | A   | 3.00  | 2171 | W17 | 2017-01 |                           |   |       | Y    | Y | 2016/09/25 |      | 162579 | 27001  |
| MUSI | 402 | Lecture 01 | 5 A | 3.00  | 2161 | W16 | 2016-01 | The Music of Led Zeppelin |   |       | Y    | Y | 2015/05/06 |      | 162581 | 21262  |
| OPTN | 2XX |            | TR  | 30.00 |      |     | 0000-00 |                           | O | 1-1.1 | 2157 | Y | N          |      |        | 131151 |
| SCIE | 331 | Lecture 01 | A-  | 3.00  | 2171 | W17 | 2017-01 |                           |   |       | Y    | Y | 2016/03/31 | HIGH | 161943 | 17223  |

Open:  Go

Save Return to Search Previous in List Next in List Notify

[Student Record Summary](#) | [Term Summary](#) | [Record Summary Overrides](#) | [Full Course History](#) | [DegNav - Defined Words](#) | [DegNav - Renames](#)

## Selecting the Correct Repeat Code When Correcting an Error:

1. If there are only 2 attempts of the same course, the one with the higher grade should have the code "HIGH" and the one with the lower grade should have the code "LOW". **NOTE:** The HIGH or OHGH code denotes the one attempt of all the repeats that will earn credit toward completion of a program. Each course group should have only one or the other of these codes present within that group of attempts.
2. If the 3rd attempt has the error code of "REPT" it will be necessary to look at all 3 attempts to determine how to correct the codes. A 3rd or subsequent attempt should be assessed in comparison with the highest of the previous attempts – in other words, check which attempt currently has the code of "HIGH" and make the following correction(s):

### First Example:

|                | Grade | Repeat Code | Required Changes | Corrected Codes |
|----------------|-------|-------------|------------------|-----------------|
| First Attempt  | C     | LOW         | Ok – no change   | LOW             |
| Second Attempt | B     | HIGH        | LOW              | LOW             |
| Third Attempt  | A+    | REPT        | OHGH (1)         | OHGH (2)        |

### Second Example:

|                | Grade | Repeat Code | Required Changes | Corrected Codes |
|----------------|-------|-------------|------------------|-----------------|
| First Attempt  | C     | LOW         | Ok – no change   | LOW             |
| Second Attempt | B     | HIGH        | Ok – no change   | HIGH (2)        |
| Third Attempt  | C+    | REPT        | OLOW(1)          | OLOW            |

### Examples of Multiple Attempts:

|                | <b>Grade</b> | <b>Repeat Code</b> | <b>Required Changes</b> | <b>Corrected Codes</b> |
|----------------|--------------|--------------------|-------------------------|------------------------|
| First Attempt  | C            | LOW                | Ok – no change          | LOW                    |
| Second Attempt | B            | LOW                | Ok – no change          | LOW                    |
| Third Attempt  | A+           | OHGH               | Ok – no change          | OHGH (2)               |
| Fourth Attempt | A            | REPT               | OLOW                    | OLOW                   |

### Or:

|                | <b>Grade</b> | <b>Repeat Code</b> | <b>Required Changes</b> | <b>Corrected Codes</b> |
|----------------|--------------|--------------------|-------------------------|------------------------|
| First Attempt  | C            | LOW                | Ok – no change          | LOW                    |
| Second Attempt | B            | LOW                | Ok – no change          | LOW                    |
| Third Attempt  | B+           | OHGH               | OLOW                    | OLOW                   |
| Fourth Attempt | C+           | OLOW               | Ok – no change          | OLOW                   |
| Fifth Attempt  | A            | REPT               | OHGH                    | <b>OHGH (2)</b>        |

### Notes:

- OHGH or OLOW must be used to indicate that a higher/lower grade has been earned during a third or subsequent attempt in the same course. After two attempts have been made, subsequent attempts require special approval. The system will return the following error message if a staff member attempts to assign the "HIGH" or "LOW" code to a third or subsequent repeat attempt:

|   |              |  |
|---|--------------|--|
| <b>Message Sequence</b> 1   | <b>Error</b> | <b>Last Update DateTime</b> 18/01/26 1:16:44PM |
| Course previously taken. Enrollment not allowed. (14640,173)  |              |  |
| The repeatable limit for any given course, as established by the Institution's Repeat Rules, has been exceeded. Enrollment beyond this limit is not allowed without permission. |              |  |

- Only one of the attempts will have either the HIGH or OHGH code within any group of repeated attempts for the same course. When these codes are assigned correctly by the batch process, they will be assigned to the attempt with the highest grade; or the most recent attempt that shares the highest grade. These codes indicate to the system that the noted attempt will be assigned credit. When LOW or OLOW is assigned to an attempt, it does not earn credit but will be calculated in the term GPA within the term in which it was taken and completed. Therefore for any one course there should only be one HIGH-type code and all other attempts must have a LOW-type code. If more than one attempt is earning credit, the situation will be reported on the Repeated Course Report for investigation.