TERM ACTIVATE A STUDENT: UNIT LOAD

This instruction guide will walk you through the process of adjusting a student's maximum unit load via the Term Activate a Student page.

NAVIGATION

Use the following navigation to navigate to the Term Activate a Student page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Student Term Information**
6. Click **Term Activate a Student**

PROCESS

Use the following steps to adjust a student's maximum unit load via the Term Activate a Student page:

1. Enter the student's UFID in the **Empl ID** field
2. Enter UFLOR in the **Academic Institution** field
3. Select the **Academic Career** from the dropdown menu
4. Click the **Search** button

5. Click the **Enrollment Limit** tab

6. Check the **Override Unit Limits** checkbox
7. Enter the appropriate number of units in the **Max Total Units** field
8. Click the **Save** button

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
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