

SOLAR – WITHDRAWAL & REPEAT SUMMARIES (STAFF) GUIDE

VIEWING WITHDRAWAL & REPEAT SUMMARIES

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

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/>

Staff Navigation

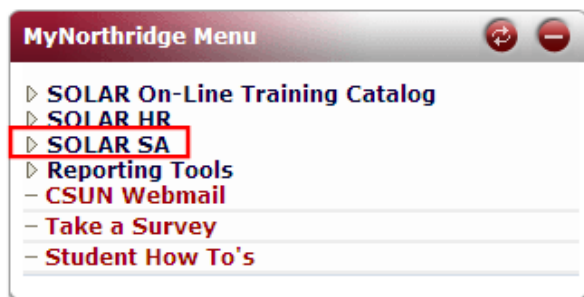
1. Go to: <http://www.csun.edu>
2. Select the **MYNORTHBRIDGE PORTAL** link.
3. Log in to the **myNorthridge Portal** with your username and password.
4. Select the **Login** button.

Figure 1 – myNorthridge Portal Login



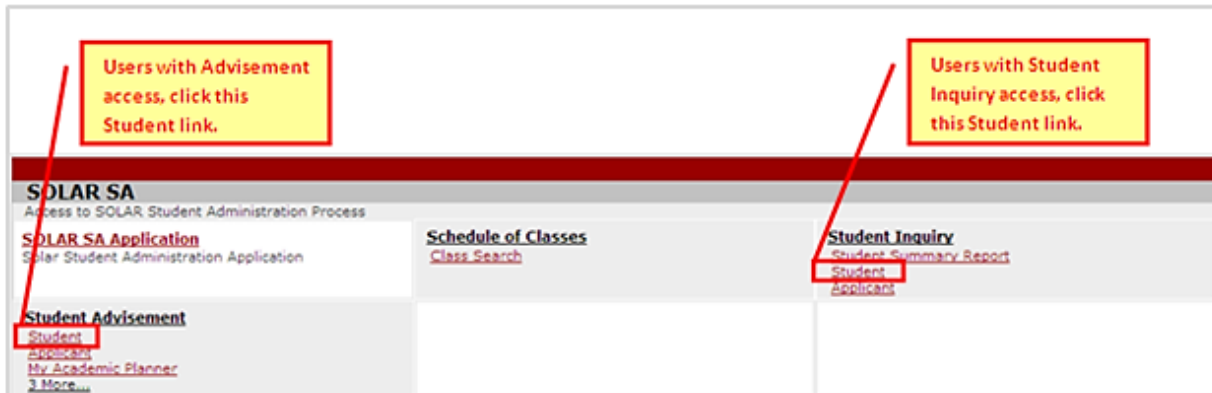
5. On the **Staff** tab, from the **MyNorthridge Menu** pagelet, select **SOLAR SA**.

Figure 2 – SOLAR SA Link



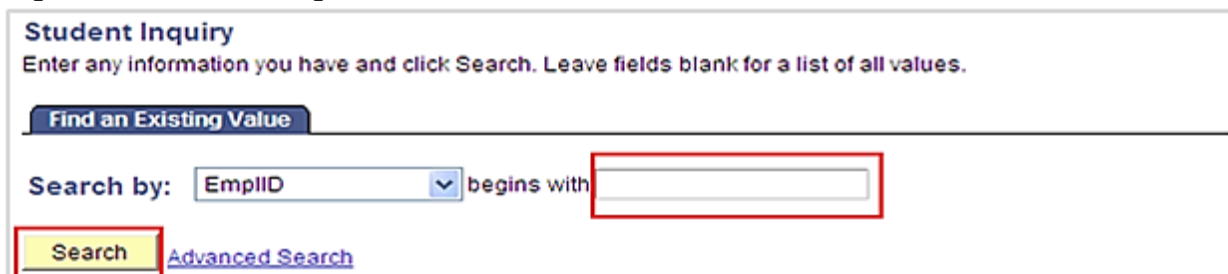
6. Select the **Student** link.
 - Users with advisement access will see the **Student** link under **Student Advisement**.
 - Users with student inquiry access only, will see the **Student** link under **Student Inquiry**.

