Manually Term Activating a Student

This guide will cover:

- How to manually term active a student for a given term

Step One

- Navigate to the Term Activate a Student page by using the following breadcrumb:

Step Two

- On the search criteria page, enter the search criteria for the student.
- Click Search

Term Activate a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with
Campus ID: begins with
National ID: begins with
LastName: begins with
FirstName: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.
Step Three

- The Term Activation tab will be displayed.
- Use the Arrow keys in the Academic Career section to select the correct academic career.

<table>
<thead>
<tr>
<th>Academic Career: Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Academic institution: UCINN</td>
</tr>
<tr>
<td>*Term: 2161 2015 Spring Semester</td>
</tr>
<tr>
<td>Student Career Nbr: 2</td>
</tr>
<tr>
<td>Override All Academic Levels:</td>
</tr>
<tr>
<td>Override Projected Level:</td>
</tr>
<tr>
<td>Academic Level - Projected: Senior</td>
</tr>
<tr>
<td>Academic Level - Term Start: Senior</td>
</tr>
<tr>
<td>Academic Level - Term End: Senior</td>
</tr>
<tr>
<td>Level Determination: Units</td>
</tr>
</tbody>
</table>

Step Four

- Click on the + sign to add a new row.

Step Five

- Click on the Magnifying glass next to the Term Field.
- Select the appropriate academic term from the list of available values.
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
<th>Short Description</th>
<th>Term Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2175</td>
<td>Summer Sem 2017</td>
<td>2017 Sum</td>
<td>05/08/2017</td>
</tr>
<tr>
<td>2171</td>
<td>Spring Sem 2017</td>
<td>2017 Spr</td>
<td>01/09/2017</td>
</tr>
<tr>
<td>2168</td>
<td>Fall Semester 2016</td>
<td>2016 Fall</td>
<td>08/22/2016</td>
</tr>
<tr>
<td>2165</td>
<td>Summer Semester 2015-16</td>
<td>2016 Sum</td>
<td>05/16/2015</td>
</tr>
<tr>
<td>2161</td>
<td>Spring Semester 2015-16</td>
<td>2016 Sprn</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>2158</td>
<td>Fall Semester 2015-16</td>
<td>2015 Fall</td>
<td>08/24/2015</td>
</tr>
<tr>
<td>2155</td>
<td>Summer Semester 2014-15</td>
<td>2015 Sum</td>
<td>05/11/2015</td>
</tr>
</tbody>
</table>

**Step Six**

- Click the **Save** button.
Notice the following fields were automatically populated:

A. Student Career Nbr
B. Academic Level
C. Level Determination
D. Activation Date
E. Academic Year
F. Load Determination

**NOTE:** Catalyst checks the effective date of the student program to make sure it is less than or equal to the Max Program Effective Date for the Term. This value must also be greater than or equal to the admit term in the program plan stacks. If checked the Eligible to Enroll box indicates that the student's residency has already determined. Both term activation and residency determination are prerequisites for a student's enrollment in a term.

**Step Seven**

- Click on the Enrollment Limit Tab.
- The Enrollment Limit page is used to change the unit limits for this student’s career term record. This might be used to allow a student to take more than 18 credit hours per term. It might also be used by a college to limit a student’s enrollment for a term by lowering that credit hour threshold.
Step Eight

- Check the **Override Unit Limits** Checkbox.
- This will make the **Max** and **Min unit** fields editable. The default values will populate in the fields.

Since the purpose of overriding the limits will be to restrict registration, all four maximum fields will need to be updated with the desired value. Min Total Units will be used for restricting selected student populations (like NCAA-level athletes) from dropping below a minimum threshold needed.
Step Nine

- Click on the Term Control Dates Tab.
- The Term Control Dates page copies from the Academic Calendar for this career and term, and allows them to be editable for each student on the term record.

The standard date for grades to appear on all student transcripts is the Fully Graded Date. This page might be useful for the Registrar’s Office in the case where a student receives a final grade (i.e. after a mini-session) and needs their transcript prior to that date. The Registrar’s Office can adjust the Fully Graded date, specifically for that student’s term.

You have now completed the steps for manually term activating a student.