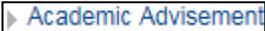


The following is how to change the maximum allowed units a student can register in for a specific term. This process would be used when a student is granted permission to take additional course(s) beyond the normal maximum number for a given term (e.g. increasing units from 18 to 21) or when a student is restricted to less than the normal limit of courses allowed in a term. Additional navigation to this component includes:

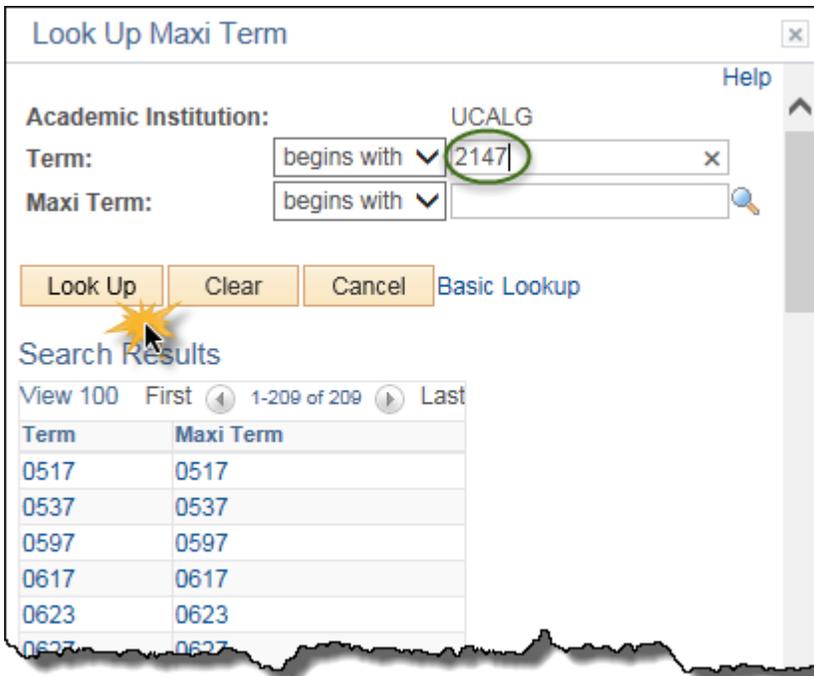
Records and Enrollment > Student Term Information > Term Activate a Student

Note: For FOIP reasons some information has been removed.

1. Click the **Academic Advisement** link.

2. Click the **Academic Advising Summary** link.

3. Enter the student ID number and select the applicable Maxi Term.
Click the **Look up Maxi Term** button.

4. Enter the desired Term (e.g. 2147 Fall 2014) and press Lookup.



Term	Maxi Term
0517	0517
0537	0537
0597	0597
0617	0617
0623	0623
0627	0627

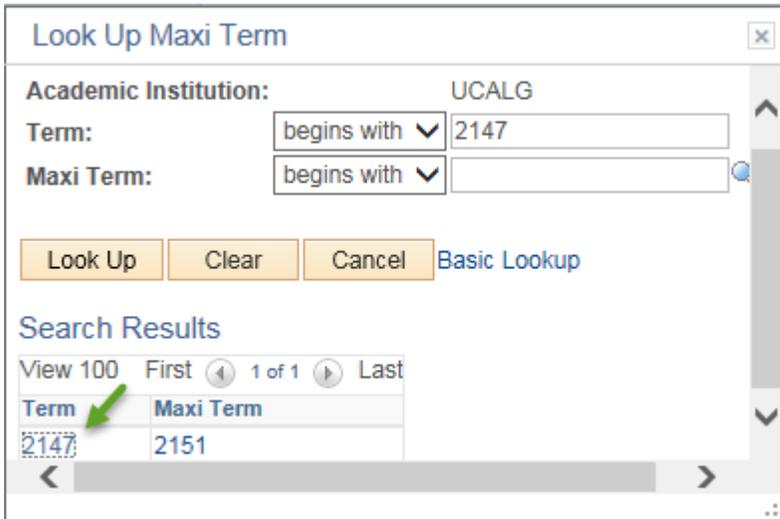
Click the **Look Up** button.



