

UPDATING REPEATED COURSES PROCEDURES

TABLE OF CONTENTS

1. PROCEDURES FOR UPDATING REPEATED COURSES Overview.....	3
2. Link to the latest NCR (No Credit Retained) Legislation.....	4
3. Notes.....	5
4. Initial Steps.....	6-8
5. Next Steps: How to Update a Repeated, Cross-Listed, Course Credit Exclusion Course or a Designated Course Exclusion in PES (Persona Enrolment System).....	9-18
6. A Brief Note on Calculating Averages and Decisions	19
7. Updating a Repeated, Cross-Listed, Course Credit Exclusion Course or a Designated Course Exclusion in PES (Personal Enrolment System) after a Faculty Transfer or Degree Change.....	20
8. Questions or Comments.....	20

PROCEDURES FOR UPDATING REPEATED COURSES

Overview

When a student repeats a course for the second time the second grade becomes the grade of record. In this case the first attempt is excluded from averages and credits. If the course is repeated a third or more times these subsequent attempts are also excluded from averages and credits. This process is the same for cross-listed and course credit exclusion courses.

The bulk of the exclusions for repeated courses are done by the senior member of the Grades Team during the climax of a grades exercise each term (fall, winter and summer) however, course credit exclusions are not fully represented on the list generated in the SIS (Student Information System) Reports for this bulk upload.

Link to the latest NCR Legislation:

<http://www.yorku.ca/secretariat/policies/document.php?document=92>

POLICIES, PROCEDURES AND REGULATIONS

Repeating Passed or Failed Courses for Academic Credit, Policy on

Notes: Approved by Senate: 1998/06/25; Amended: 2002/05/23 and 2004/06/24; Date Effective: September 2004 and June 26, 2008.

Approval Authority: Senate

Policy Statement

1. (a) Students are allowed to repeat a passed or a failed course once for academic degree or certificate credit. Students should note that course availability and space considerations may preclude the possibility of repeating a course in the session they choose.

(b) When a student is allowed to repeat a course for academic degree or certificate credit, the second grade will be the grade of record and the only grade calculated in the student's grade point average (Major, Cumulative, Sessional and Overall). A course can be credited only once towards satisfaction of degree or certificate academic credit requirements.

(c) The record of both the first and second time the course was taken will appear on the student's transcript, with the first course designated as 'No Credit Retained'. [1]

(d) The restrictions regarding repeating a passed or failed course also apply to cross listed courses and course credit exclusions.
2. The above items do not apply to graduate degree or diploma programs, the BEd degree programs of the Faculty of Education, or the LLB degree program of Osgoode Hall Law School.
3. The above items do not apply to practicum courses offered in the Bachelor of Social Work degree program or practicum courses offered in the Bachelor of Science in Nursing (BScN) degree program.

[1] It should be noted that when a course is repeated, the first instance of the course being taken and the grade that was awarded will continue to appear on the transcript with the designation "NCR" – "No Credit Retained" - added as a qualification beside the grade. The transcript legend will explain that the NCR designation means that neither the course credit nor grade have been included in the calculation of the student's grade point average.

Notes:

This last legislation is an amendment to two prior ones however; other legislations exist prior to these three which require a different order of updating, a lower passing grade, a partial exclusion and so on. A course repeated prior to September 2004 will not benefit from this legislation unless approved by petition to the Faculty.

- **Personal Alerts:** Personal alerts pop up on a student's record from time to time that contain important messages that can affect the updating of a repeated course. For example, if a student is found guilty of an academic misconduct there might be specific messages on the alerts as to how to update the exclusions for the repeated course(s) involved.
- For any given student record, more than one legislation may apply, as some students have been here for the passing of more than one legislation regarding repeated courses.
- Courses are excluded on the Personal Program(s).
- The NCR (No Credit Retained) placed against the repeated courses marks the course as the first attempt but in order to effectively exclude the course from averages and credits a Yes must be checked on exclude averages and exclude credits (see page 6 under Initial Steps).
- The repeated course legislation is applied at the point of repeat and averages and decisions are updated accordingly.

The Initial Steps

- Ensure that your display options, on PES, are set to display whether or not a repeated course is excluded from averages and credits and check the personal program(s) you are updating to determine if the course is already excluded on the appropriate program(s). *Yes* under **XA_v** (Exclude Averages) and *Yes* under **XC_r** (Exclude Credits) beside the No Credit Retained, in the screen shot below, indicate that the exclusion is updated on both averages and credits. *No* means that it needs to be updated if the course is repeated.

Programme Enrolment History

Student: [] []

Programme: HH BAO OR N HH/PSYC NO

Relevant Enrolments (29)

