Viewing Term Activation

This guide will cover:

- How to access and view the term activation history of a student.

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.

<table>
<thead>
<tr>
<th>ID:</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

☐ 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 Academic Career to select the correct academic career, if applicable.

Step Four

- Click on the Enrollment Limit Tab.
- The Enrollment Limit page is used to view the approved academic load as well as see if any unit limits have been overridden to allow a student to take more hours or restrict a student from dropping below a certain amount of units. (The default is 18 credit hours for Undergraduate and Graduate careers)

You have now completed the steps for accessing and viewing the term activation history of a student.