

Adding and Modifying Students Term Activation

Home, Manage Student Records, Manage Academic Records, Use, Term Activation, Term Activation

Home > Manage Student Records > Manage Academic Records > Use > Term Activation

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

John Doe ID: 0042017

Academic Career: Undergraduate

View All First 1 of 1 Last

*Academic Institution: PSUNV PeopleSoft University

*Term: 0475 2002 Fall Semester

Student Career Nbr: 0 Liberal Arts Undergraduate

Override All Academic Levels: ☐

Override Projected Level: ☐

Academic Level - Projected: Freshman

Academic Level - Term Start: Freshman

Academic Level - Term End: Freshman

Level Determination: Units

Academic Year: 2003

Load Determination: Units

*Form of Study: Enrollment

Academic Load: Half Time

*Billing Career: UGRD

Eligible To Enroll: ☒

Activate a Single Student

Students will be activated on an individual basis when the student has been admitted late or has indicated intent to return after the mass activation process has run.

Home, Manage Student Records, Manage Academic Records, Use, Term Activation

- The Term Activation component displays all existing Careers and Terms for a student. The highest term within each career is displayed first. Use the button to display earlier terms one at a time or select **View All** to display all terms and scroll down the page.
- To activate student in new term, click button to insert a new row. Complete the fields as follows:
 - Academic Institution:** The system defaults in the Academic Institution from your operator defaults. You can specify any valid Institution here, but you can only add a record if the student is active in a Program at that Institution as of the Start Date of the specified Term.
 - Term:** Enter new Term value or click button to search for a valid Term.
 - Student Career Number:** The system defaults to the lowest active Student Career Nbr from the student's Academic Program stack. Select the Student Career Number that corresponding to the student's primary program.
 - The Student Career Number is used by the system to perform various calculations, including Level and Load. You can override the Number for students with more than one program. Once you override the Student Career Number in one Term it rolls from Term to Term.

To update student term

- Override Projected Level:** Select to modify the Projected Academic Level field. Use in situations where you know that transfer credit will be received, but the credit hasn't been posted to the student's official record. If you don't select this option, the system will use the Level defaults established in the Academic Level Table panel.
- Override All Academic Levels:** Select to modify all Academic Level fields.

✎ If you don't select this option, the system will calculate the level based on rules in the Academic Level Table panel.

- **Academic Level – Projected:** Modify the projected level as needed.
- **Academic Level – Term Start:** Override the academic level at start of term, as needed.
- **Academic Level – Term End:** Modify the academic level at end of Term End as needed.
- **Academic Load:** Modify academic level as needed, if student 's form of study is not enrollment
- **Form of Study:** CI is not currently using
- **Eligible to Enroll:** Modify if student isn't eligible to enroll, but term record is active.
- ✎ This is a crucial data element that, when combined with the Withdraw code, indicates if the student is active for the Term. An instance where you might deselect the Eligible to Enroll option is when posting transfer credit for a student who won't enroll until a later date. The transfer credit posting process requires that a student is active in the Term to which you are posting credit.
- **Billing Career:** CI is not currently using

Update Enrollment Limits

If the enrollment limit established for the student's academic program does not apply to this student, you may adjust the limits here.

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Home Worklist

Home > Manage Student Records > Manage Academic Records > Use > Term Activation

Term Activation Enrollment Limit Student Session Terms in Residence Term Control Dates External Study

John Doe ID: 0042017

View All First 1 of 1 Last

Academic Career: Undergraduate

View All First 1 of 1 Last

Academic Institution: PeopleSoft University

Term: 2002 Fall Semester

Primary Academic Program: Liberal Arts Undergraduate

Academic Group of Advisor: LBART

Approved Academic Load: Full-Time

Override Unit Limits: ☐

Max Total Units: Max Audit Units:

Max No GPA Units: Max Wait List Units:

Min Total Units: Max Total Courses:

- **Approved Academic Load:** The system defaults the Approved Academic Load from the student's academic program record. You can override this field.
- **Override Unit Limits:** Select the Override Unit Limits option to adjust the enrollment limits for the term.

✎ If you don't select the option, the Unit Limits are determined by the defaults you set in the Term Enrollment Limits panel. For example, the normal full-time unit limit is 18 but due to special circumstances of the student, may increase the limit (e.g., honors student) or decrease (e.g., developmental student) the number of units in which a student may enroll without special permission.