Session	Course ID	Course Title	Programme Title	Progr.Relev	RRole	A-Grade	Scheme	AG GradeQualifi	XA _v	XC _r	IO
Enrolment Me	Effective Drop Method	Drop-Date Drop Reason	RWght PG P-Grade	Sche Gen							
FW13	HH PSYC 2030	Cr=3.00 C [F13-W14 F HH] Introduction to Research	HH BA O OR N HH/PSYC NO	Declared	Su S1				No	No	No
FW13	AP ANTH 2170	Cr=6.00 A [F13-W14 Y AP] Sex, Gender and the Body	HH BA O OR N HH/PSYC NO	Elective					No	No	No
FW13	AP SOWK 2035	Cr=3.00 M [F13-W14 W AP] Current Issues in Mental	HH BA O OR N HH/PSYC NO	Elective					No	No	No
FW13	AP MODR 1760	Cr=6.00 H [F13-W14 Y AP] Reasoning About Morality	HH BA O OR N HH/PSYC NO	Elective					No	No	No
FW13	HH PSYC 2110	Cr=3.00 O [F13-W14 W HH] Developmental Psychology	HH BA O OR N HH/PSYC NO	Declared	Su S1				No	No	No
FW13	HH PSYC 3600	Cr=3.00 A [F13-W14 F HH] Community Psychology	HH BA O OR N HH/PSYC NO	Declared	Su S1				No	No	No
SU13	SC NATS 1760	Cr=6.00 A [S13 SU SC] Science, Technology and S	HH BA O OR N HH/PSYC NO	Elective		Undergraduate	i C+		No	No	No
SU13	HH PSYC 3480	Cr=3.00 A [S13 S2 HH] Psychology of Women	HH BA O OR N HH/PSYC NO	Declared	Su S1	Undergraduate	i C+		No	No	No
FW11*	HH PSYC 3140	Cr=3.00 N [F11-W12 W HH] Abnormal Psychology	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i D+		No	No	No
FW11*	HH PSYC 3170	Cr=3.00 A [F11-W12 F HH] Health Psychology	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i C		No	No	No
FW11*	HH PSYC 3410	Cr=3.00 M [F11-W12 W HH] Educational Psychology	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i C+		No	No	No
FW11*	SC BIOL 1000	Cr=3.00 C [F11-W12 F SC] Biology I	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i D+		No	No	No
FW11*	HH PSYC 2021	Cr=3.00 A [F11-W12 F HH] Statistical Methods I	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i C		No	No	No
FW11*	SC CSE 1520	Cr=3.00 H [F11-W12 F SC] Computer Use: Fundamental	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i E		No	No	No
FW11*	HH PSYC 2220	Cr=3.00 M [F11-W12 W HH] Evolutionary Psychology	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i D		No	No	No
FW11*	HH PSYC 3420	Cr=3.00 M [F11-W12 W HH] Sensation and Perception	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i D		No	No	No
FW11*	HH PSYC 3310	Cr=3.00 A [F11-W12 F HH] Psychology and Law	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i C+		No	No	No
FW11*	HH PSYC 3260	Cr=3.00 B [F11-W12 F HH] Cognition	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i D		No	No	No
FW10*	AP HUMA 1980	Cr=9.00 A [F10-W11 Y AP] Professional Writing: Pro	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i B+		No	No	No
FW10*	HH PSYC 1010	Cr=6.00 B [F10-W11 Y HH] Introduction to Psycholog	xHH BSC O OR N SC/PSYC NO	Declared	Su S1	Undergraduate	i C		No	No	No
FW10*	SC NATS 1820	Cr=6.00 A [F10-W11 Y SC] Molecules and the Mind	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i C		No	No	No
FW09*	HH KINE 1020	Cr=6.00 B [F09-W10 Y HH] Introduction to Fitness a	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i E		No	No	No
FW09*	SC BIOL 1010	Cr=6.00 A [F09-W10 Y SC] Biological Science	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i E		No	No	No
FW09*	SC NATS 1760	Cr=6.00 D [F09-W10 Y SC] Science, Technology and S	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i E	No Credit Re	Yes	Yes	No
FW09*	SC CSE 1520	Cr=3.00 T [F09-W10 W SC] Computer Use: Fundamental	xHH BSC O OR N SC/PSYC NO	Elective		Undergraduate	i E	No Credit Re	Yes	Yes	No
SU09*	HH KINE 2475	Cr=3.00 A [S09 S1 HH] Coaching: The Art and Sci	xHH BSC H SP N SC/KINE>HS NO	Elective		Undergraduate	i C		No	No	No
SU09*	HH PSYC 1010	Cr=6.00 B [S09 SU HH] Introduction to Psycholog	xHH BSC H SP N SC/KINE>HS NO	Declared	Su S1	Undergraduate	i D	No Credit Re	Yes	Yes	No
FW09*	HH KINE 1000	Cr=6.00 B [F08-W09 Y HH] Kinesiology: Sociocultura	xHH BSC H SP N SC/KINE>HS NO	Elective		Undergraduate	i C		No	No	No
FW08*	HH PKIN 0840	Cr=0.00 D [F08-W09 F HH] Elementary and Recreation	xHH BSC H SP N SC/KINE>HS NO	Elective		Alternate using	P		No	No	No

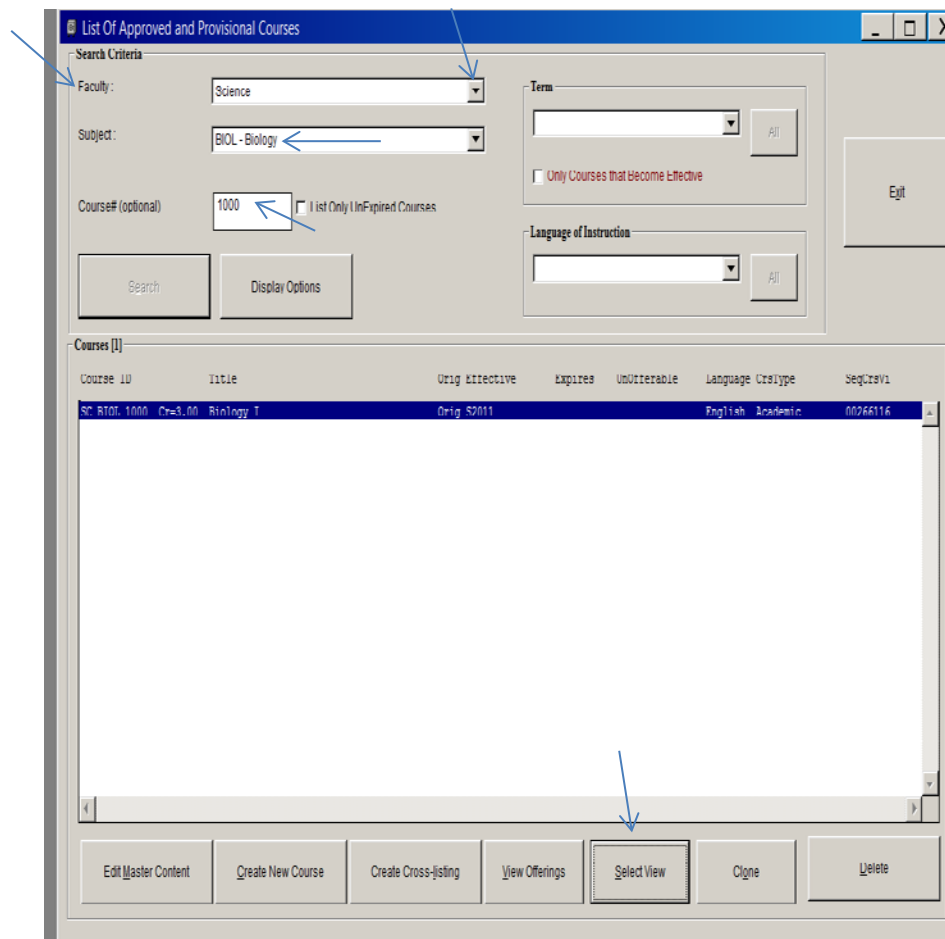
Select Display Options Include Dropped Courses

Average & Credits Academic Decisions Relevances Exit

Note: Courses repeated on a current session are not updated before the climax of a grades exercise each term (fall, winter and summer) and is updated by the senior member of the Grades Team.

