

Run the Repeat Checking Process

Purpose: Use this document as a reference for running the repeat checking process in ctLink.

Audience: Student Records.

! You must have at least one of these local college-managed security roles:

- **ZD SR End of Term Processing**
- **ZZ SR End of Term Processing**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

As students enroll, repeat check rules alert them to possible course repeats. This process is typically run after the term to correctly code students who repeat based on the configured rules. It is generally advised to run this process only once per term, as the process will override any manual adjustments made to repeat coding on individual students in the same term.

Related QRGs:

- [Understanding Repeat Rule Configuration](#)
- [Manually Adjusting a Student Repeat Code from Enrollment Request Page](#)
- [Manually Adjust a Student Repeat Code from the Quick Enroll Page](#)
- [Manually Add a Student Repeat Code to Allow the Fourth+ Enrollment Attempt](#)
- [Repeat Checking Processing Q&A](#)

Queries:

1. **QCS_SR_REPEAT_COURSE** - This query will verify if repeat rules were applied correctly.
2. **QCS_SR_REPEAT_COURSE_DRILLDOWN** - This query identifies students with repeat codes.

Repeat Checking

Navigation: Records and Enrollment > Term Processing > End of Term Processing > Repeat Checking

1. The **Repeat Checking Run Control ID** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
3. NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_REPEAT_CHECK.
4. The **Repeat Checking** page displays.
5. Enter or look up the **Academic Institution**.
6. Enter or look up the **Career**.
7. Enter or look up the **Program**. (Optional)
8. Enter or look up the **Term**. Running one term at a time is recommended.
9. Enter **ID**. Enter only if you are running for a single student. (Optional)
10. Enter **Mode**:
 - a. **A**: All/Entire Record: Starts at the beginning of the student's record and progresses to the current term, considering all courses within the student's record. This mode is ideal for processing over many terms that have never been processed for repeat checking when evaluating an individual student.
 - b. **T**: Entire Term: Checks for repeats against **only** the student enrollment records within the term specified in the Term field. The process starts with the specified term and progresses back in time, looking *only* for matches of classes taken within the specified term.
11. Enter **Check**:
 - a. **A**: All Courses: All student enrollment records within the selected mode and scope.
 - b. **N**: Never: Do not check student enrollment records.
 - c. **OO**: Only Repeat Candidates: Only those courses in the selected process term for which the repeat candidate flag on the STDNT_ENRL table is set to Y.
12. Enter **Scope**:
 - a. **A**: All Work for Term: All course work on the student's enrollment records, including course transfer credit.
 - b. **E**: Student Enrollments Only: Only courses for which the student enrolled through the internal academic institution. Credit received by transfer is not considered.
 - c. **X**: Transfer/Test Credits: Assigns repeat codes to transfer credit, whether or not the Process on Transfer Credit check box on the Academic Institution page is selected.
13. Select **Run**. Refer to the QRG [Process Scheduling](#) for instructions.

14. Process complete.

Repeat Codes and Their Use

Repeat Code Title	Repeat Code Usage
REXP: Special Exception	<ul style="list-style-type: none">• Excluded from the repeat checking process• All converted Legacy enrollments are coded with REXP. This must be manually removed from enrollment in order to be included in the process.• Earns credit and is calculated into GPA• Should not be used for enrollment in ctcLink
RPIN: Repeat - Included	<ul style="list-style-type: none">• Assigned to enrollment with the best grade• Earns credit and is calculated into GPA
RPEX: Repeat - Excluded	<ul style="list-style-type: none">• Assigned to two lowest grades• Assigned prior attempt when grades are the same• Does not earn credit and is not calculated into GPA
RLMT: Repeat Limit	<ul style="list-style-type: none">• Assigned to all enrollments exceeding the three allowed attempts• Does not earn credit and is not calculated into GPA
RFTE: Repeat by Exception	<ul style="list-style-type: none">• Assigned at the point of enrollment• Earns credit and is calculated into GPA

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Repeat Checking Process](#). This link will open in a new tab/window.