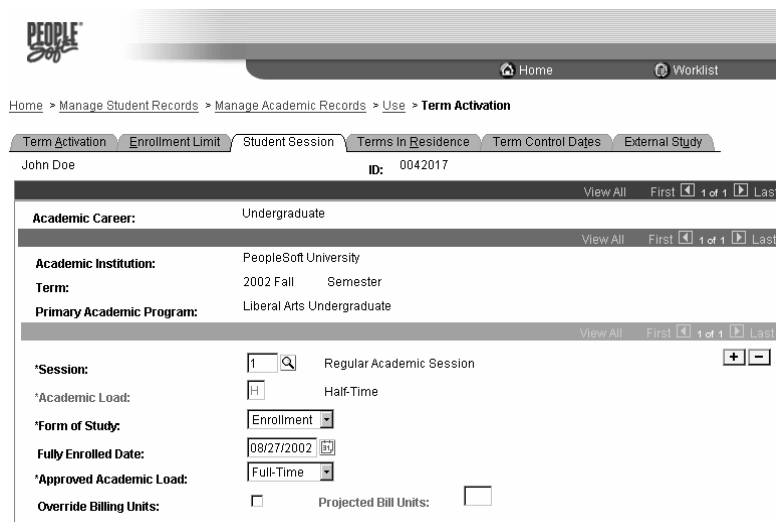
✎ If you select the *Override Unit Limits* option, you can manipulate the following fields:

- **Max Total Units** Enter the maximum units for which a student can be enrolled within the Term.
- **Max Audit Units** Enter the maximum units that a student can take with an Audit grading basis for the Term.
- **Max No GPA Units** Enter the maximum units for which student can enrolled with a no GPA grading basis for the Term.

- **Max Wait List Units** Enter the maximum units for which a student can be wait listed for the Term.
- **Min Total Units** Enter the minimum units in which a student can be enrolled for the Term.
- **Max Total Courses** The system defaults in the Total Courses in which a student can be enrolled for the Term from the course count limits established for the academic program.

Modify the student's Session Information

CI will not use the page for Fall 2003 because we don't have multiple sessions. If you need to adjust academic load or billing units for a specific session, make the adjustments on this panel.



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John Doe ID: 0042017

Academic Career: Undergraduate View All First 1 of 1 Last

Academic Institution: PeopleSoft University View All First 1 of 1 Last

Term: 2002 Fall Semester

Primary Academic Program: Liberal Arts Undergraduate View All First 1 of 1 Last

*Session: 1 Regular Academic Session + -

*Academic Load: Half-Time

*Form of Study: Enrollment

Fully Enrolled Date: 08/27/2002

*Approved Academic Load: Full-Time

Override Billing Units: ☐ Projected Bill Units: ☐

Modify Terms in Residence



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John Doe ID: 0042017

Academic Career: Undergraduate View All First 1 of 1 Last

Academic Institution: PeopleSoft University + -

Term: 2002 Fall Semester

Primary Academic Program: Liberal Arts Undergraduate

Current In Residence Terms: 1.000

Transfer In Residence Terms:

Cumulative In Residence Terms: 1.000

TC Units Adjustment:

Copy TC Units

The system tracks Terms of Residence by calculating from Student Program and Plan enrollment. Use the Terms in Residence panel to modify a student's Terms in Residence or to adjust Transfer Credit values.

- **Current in Residence Terms:** The system defaults the Current in Residence Terms indicating the current number of Terms in which a student is in residence within his or her Primary Academic Program and Term. You can override the value in this field.

- **Transfer in Residence Terms:** The system displays the Transfer in Residence Terms indicating any terms transferred from another organization.
- **TC Units Adjustment:** Use the TC Units Adjustment field if you want to limit the units being brought into the system as transfer credit.

Modify the dates for showing statistics on the transcript
If dates from the academic calendar do not apply, modify for the student here.

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Academic Career: Undergraduate

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Academic Institution: PeopleSoft University

Term: 2002 Fall Semester

Primary Academic Program: Liberal Arts Undergraduate

*Fully Enrolled Date: 08/27/2002

*Show Enrollment on Transcript: 08/27/2002

*Show Statistics on Transcript: 08/27/2002

*Fully Graded Date: 12/30/2002

⚡ The Term Control Panel defaults in all the field information. The Date defaults are defined on the Academic Calendar 3 panel.

- **Fully Enrolled Date:** Indicates the date on which this student will be considered fully enrolled for Financial Aid load calculations and billing purposes.
- **Show Enrollment On Transcript:** Indicates the date on which work in progress will start appearing on the transcript.
- **Show Statistics On Transcript:** Indicates the date on which the system will start displaying statistics on the transcript.
- **Fully Graded Date:** Determines when a student's record is fully graded. You can choose to display grading information according to the Fully Graded Date in the Transcript Types panel group.
- ⚡ You define the default Fully Graded Date on the Academic Term Calendar 3 panel in the Academic Calendar panel group.

Modify External Study Agreements

CI is not using for Fall 2003.