- Identify whether the course is repeated, cross-listed or course credit exclusion. To confirm course credit exclusion look in **COS (Course Offering System)** to verify the course credit exclusion.

In COS, click on **Mode**, move the mouse to **Course Repository**, click on **List Courses/Create Offerings** and **List of Approved and Provisional Courses** appears. Click on the drop down menu beside **Faculty** and choose the Faculty of the course you are researching. In this case the Faculty is **Science** as you are looking for the course credit exclusion for SC BIOL 1000 Cr=3.00 C [F11-W12 F SC] which is first taken in FW09. Then, choose the **Subject** (BIOL) then, the **Course#** (1000) and click on **Select View**



Once you click on **Select View** the screen below will pop up. Read it to confirm the course credit exclusion.

SC BIOL 1000 Cr=3.00

Faculty: Science Subject: BIOL - Biology Course #: 1000

Effective Term: S2011 Faculty Approval - This View: 08 Feb 2010 n/a Variance:

Term of Expiry: n/a Approval - Originating Faculty: n/a View is a Cross Listing

Weights
Type of Course: Academic Credit Weight: 3.00
Fee Weight: 3.00 MET Weight: 3.00

Language of Instruction: English **Grading Scheme Type**: Default

Programme Type: Undergraduate Programme Relevance...

Integrated With: Not Integrated.

Course Title: Biology I - Cells, Molecular Biology and Genetics Pre-Requisite: ISC CHEM 1500 Cr=4

Short Title: Biology I Narrative Assessment Individual Offering Required

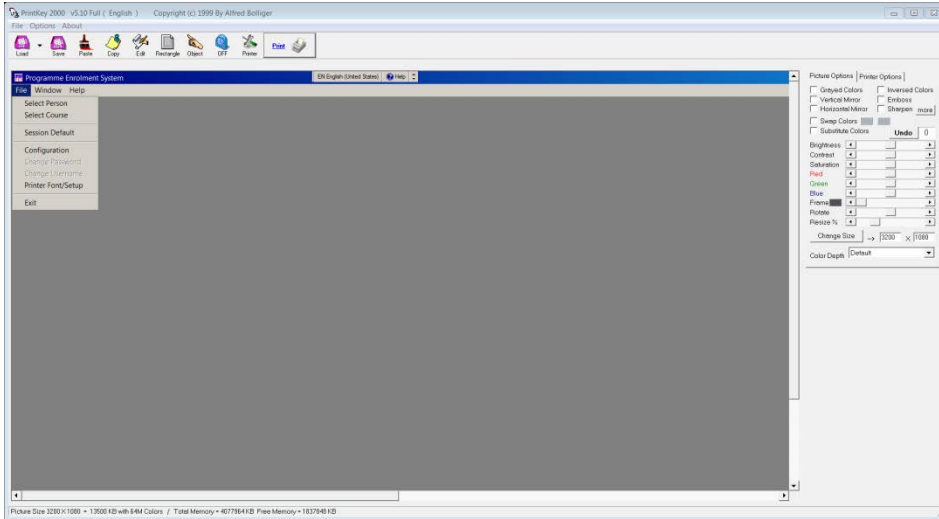
Calendar Description: An introduction to major unifying concepts and fundamental principles of biology, including evolution and cell theory. Topics include cells, biological energetics, metabolism, cell division and genetics. The laboratory and lecture components must be passed independently to pass the course. Three lecture hours per week; three laboratory hours in alternate weeks. One term. Three credits. Prerequisite: OAC Biology or 12U Biology or SC/BIOL 1500 3.00; OAC Chemistry or 12U Chemistry or SC/CHEM 1500 4.00. Course credit exclusions: SC/BIOL 1010 6.00; SC/BIOL 1410 6.00.

Long Description:

Save Clone Cancel Exit

Next Steps: How to Update a Repeated, Cross-Listed, Course Credit Exclusion Course or a Designated Course Exclusion in PES (Personal Enrolment System)

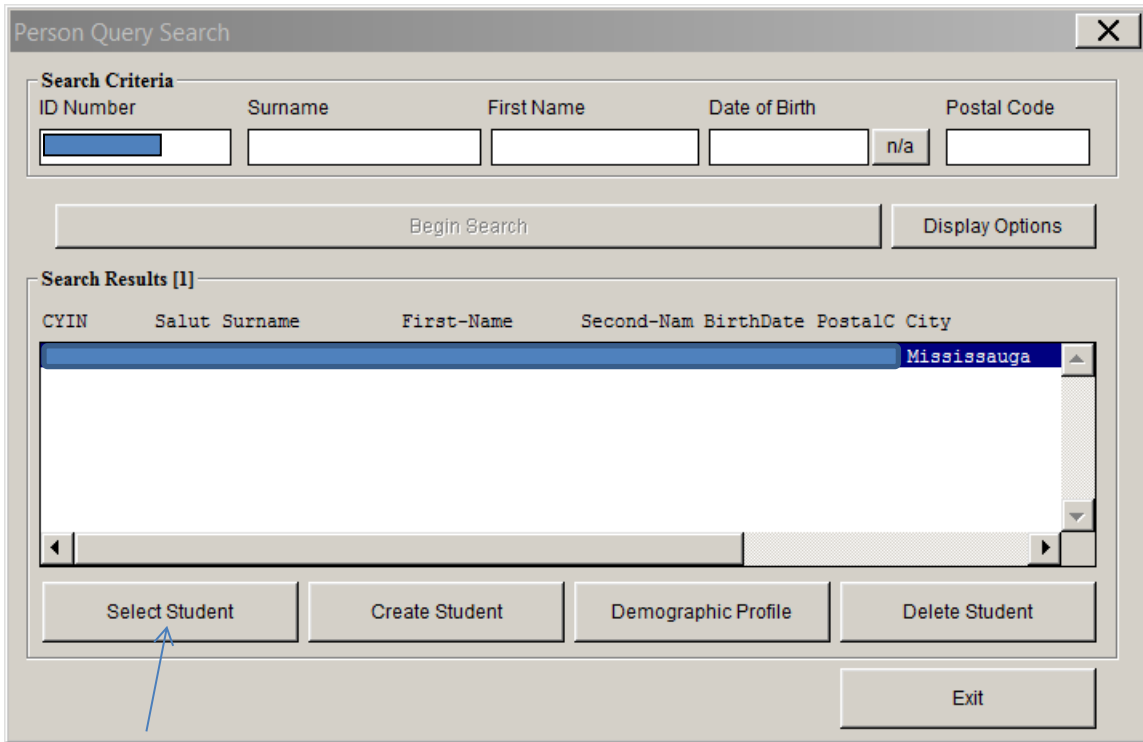
1. In **PES**, click on **File** and click on **Select Person** in the drop down menu. The *Person Query Search* pops up.



