Viewing Student Term Activation Record

Students are term activated through any of three internal processes. These processes include:

- A nightly batch process run by the Office of Registrar
- Student who completes a Basic Data Form for non-degree program
- Individually term activated by a college representative if necessary

This guide will cover how to review a student’s term activation record to determine if they are eligible to enroll into classes for a selected term.

1) From the Catalyst Staff Homepage, select the Student Programs & Enrollment tile and then open the Term Processing folder listed on the Navigation Collection (left side of the page).

2) Next select Term Activate a Student. On the right side of the screen, enter the search criteria for the student’s term activation record you wish to review. Afterwards, select Search to be directed to the Term Activation page.

ID vs. Campus ID: The ID field refers to the student’s Catalyst ID number. The Campus ID refers to the student’s UCID. When using the Campus ID field, it’s important that you place the letter M with the numerical values.
3) You will be directed to their term activation record. The initial page is where you can determine if your student has been term activated by reviewing the term field.

In addition, this tab shows a summary of the student’s academic career in reference to the associated academic term. Information displayed about the student’s term will include:
- Academic Career
- Student Career Number associated with an active CPP Stack
- Academic level projections based on their term enrollment
- Eligibility to enroll.

**REVIEW PREVIOUS TERM ACTIVATIONS:** You can select the arrows on the header bar to locate a student’s past term activations.

4) Select the **Term Activation** tab. This tab will show the approved academic load for the student as well as the approved max credit hour enrollment limit for the associated term. The defaulted max credit hour limit for all full-time students is 18 credit hours while part-time is set at 9 credit hours.

5) When reviewing a student’s record, if you are unable to find an occurrence that the student was term activated then the following instances could have occurred that makes the student currently ineligible to enroll.

   A. **No class enrollment for past 3 previous semester:** The student did not enroll in any of the three previous semesters. The automated batch process, run by the Office of the Registrar, reviews if a student is actively enrolled in the current term and previous 2 terms. If not, then Catalyst will not automatically term activate for the upcoming term even though they may have an active Program/Plan stack on record.

   B. **No enrollment record for student’s 1st Semester:** The student was admitted into a degree program but did not enroll into classes for their first semester. The automated process, run by the Office of the Registrar, reviews if a student has had any active enrollment. A student in this situation would have no enrollment within the previous three semesters and so would not be term activated.

   C. **University/College-Level Academic Action:** The student has a university or college-level academic actions on their record, i.e. suspension or dismissal.

6) If those instances applied to the student and all follow ups were resolved, the student must be term activated by a college representative. Please refer to the **Term Activating a Student** job aid for instructions. Please note that term activating a student is based on approved access.