Figure 3 – Student Link



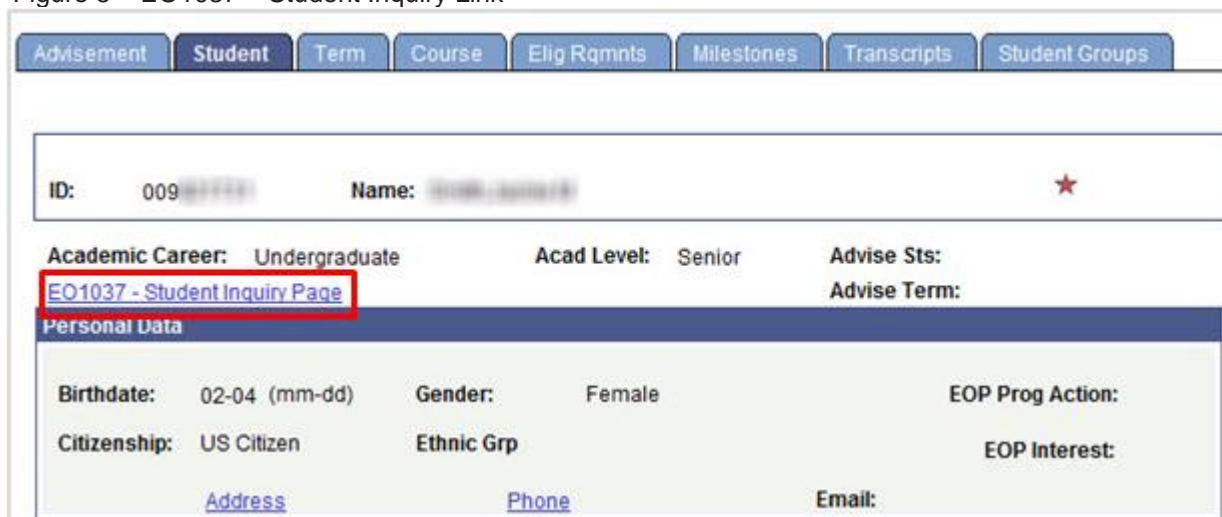
7. Enter the student's ID number and select the **Search** button. If more than one record displays, select the appropriate record.

Figure 4 – Find an Existing Value Search Screen



8. The Student Inquiry page opens. Select the **Student** tab.
9. Select the **EO1037 – Student Inquiry Page** link (see Figure 5).

Figure 5 – EO1037 – Student Inquiry Link



10. 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.

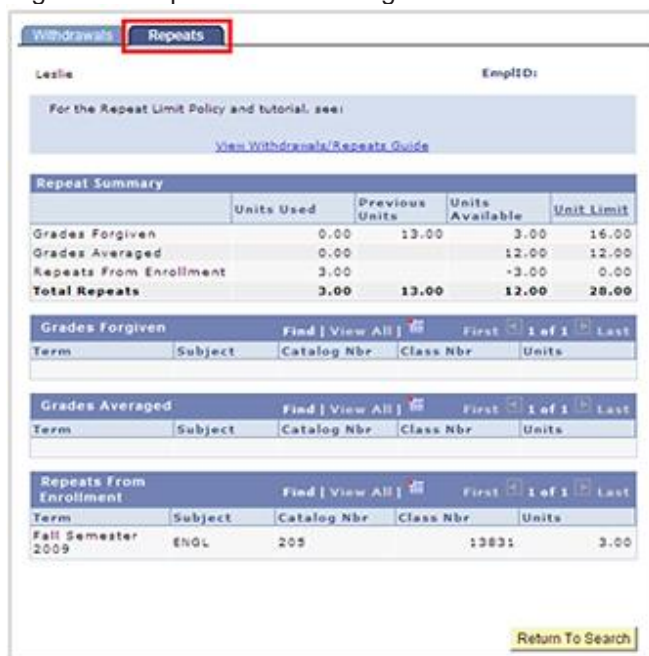
Figure 6 – Withdrawals Tab and Page



11. 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 7 – Repeats Tab and Page



12. 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).