2. Type or copy and paste the student number under **ID Number** located below **Search Criteria**, click on **Begin Search**

A screenshot of the 'Person Query Search' dialog box. It has a title bar with a close button (X). The 'Search Criteria' section contains five input fields: 'ID Number' (with a blue selection bar), 'Surname', 'First Name', 'Date of Birth' (containing 'n/a'), and 'Postal Code'. Below these fields are two buttons: 'Begin Search' and 'Display Options'. The 'Search Results' section is a large empty text area with a scrollbar. Below the search results are four buttons: 'Select Student', 'Create Student', 'Demographic Profile', and 'Delete Student'. At the bottom right is an 'Exit' button.

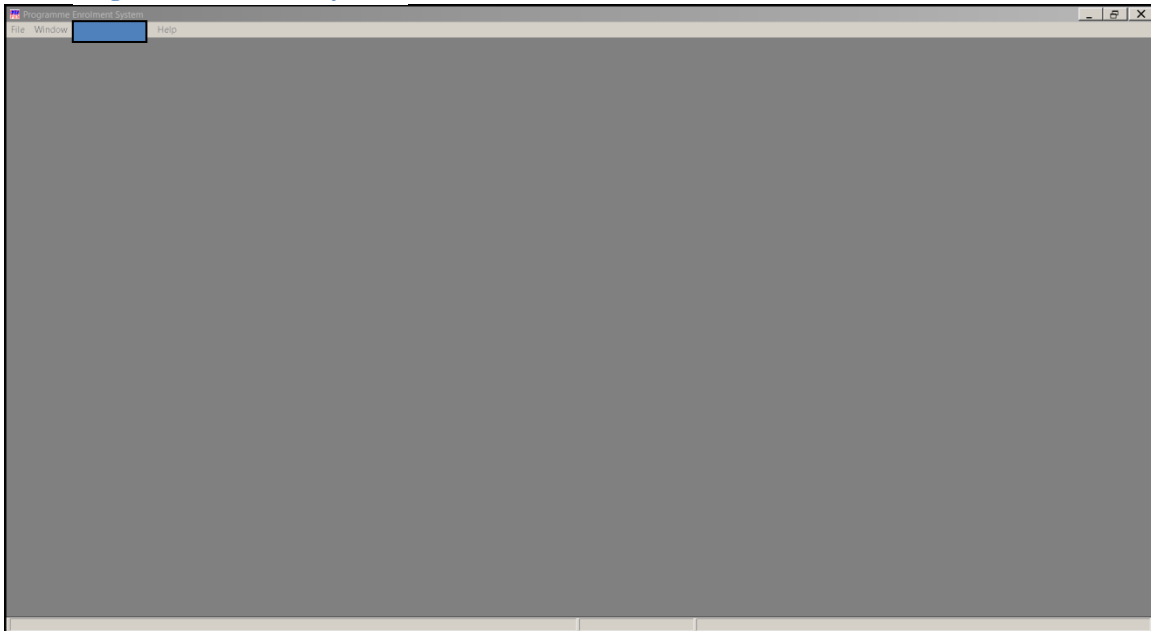
3. Click on **Select Student** and the **Personal Enrolment System** appears



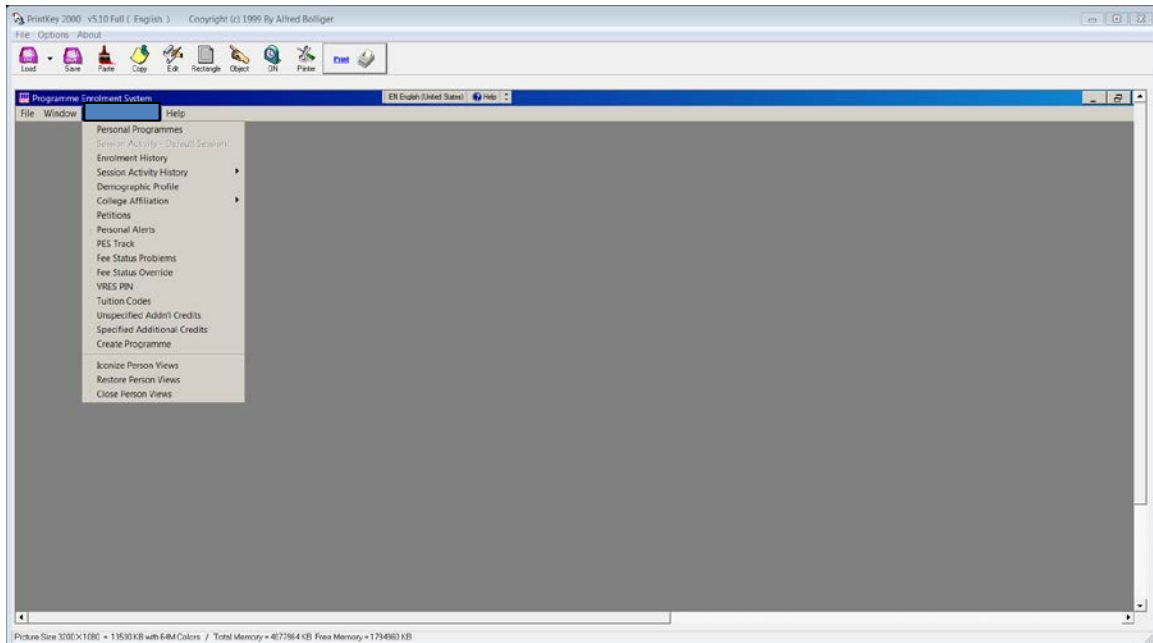
The 'Person Query Search' window contains a search criteria section with fields for ID Number, Surname, First Name, Date of Birth, and Postal Code. Below these fields are 'Begin Search' and 'Display Options' buttons. The search results section shows a table with one entry for 'Mississauga' in the 'City' column. At the bottom, there are buttons for 'Select Student', 'Create Student', 'Demographic Profile', 'Delete Student', and 'Exit'. A blue arrow points to the 'Select Student' button.

