

SA – Academic Advisement

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	С		Low	Low	Low
Second Attempt	В		High	Low	Low
Third Attempt	A+	OVRD		OHGH	High
Fourth Attempt	Α	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:

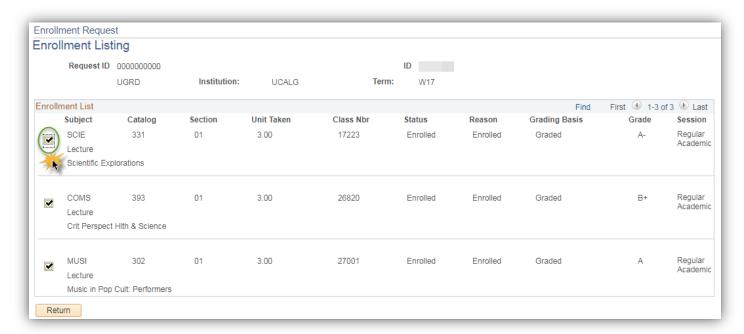
- 1. Create a new Enrollment Request (Quick Enroll may be used instead) for a student using the term where the course attempt occurred that requires a Repeat Code added, changed or deleted.
- 2. Select the Action of "Normal Maintenance":

\*Action: Normal Maintenance

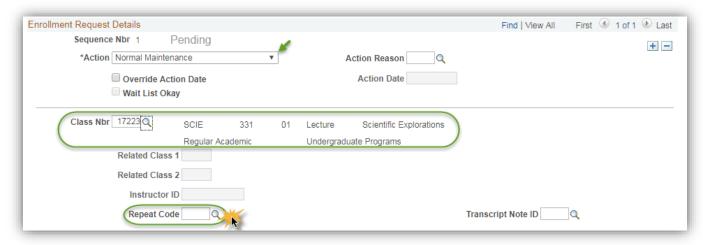
3. Use the Class Nbr lookup to select the enrollment record for the course to be updated. Select the desired course by clicking the checkmark.

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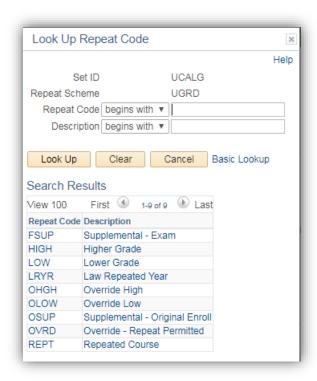
4. Once the information for the course is displayed, existing grade and Repeat Codes will display. Additionally the Repeat Code field is now editable.



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

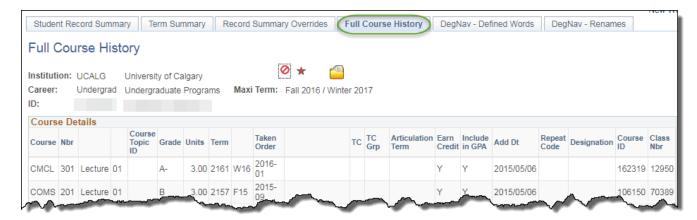


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- 6. Submit the transaction. The code becomes part of the enrollment record for the class.
- 7. Use the same method to change a code.
- 8. Deletions can be completed by entering the Repeat Code field and selecting the existing code and deleting it.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



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### **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	<b>Corrected Codes</b>
First Attempt	С	LOW	Ok – no change	LOW
Second Attempt	В	HIGH	LOW	LOW
Third Attempt	A+	REPT	OHGH (1)	OHGH (2)

#### **Second Example:**

	Grade	Repeat Code	Required Changes	<b>Corrected Codes</b>
First Attempt	С	LOW	Ok – no change	LOW
Second Attempt	В	HIGH	Ok – no change	HIGH (2)
Third Attempt	C+	REPT	OLOW(1)	OLOW



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### **Examples of Multiple Attempts:**

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

#### Or:

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

#### **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:

Message Sequence 1 Error Last Update DateTime 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.