

The following outlines the steps to create a repeated course report. A repeated course report identifies repeat code problems for students. A repeated course report can be obtained at the end of a term to determine whether any students have been assigned the REPT Repeat Code or have codes assigned incorrectly so that they are earning credit for more than one attempt of the same course.

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **Term Processing** link.

[Term Processing](#)

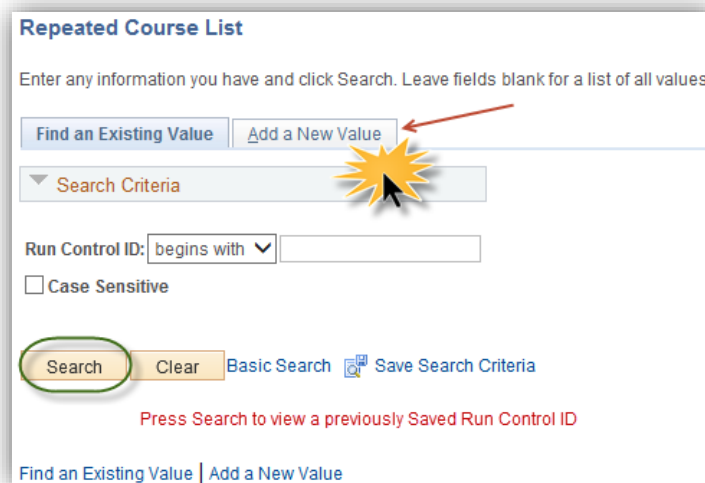
3. Click the **End of Term Processing** link.

[End of Term Processing](#)

4. Click the **Repeated Course Report** link.

[Repeated Course Report](#)

5. The first time you run a repeated course report you will create a Run Control ID (name) for the report. This must be one word with no spaces (eg. onewordnospaces). **Tip:** Use underscores to join several words (eg. one_word_no_spaces). The name of the Run Control ID doesn't affect the results of the process. To view previously saved Run Control ID's press Search.



- Click the **Add a New Value** tab.

[Add a New Value](#)

6. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**repeated_course_report**".

7. Click the **Add** button.

[Add](#)




8. From Repeated Course Report enter applicable report criteria. **Tip:** If you know the desired criteria, you can enter it directly in all fields. Click the **Look up Academic Career** button.

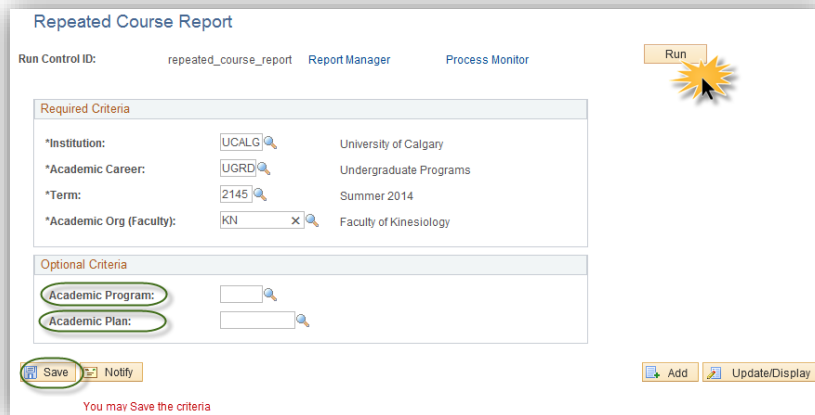


Repeated Course Report

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9. Enter the desired Academic Career:
MED, UGRD or GRAD
10. Enter the desired term or use the Look up tool. When using the Look up tool a list of terms displays. Select the desired term or enter it and press Look up. For example Summer 2014 (2145). Click the **Look up Term** button.

11. Select the desired Academic Org (Faculty). **Tip:** You can enter it directly or use Look up. Click the **Look up Academic Org (Faculty)** button.

12. A list of Academic Orgs (Faculty) will display. Select the desired Faculty and press Enter or Look Up. For example, select KN for Kinesiology. Click the **KN** link.

13. Once you have entered the Required Criteria you can run the report or you can save it for later. The optional criteria can be used to obtain smaller groupings of information. Ensure that you specify a valid Academic Program/Plan combination or the report may not be able to produce any records.