CYIN	Salut	Surname	First-Name	Second-Nam	BirthDate	PostalC	City
							Mississauga

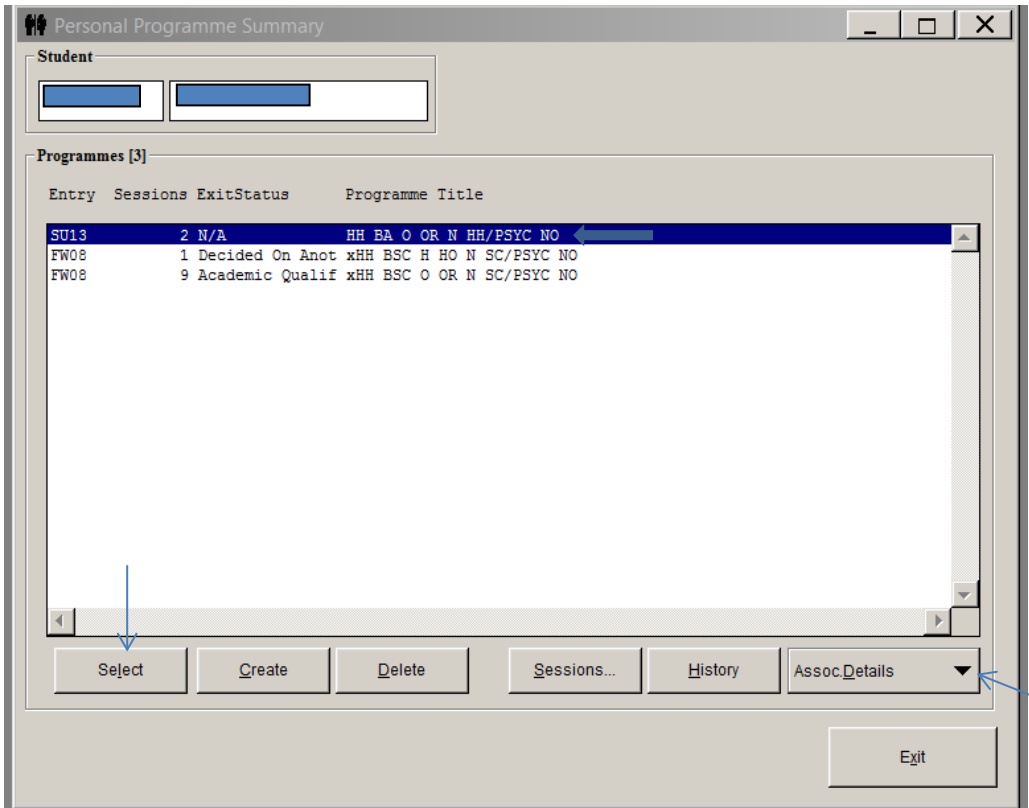
 **Programme Enrolment System**



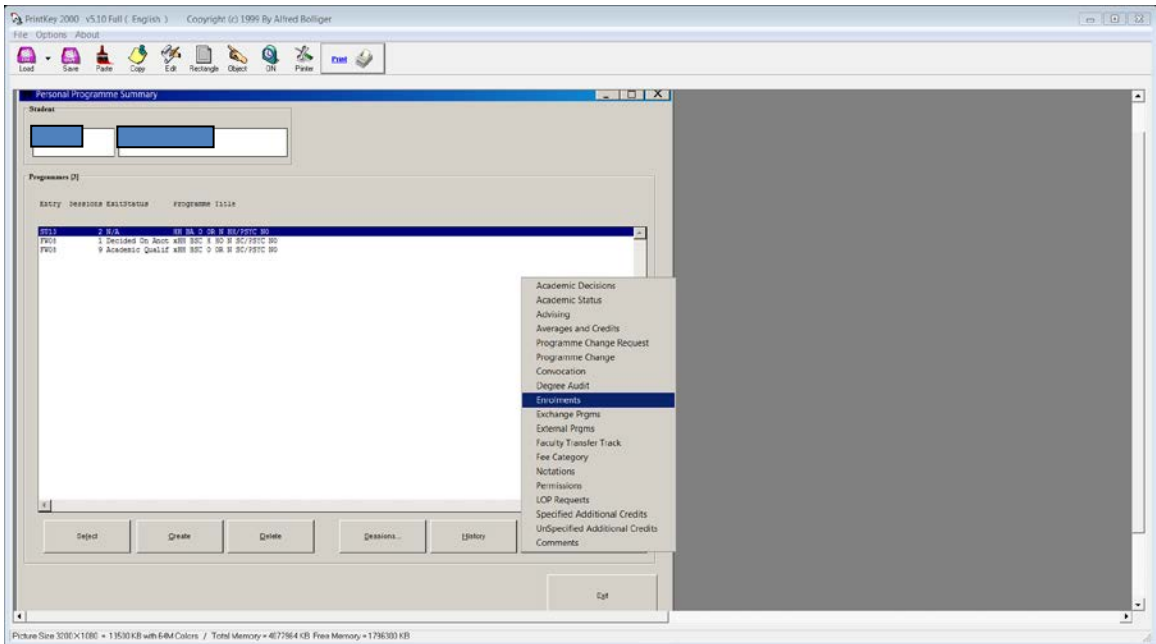
4. Click on the student name and number and the drop down menu appears



