

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 Lecture Scientific Explorations	331	01	3.00	17223	Enrolled	Enrolled	Graded	A-	Regular Academic
<input checked="" type="checkbox"/> COMS Lecture Crit Perspect Hlth & Science	393	01	3.00	26820	Enrolled	Enrolled	Graded	B+	Regular Academic
<input checked="" type="checkbox"/> MUSI Lecture 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

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

Student Record Summary | Term Summary | Record Summary Overrides | **Full Course History** | DegNav - Defined Words | DegNav - Renames

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:

	Grade	Repeat Code	Required Changes	Corrected Codes
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:

	Grade	Repeat Code	Required Changes	Corrected Codes
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	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.