

## 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:

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Term Activate a S Enter any information Find an Existing V	Student you have and click Search. Leave fields blank for a list of all v /alue	alues.
Search Criteria	a	
Empl ID: Academic Institution: Academic Career:	begins with ▼     11111111       = ▼     UFLOR     Q       = ▼     Law     ▼	
Campus ID: National ID: Last Name: First Name:	begins with ▼   begins with ▼   begins with ▼	
Case Sensitive	ar Basic Search 📴 Save Search Criteria	

- 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

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- 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

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## FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu

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