

Overload of Term Units Limits

You can override the term units for a student, who meets the criteria for overloads, these steps.

1	Navigation: Records and Enrollment > Student Term Information > Term Activate a Student
2	<p>On the Find an Existing Value page, enter the search criteria to retrieve the desired student and click <input type="button" value="Search"/>.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Term Activate a Student Enter any information you have and click Search. Leave fields blank</p> <p>Find an Existing Value</p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Local Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>
3	<p>On the Term Activate a Student page, click the Enrollment Limit tab.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Term Activation Enrollment Limit Student Session Terms In Residence Term Control Dates External Study</p> <p>Academic Career: Postbaccalaureate</p> <p>*Academic Institution: BKCMP Cal State Univ., Bakersfield</p> <p>*Term: 2091 WIN 09 Quarter Activation Date: 01/07/2009</p> <p>Student Career Nbr: 0 PBAC - Credentials</p> <p>Override All Academic Levels: <input type="checkbox"/> Academic Year: 2008</p> <p>Override Projected Level: <input type="checkbox"/> Load Determination: Units</p> <p>Academic Level - Projected: Post-Bacc *Form of Study: Enrollment</p> <p>Academic Level - Term Start: Post-Bacc Academic Load: No Units</p> <p>Academic Level - Term End: Post-Bacc *Billing Career: PBAC</p> <p>Level Determination: Default Eligible To Enroll: <input checked="" type="checkbox"/></p> </div>
4	<p>On the Enrollment Limit page, perform the following steps:</p> <ol style="list-style-type: none"> 1. Click on the Override Unit Limits box 2. In the Max Total Unit, enter the desired number of units 3. When you are satisfied, click <input type="button" value="Save"/>. <div style="border: 1px solid black; padding: 5px;"> <p>Term Activation Enrollment Limit Student Session Terms In Residence Term Control Dates External Study</p> <p>Academic Career: Postbaccalaureate</p> <p>Academic Institution: Cal State Univ., Bakersfield</p> <p>Term: WIN 09 Quarter</p> <p>Primary Academic Program: PBAC - Credentials</p> <p>Academic Group of Advisor: PBAC</p> <p>*Approved Academic Load: Full-Time</p> <p>Override Unit Limits: <input checked="" type="checkbox"/></p> <p>Max Total Units: <input type="text" value="20"/> Max Audit Units: <input type="text" value="19.00"/></p> <p>Max No GPA Units: <input type="text" value="19.00"/> Max Wait List Units: <input type="text"/></p> <p>Min Total Units: <input type="text"/> Max Total Courses: <input type="text"/></p> <p><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>1. Click the Override Unit Limit box. 2. In the Max Total Units box, enter the desired number of units. 3. Click Save.</p> </div> </div>