

## SOLAR SA - WITHDRAWAL & REPEAT SUMMARIES (FACULTY) - REFERENCE GUIDE

### VIEWING WITHDRAWAL & REPEAT SUMMARIES

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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/senate/policies/undergrad_withdrawals.pdf)

To view the **Repeat Limit Policy**:

[http://www.csun.edu/senate/policies/undergrad\\_repeating\\_courses.pdf](http://www.csun.edu/senate/policies/undergrad_repeating_courses.pdf)

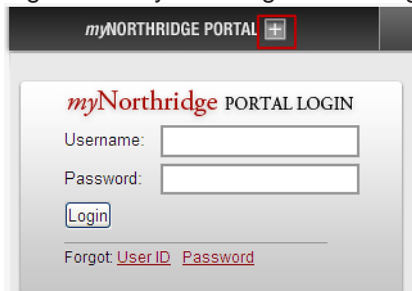
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### Faculty Navigation

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1. Go to: <http://www.csun.edu>
2. Select the **+** sign for the **myNorthridge Portal**.
3. LOG IN to the **myNorthridge Portal** with your username and password.
4. Select the **Login** button.

Figure 1 – myNorthridge Portal Login



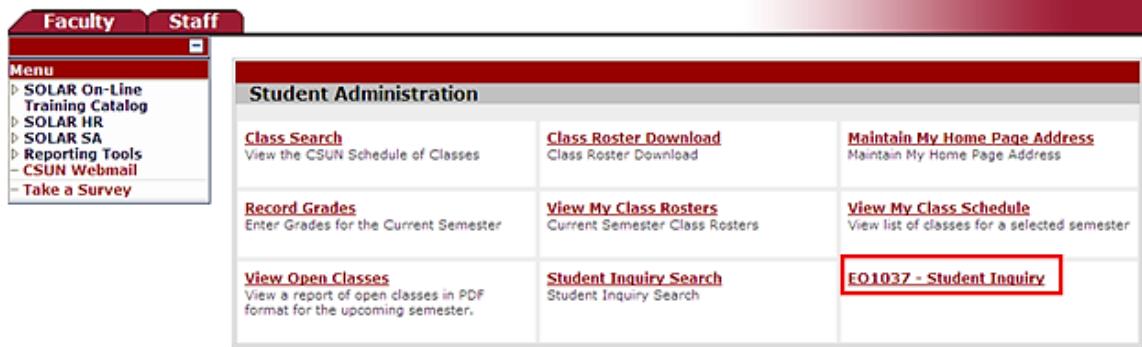
5. On the **Faculty** tab, from the **Student Administration** pagelet, select **EO1037 – Student Inquiry**.

Figure 2 – EO1037 – Student Inquiry Link



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

Figure 3 – EO1037 – Student Inquiry Link



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



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



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 EmpID:

For the Repeat Limit Policy and tutorial, see:  
[View Withdrawals/Repeats Guide](#)

Repeat Summary				
	Units Used	Previous Units	Units Available	Unit Limit
Grades Forgiven	0.00	13.00	3.00	16.00
Grades Averaged	0.00		12.00	12.00
Repeats From Enrollment	3.00		-3.00	0.00
<b>Total Repeats</b>	<b>3.00</b>	<b>13.00</b>	<b>12.00</b>	<b>28.00</b>

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 Semester 2009 ENGL 205 13831 3.00

[Return To Search](#)

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 (<http://techsupport.csun.edu>), or in person in (Oviatt Library, Room 33).