

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: <http://www.csun.edu>
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



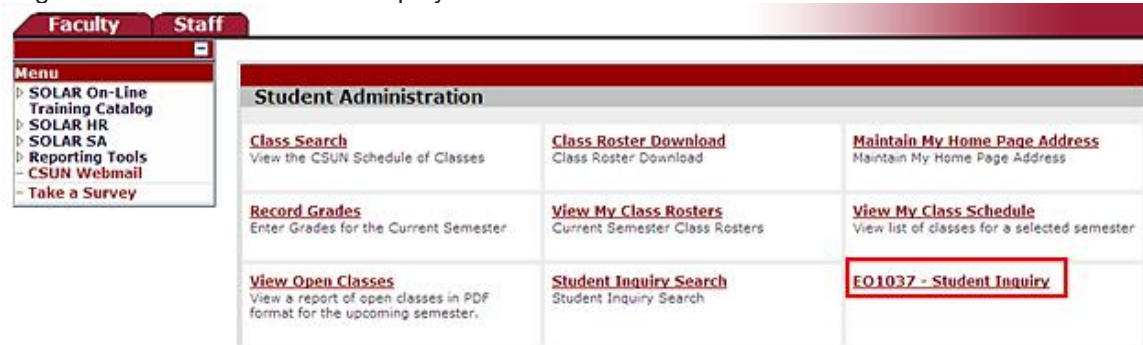
5. On the **Faculty** tab, from the **Student Administration** pagelet, select **EO1037 – Student Inquiry**.

Figure 2 – EO1037 – Student Inquiry Link



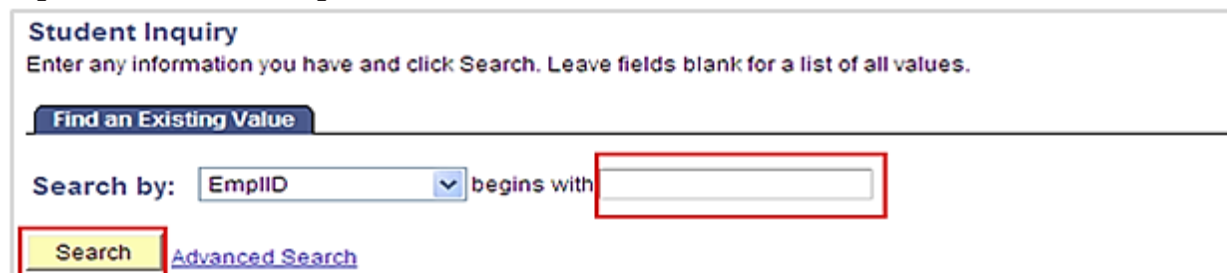
6. Select on **EO1037 – Student Inquiry**.

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

The screenshot shows the 'Repeats' tab selected in a navigation bar. Below the navigation bar, the user's name 'Leslie' and an 'EmpID:' field are visible. A message states 'For the Repeat Limit Policy and tutorial, see:' with a link to 'View Withdrawals/Repeats Guide'. The main content area is divided into four sections:

- Repeat Summary:** A table with columns: Units Used, Previous Units, Units Available, and Unit Limit. Rows include Grades Forgiven, Grades Averaged, Repeats From Enrollment, and Total Repeats.
- Grades Forgiven:** A table with columns: Term, Subject, Catalog Nbr, Class Nbr, and Units. It includes a search bar and pagination (1 of 1).
- Grades Averaged:** A table with columns: Term, Subject, Catalog Nbr, Class Nbr, and Units. It includes a search bar and pagination (1 of 1).
- Repeats From Enrollment:** A table with columns: Term, Subject, Catalog Nbr, Class Nbr, and Units. It includes a search bar and pagination (1 of 1).

A 'Return To Search' button is located at the bottom right of the page.

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, First Floor, Learning Commons).