Repeated Course Report

Run Control ID: repeated_course_report Report Manager Process Monitor

Required Criteria

*Institution:	UCALG	University of Calgary
*Academic Career:	UGRD	Undergraduate Programs
*Term:	2145	Summer 2014
*Academic Org (Faculty):	KN	Faculty of Kinesiology

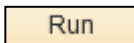
Optional Criteria

Academic Program:	
Academic Plan:	

Save Notify Add Update/Display

You may Save the criteria

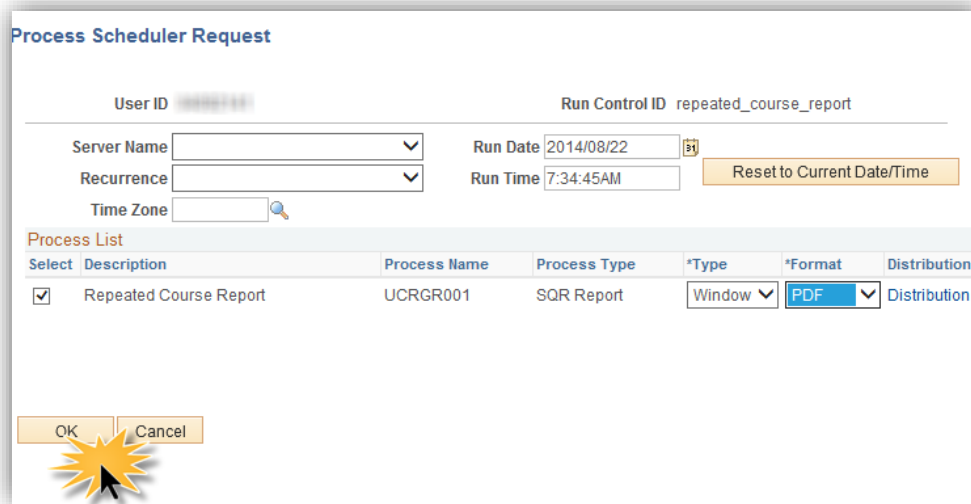
Click the **Run** button.



14. The Process Scheduler Request allows you to select the report output type and format. Click the **Type** list.

15. The output type indicates that you may send the output to:
 - a printer
 - view in a separate window the progress of the run control
 - leave this page open while the process runs

For this example, select Window. Format indicates the final report output (Excel or PDF). Select CSV if you would like the results downloaded to Excel. For this example, select PDF. When you have indicated the Type and Format press **OK** to begin the process.



Process Scheduler Request

User ID: [REDACTED] Run Control ID: repeated_course_report

Server Name: [Dropdown] Run Date: 2014/08/22 [Calendar Icon]

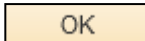
Recurrence: [Dropdown] Run Time: 7:34:45AM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Repeated Course Report	UCRGR001	SQR Report	Window	PDF	Distribution

OK Cancel

Click the **OK** button.



16. When "Window" is selected, a separate window will display the progress of the report. **Queued** indicates the report has been queued for processing. **Processing** indicates the process is continuing, and **Success** indicates the report is complete and it will display the report for viewing (ie. PDF or Excel).

Repeated Course Report

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17. The report displays information for each attempt of a course for which a Repeat Code issue is being reported:
- Student ID
 - Equivalent Course ID (if relevant)
 - Course ID
 - Term (specific instance of the course)
 - Subject
 - Catalog Nbr
 - Cass Section (if transfer credit will indicate CRSE on report)
 - Grade
 - Repeat Code

Note: For FOIP reasons some data has been removed.

Last Name	First Name	Student ID	Equivalent Course ID	Course ID	Term	Subject	Catalog Nbr	Class Section	Grade	Repeat Code
First Student				125997	2127	MATH	251	CRSE	C+	REPT
				124407	2137	PHYS	203	CRSE	C	REPT
Third Student				104794	2121	CHEM	203	03	C	HIGH
				104794	2127	CHEM	203	03	B-	LOW

18. The first student indicates a **REPT** code that no valid repeat code could be determined by the system for this course and that a repeat code must be determined manually.

The third student indicates **HIGH** which is the lower of the two grades listed. It is important to view the student's entire record to determine how best to proceed with correcting the records. Codes assigned to courses can be amended using an **Enrollment Request** transaction. Codes associated with courses coming into the record as transfer credit model which contains each instance of the course. Sometimes more than one attempt is recorded with the same model. Occasionally they are spread across multiple models and terms. The term displayed in the report is the term in which the course was taken or to which the transfer credit model was articulated.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.