5. Click on **Personal Programmes** and the *Personal Programme Summary* appears
6. **Select** Personal Program to be updated (HH BA O OR N HH/PSYC NO)
7. To the bottom right of the Personal Programme Summary click on **Assoc.Details** and the drop down menu appears



8. Scroll down to and click on **Enrolments** and this will bring up the *Programme Enrolment History*



Programme Enrolment History

Student: [] [] Programme: HHBAO OR N HHPSYC NO

Relevant Enrolments (29)

Session	Course ID	Enrolment Me	Effective	Drop Method	Drop-Date	Drop Reason	RNight	PG	P-Grade	Schm	Gen	Progr.Relev	RRole	A-Grade	Scheme	AG	GradeQualifi	XAv	XCr	IO			
FW13	HH PSYC 2030	Cr=3.00	C	[F13-W14 F HH]		Introduction to Research	HH	BA	O	OR	N	HH/PSYC	NO	Declared	Su	S1		No	No	No			
FW13	AP ANTH 2170	Cr=6.00	A	[F13-W14 Y AP]		Sex, Gender and the Body	HH	BA	O	OR	N	HH/PSYC	NO	Elective				No	No	No			
FW13	AP SOWK 2035	Cr=3.00	M	[F13-W14 W AP]		Current Issues in Mental	HH	BA	O	OR	N	HH/PSYC	NO	Elective				No	No	No			
FW13	AP NSOC 1760	Cr=6.00	H	[F13-W14 Y AP]		Reasoning About Morality	HH	BA	O	OR	N	HH/PSYC	NO	Elective				No	No	No			
FW13	HH PSYC 2110	Cr=3.00	O	[F13-W14 Y HH]		Developmental Psychology	HH	BA	O	OR	N	HH/PSYC	NO	Declared	Su	S1		No	No	No			
FW13	HH PSYC 3600	Cr=3.00	A	[F13-W14 F HH]		Community Psychology	HH	BA	O	OR	N	HH/PSYC	NO	Declared	Su	S1		No	No	No			
FW13	SC MATS 1760	Cr=6.00	A	[S13 SU SC]		Science, Technology and S	HH	BA	O	OR	N	HH/PSYC	NO	Elective			Undergraduate 1 C+		No	No			
SD13	HH PSYC 3480	Cr=3.00	A	[S13 S2 HH]		Psychology of Women	HH	BA	O	OR	N	HH/PSYC	NO	Declared	Su	S1		Undergraduate 1 C+		No	No		
FW11*	HH PSYC 3140	Cr=3.00	N	[F11-W12 W HH]		Abnormal Psychology	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 D+		No	No		
FW11*	HH PSYC 3170	Cr=3.00	A	[F11-W12 F HH]		Health Psychology	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 C		No	No		
FW11*	HH PSYC 3410	Cr=3.00	M	[F11-W12 W HH]		Educational Psychology	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 C+		No	No		
FW11*	SC BIOL 1000	Cr=3.00	C	[F11-W12 F SC]		Biology I	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 D+		No	No			
FW11*	HH PSYC 2021	Cr=3.00	A	[F11-W12 F HH]		Statistical Methods I	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 C		No	No		
FW11*	SC CSE 1520	Cr=3.00	H	[F11-W12 F SC]		Computer Use: Fundamental	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 E		No	No			
FW11*	HH PSYC 3420	Cr=3.00	M	[F11-W12 W HH]		Evolutionary Psychology	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 D		No	No		
FW11*	HH PSYC 2220	Cr=3.00	M	[F11-W12 W HH]		Sensation and Perception	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 D		No	No		
FW11*	HH PSYC 3310	Cr=3.00	A	[F11-W12 F HH]		Psychology and Law	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 D		No	No		
FW11*	HH PSYC 3260	Cr=3.00	B	[F11-W12 F HH]		Cognition	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 D		No	No		
FW10*	AP HMDA 1980	Cr=9.00	A	[F10-W11 Y AP]		Professional Writing: Pro	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 B+		No	No			
FW10*	HH PSYC 1010	Cr=6.00	B	[F10-W11 Y HH]		Introduction to Psycholog	XHH	BSC	O	OR	N	SC/PSYC	NO	Declared	Su	S1		Undergraduate 1 C		No	No		
FW10*	SC MATS 1820	Cr=6.00	A	[F10-W11 Y SC]		Molecules and the Mind	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 C		No	No			
FW09*	HH KINE 1020	Cr=6.00	B	[F09-W10 Y HH]		Introduction to Fitness a	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 E		No	No			
FW09*	SC BIOL 1010	Cr=6.00	A	[F09-W10 Y SC]		Biological Science	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 E		No	No			
FW09*	SC MATS 1760	Cr=6.00	D	[F09-W10 Y SC]		Science, Technology and S	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 E	No	Credit Re	Yes	Yes	No	
FW09*	SC CSE 1520	Cr=3.00	T	[F09-W10 W SC]		Computer Use: Fundamental	XHH	BSC	O	OR	N	SC/PSYC	NO	Elective			Undergraduate 1 E	No	Credit Re	Yes	Yes	No	
SD09*	HH KINE 2475	Cr=3.00	A	[S09 S1 HH]		Coaching: The Art and Sci	XHH	BSC	H	SP	N	SC/KINE>HS	NO	Elective			Undergraduate 1 C		No	No			
SD09*	HH PSYC 1010	Cr=6.00	B	[S09 SU HH]		Introduction to Psycholog	XHH	BSC	H	SP	N	SC/KINE>HS	NO	Declared	Su	S1		Undergraduate 1 C	No	Credit Re	Yes	Yes	No
FW08*	HH KINE 1000	Cr=6.00	B	[F08-W09 Y HH]		Kinesiology: Socioculture	XHH	BSC	H	SP	N	SC/KINE>HS	NO	Elective			Undergraduate 1 C		No	No			
FW08*	HH PKIN 0840	Cr=6.00	D	[F08-W09 F HH]		Elementary and Recreation	XHH	BSC	H	SP	N	SC/KINE>HS	NO	Elective			Alternate using P		No	No			

