

# SOLAR – WITHDRAWAL & REPEAT SUMMARIES (FACULTY) GUIDE

#### **VIEWING WITHDRAWAL & REPEAT SUMMARIES**

Student withdrawal and repeat summaries can be viewed within SOLAR SA. This reference guide covers navigation for **Faculty**.

To view the Withdrawal Limit Policy:

http://www.csun.edu/senate/policies/undergrad\_withdrawals.pdf http://www.csun.edu/catalog/policies/withdrawals-graduate-policy/

To view the Repeat Limit Policy:

http://www.csun.edu/senate/policies/undergrad\_repeating\_courses.pdf http://www.csun.edu/catalog/policies/repeat-of-courses-graduate-policy/

#### Faculty Navigation

- 1. Go to: <u>http://www.csun.edu</u>
- 2. Select the **MYNORTHRIDGE PORTAL** link.
- 3. Log in to the **myNorthridge Portal** with your username and password.
- 4. Select the Login button.

Figure 1 – myNorthridge Portal Login

RTALLOC	IN	
	illa	

5. On the Faculty tab, from the Student Administration pagelet, select EO1037 – Student Inquiry.

Figure 2 – EO1037 – Student Inquiry Link





### 6. Select on EO1037 – Student Inquiry.

Figure 3 – EO1037 – Student Inquiry Link

Menu	Address of the second second second second		1				
SOLAR On-Line Training Catalog	Student Administration						
SOLAR NA SOLAR SA Reporting Tools CSUN Webmail	Class Search View the CSUN Schedule of Classes	Class Roster Download Class Roster Download	Maintain My Home Page Address Maintain My Home Page Address				
Take a Survey	Record Grades Enter Grades for the Current Semester	View My Class Rosters Current Semester Class Rosters	View My Class Schedule View list of classes for a selected semester				
	View Open Classes View a report of open classes in PDF format for the upcoming semester.	Student Inquiry Search Student Inquiry Search	EO1037 - Student Inquiry				

7. Enter the student's ID number and select the **Search** button. If more than one record displays, select the appropriate record.

Figure 4 – Find an Existing Value Search Screen

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: EmpIID begins with
Search Advanced Search

- 8. The Withdrawal page displays.
  - To view the withdrawal/repeat policy, select the View Withdrawals/Repeats Guide link.
  - The Withdrawal Summary section displays unit limit, units used and available units.
  - Use the Return to Search button to look up another student.

Figure 5 – Withdrawals Tab and Page

Leslie For the W	ithdrawal Limit Polic	ty and tutorial, see:	<u> </u>	Empl10:	
Withdrawa	1 Summary	Withdrawals/Repeats	Guide	_	
Overall Un	it Limit				18.00
Units Used					0.00
Units Avai	lable				18.00
	Courses				
Withdrawa			and the second sec		
Withdrawa Term	Subject	Catalog Nbr	Class Nbr	Units	
Withdrawa Term	Subject	Catalog Nbr	Class Nbr	Units	
Withdrawa Term	Subject	Catalog Nbr	Class Nbr	Units	





- 9. To view repeat summaries, select the **Repeats** tab.
  - To view the withdrawal/repeat policy, select the View Withdrawals/Repeats Guide link.
  - The Repeats page is divided into four sections: Repeat Summary, Grades Forgiven, Grades Averaged and Repeats From Enrollment.

Figure 6 – Repeats Tab and Page

Leslie			EmpliD:					
For the Repeat L	Imit Policy	and tutorial, see:	peats Guide					
Repeat Summar	Y				_			
		Units Used	Previous	Units	le.	Unit Limit		
Grades Forgiven		0.00	13.0	0	3.00	16.00		
Grades Averages	tana an	0.00		:	2.00	12.00		
Repeats From Er	nollment	3.00			3.00	0.00		
Total Repeats		3.00	13.0	0 1	12.00	28.00		
Grades Forgive	n	Find   Vi	W ALL TE	First	1.	1 1 Last		
Term	Subjec	t Catalog	Nbr Clas	s Nbr	Unit	16.		
Grades Average	nd	Find I Vi	TALL S	First	1.0	f 1 (6) 1 41		
Term	Subject	t Catalog	Nbr Clas	s Nbr	Unit	ts.		
Repeats From Enroliment		Fied   Vi		First	9 z o	63 🖹 1444		
Term	Subject	Catalog A	the Class	s Nbr	Unit	19		
Fall Semester 2009	ENGL	205		1383		3.00		

10. Select the **Return to Search** button to search for another student or close out your session by logging out of the Portal.

## **NEED HELP?**

Contact the IT Help Center by phone (818-677-1400), online at (<u>http://techsupport.csun.edu</u>) or in person in (Oviatt Library, First Floor, Learning Commons).