Select Display Options Include Dropped Courses

Average & Credits Academic Decisions Relevances Exit

9. Highlight the course to be updated (SC BIOL 1010 Cr=6.00 A [F09-W10 Y SC]) and click on **Select**, the **Course Enrolment** screen appears

Course Enrolment

Student: [] [] Programme: XHH BSC O OR N SC/PSYC NO

Course: SC BIOL 1010 Cr=6.00 A [F09-W10 Y SC] Biological Science

Meeting Enrolments (3)

Format	Day	Time	Dur	Cur/Max
Lecture	01	Mon 13:30	60	501/550
		Wed 13:30	60	501/550
		Fri 13:30	60	501/550
Tutorial	01	Mon 14:30	60	501/550
Laboratory	18	Thu 18:30	180	18/24

Cat.Number: C12S020120 Transfer Meets

Programme Relevance: Elective [Modify] Other Programmes [] Sub Programmes []

Grade Assignment: Interim [] [Delete] [Modify] Final: E [Delete] [Modify]

Enrolment Effective: 20 Aug 2009 [Modify] Drop Reason/Effective: [] [Modify]

Transfer Section [] Individualized Offering [] Exit

10. Under **Grade Assignment Final**, click on **Modify** and the **Course Grade Assignment** screen pops up. Under **Qualifier**, click on the arrow and choose **No Credit Retained** from the drop down menu.

The screenshot shows the 'Course Enrolment' window for student [redacted] in programme XHH BSC O OR N SC/PSYC NO, enrolled in SC BIOL 1010. The 'Meeting Enrolments' table shows a lecture on Mon 13:30 and a tutorial on Mon 14:30. The 'Grade Assignment' section shows 'Final' with 'E' selected. The 'Course Grade Assignment' dialog box is open, showing the 'Qualifier' dropdown menu with 'No Credit Retained' selected. The 'Grade' is 'E' and the 'Date Input' is '06 May 2010'.

Format	Day	Time	Dur	Cur/Max
Lecture	01	Mon 13:30	60	501/550
		Wed 13:30	60	501/550
		Fri 13:30	60	501/550
Tutorial	01	Mon 14:30	60	501/550
Laboratory	18	Thu 18:30	180	18/24

The screenshot shows the 'Programme Enrolment Statistics' window for programme XHH BSC O OR N SC/PSYC NO. The 'Relevant Enrolments' table lists various courses. The 'Course Grade Assignment' dialog box is open, showing the 'Qualifier' dropdown menu with 'No Credit Retained' selected. The 'Grade' is 'E' and the 'Date Input' is '06 May 2010'.

Session	Course ID	Progr.Relevance	Course Title
FW11	HH PSYC 1010	Ce-3.00 C	Introduction to Research
FW13	HH PSYC 2175	Ce-6.00 A	Sex, Gender and the Body
FW13	HH PSYC 2023	Ce-3.00 W	Current Issues in Biomed
FW13	HH PSYC 1766	Ce-6.00 W	Reasons About Reality
FW13	HH PSYC 2111	Ce-3.00 O	Developmental Psychology
FW13	HH PSYC 2020	Ce-3.00 A	Cognitive Psychology
FW13	HC MATS 1766	Ce-6.00 A	Science, Technology and S Th
FW13	HH PSYC 2490	Ce-3.00 A	Psychology of Women
FW13	HH PSYC 3141	Ce-3.00 W	Abnormal Psychology
FW13	HH PSYC 3170	Ce-3.00 A	Health Psychology
FW13	HH PSYC 3411	Ce-3.00 W	Educational Psychology
FW13	HC BIOC 1000	Ce-3.00 C	Biology 1
FW13	HH PSYC 2021	Ce-3.00 A	Statistical Methods 1
FW13	HC CHE 1128	Ce-3.00 W	Computer User: Fundamental
FW13	HH PSYC 2420	Ce-3.00 W	Evolutionary Psychology
FW13	HH PSYC 2225	Ce-3.00 W	Attention and Perception
FW13	HH PSYC 2010	Ce-3.00 A	Psychology and Law
FW13	HH PSYC 3268	Ce-3.00 B	Cognition
FW13	HH PSYC 1800	Ce-3.00 A	Professional Writing: For
FW13	HH PSYC 1811	Ce-6.00 B	Introduction to Psychology
FW13	HC MATS 1821	Ce-6.00 A	Molecules and the Mind
FW13	HH PSYC 1021	Ce-6.00 B	Introduction to Physics &
FW13	HC BIOC 1011	Ce-6.00 A	Biological Science
FW13	HC MATS 1766	Ce-6.00 D	Science, Technology and B
FW13	HC CHE 1128	Ce-3.00 T	Computer User: Fundamental
FW13	HH KINE 2471	Ce-3.00 A	Coaching The Arts and Sci
FW13	HH PSYC 1811	Ce-6.00 B	Introduction to Psychology
FW13	HH KINE 1000	Ce-6.00 D	Kinesiology: Sociocultura
FW13	HH PKIN 0840	Ce-0.00 D	Elementary and Recreation

11. Click save and this will save the NCR beside the grade of E in this case

Note: When you save, the **Course Enrolment** screen appears.

12. Select **Other Programmes** under **Programme Relevance** (note: because the repeated course is not current in this case). Note: Select **Modify** if the repeated course is a current repeat (has no asterisks). The courses on the current program that are made relevant to the current program from a previous program are marked by the asterisks. See the screen entitled **Program Enrolment History** on page 13.

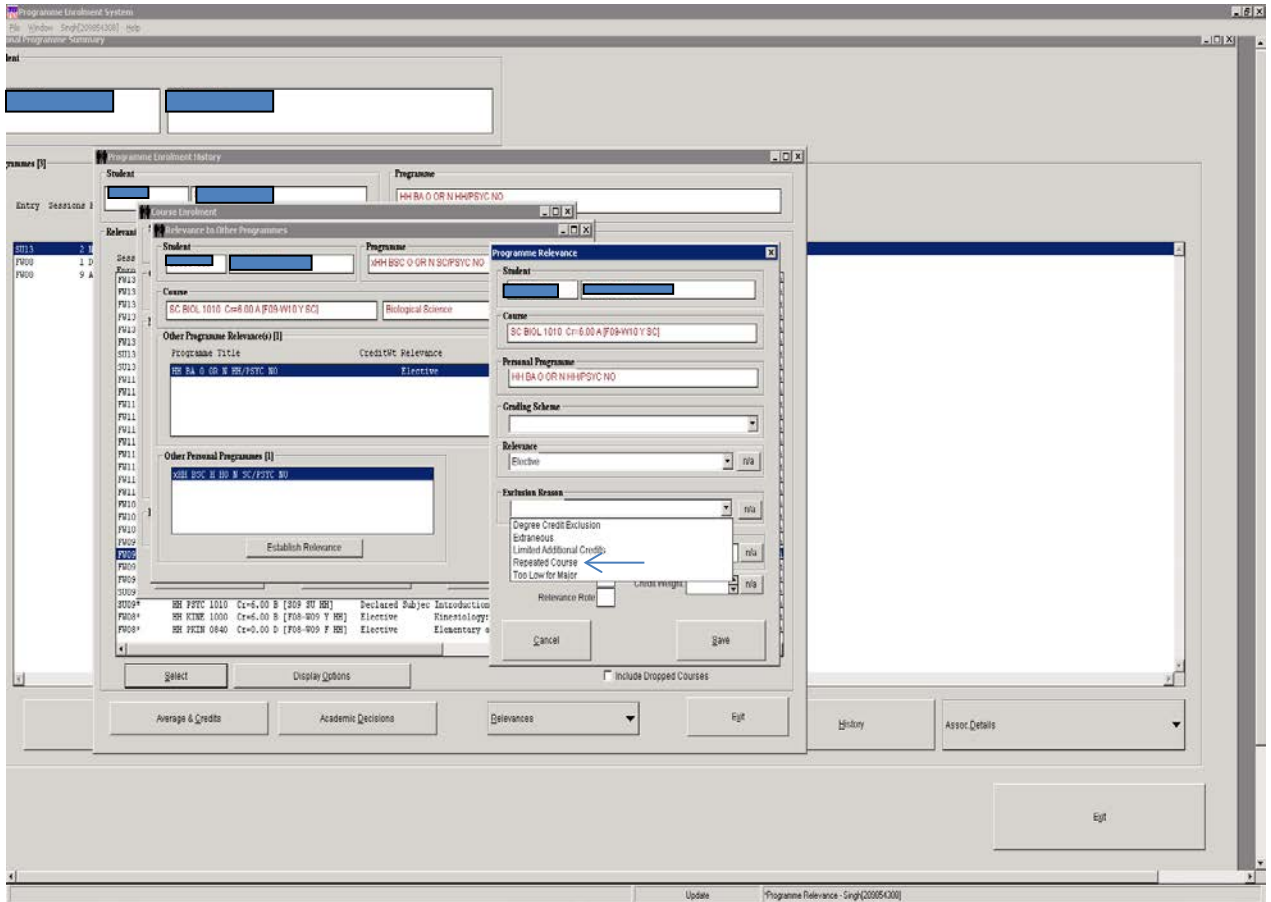
13. Click on **Other Programmes** and **Relevance to Other Programmes** screen appears. Select the HH BA O OR N HH/PSYC NO program and the **Programme Relevance** screen appears

14. On the **Programme Relevance** click on the arrow under *Exclusion Reason screen* and the drop down menu appears.

The screenshot shows a dialog box titled "Programme Relevance" with the following fields and controls:

- Student:** Two empty text input fields.
- Course:** A text input field containing "SC BIOL 1010 Cr=6.00 A[F09-W10 Y SC]".
- Personal Programme:** A text input field containing "HH BAO OR N HH/PSYC NO".
- Grading Scheme:** A dropdown menu.
- Relevance:** A dropdown menu showing "Elective" and a "n/a" button.
- Exclusion Reason:** A dropdown menu with a blue arrow pointing to the dropdown arrow and a "n/a" button.
- Exclude From Averages:** A checkbox with a blue arrow pointing to it.
- Exclude From Credits:** A checkbox with a blue arrow pointing to it.
- Evaluation Date:** A text input field containing "15 Feb 2013" and a "n/a" button.
- GenEd:** A text input field.
- Relevance Role:** A text input field.
- Credit Weight:** A spinner control and a "n/a" button.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

15. Select **Repeated Course** and click on the **Exclude From Average** and click on the **Exclude From Credits** and then click Save. This will effectively exclude the average and credits for this course. See below.



Programme Relevance

Student

Course
SC BIOL 1010 Cr=6.00 A[F09-W10 Y SC]

Personal Programme
HH BAO OR N HH/PSYC NO

Grading Scheme

Relevance
Elective n/a

Exclusion Reason
Repeated Course n/a

Exclude From Averages
 Exclude From Credits

GenEd:
Relevance Role

Evaluation Date
08 Nov 2013 n/a

Credit Weight: n/a

Cancel Save

Note: At this point, the Averages and Decisions may need to be recalculated.

Updating a Repeated, Cross-Listed, Course Credit Exclusion Course or a Designated Course Exclusion in PES (Personal Enrolment System) after a Faculty Transfer or Degree Change

After doing a faculty transfer or a degree change NCR will be visible on any course where the legislation was applied but averages and credits will not show as excluded and this will need to be updated anew for the new program.

When doing exclusions as a result of a Faculty Transfer or Degree Change you will need to do the exclusion by clicking on Other Programmes, ensuring that you select the correct program on which the exclusion is required. See pages 11-12 & 15-18 (items 12-15).

In the cases of Faculty Transfers and Degree Changes recalculating is most unlikely because there is no current program with averages and decisions as averages and decisions are updated after the current enrolled session is completed.

Note: NCR may not be available for some courses prior to 2000 that are to be excluded however; the exclusion still needs to be applied.

Question or Comments?

Please Contact:

Sharon Moses smoses@yorku.ca **X40357**