Override Maximum Unit Load

SA - Registration

5. The associated Maxi Term will display (e.g. 2151 for Winter 2015)
Click the [2147 link](#).



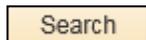
The screenshot shows a dialog box titled "Look Up Maxi Term". It contains the following fields and controls:

- Academic Institution:** UCALG
- Term:** begins with [dropdown] 2147
- Maxi Term:** begins with [dropdown] [empty]
- Buttons: Look Up, Clear, Cancel, Basic Lookup
- Search Results:** View 100, First [arrow left] 1 of 1 [arrow right] Last
- Table:

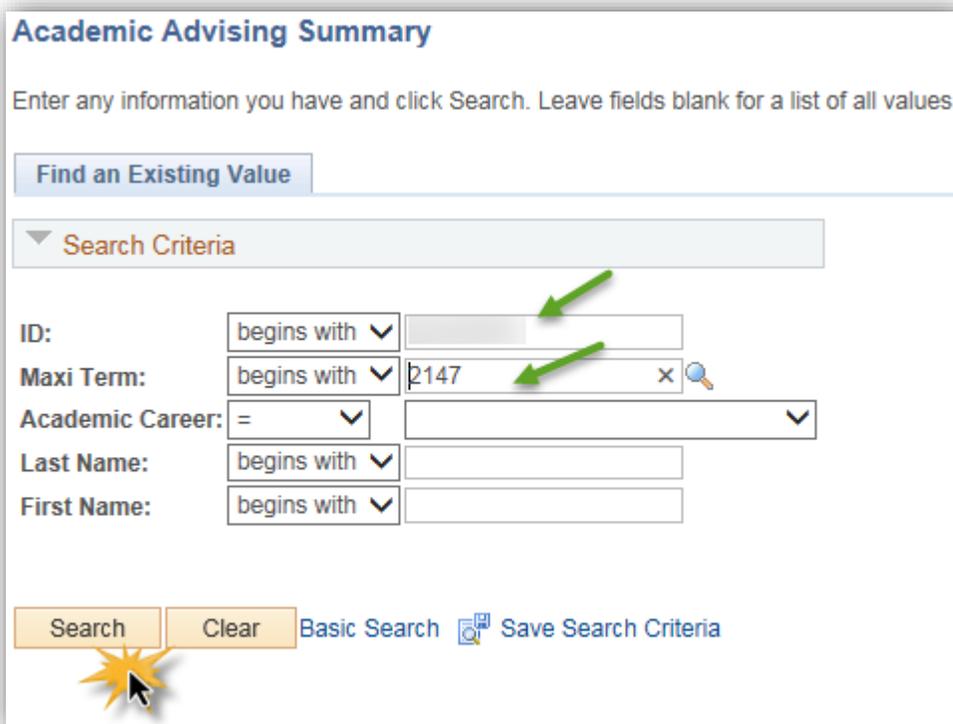
Term	Maxi Term
2147	2151

A green arrow points to the "2147" in the search results table.

6. Once the student ID number and the applicable Maxi Term are entered, press Enter or Search.
Click the [Search](#) button.



Search

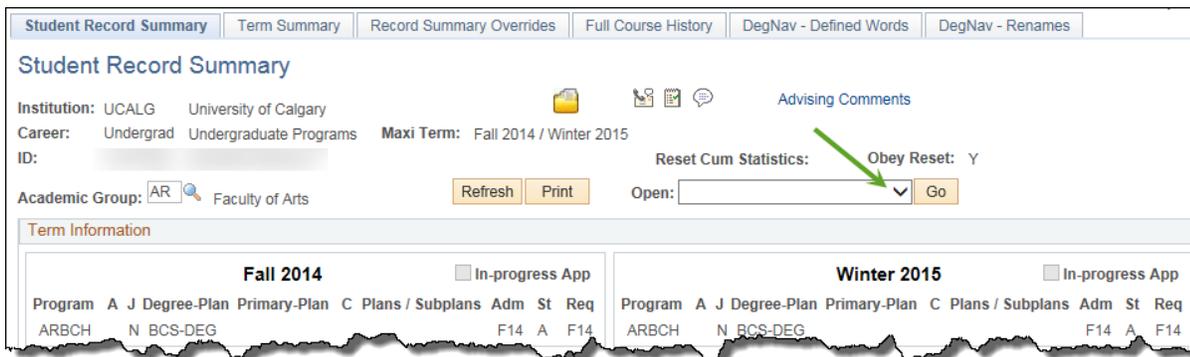


The screenshot shows the "Academic Advising Summary" search form with the following fields and controls:

- Header: Academic Advising Summary
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Section: Find an Existing Value
- Section: Search Criteria
- Fields:
 - ID:** begins with [dropdown] [empty] (green arrow points to this field)
 - Maxi Term:** begins with [dropdown] 2147 (green arrow points to this field)
 - Academic Career:** = [dropdown] [empty]
 - Last Name:** begins with [dropdown] [empty]
 - First Name:** begins with [dropdown] [empty]
- Buttons: Search, Clear, Basic Search, Save Search Criteria

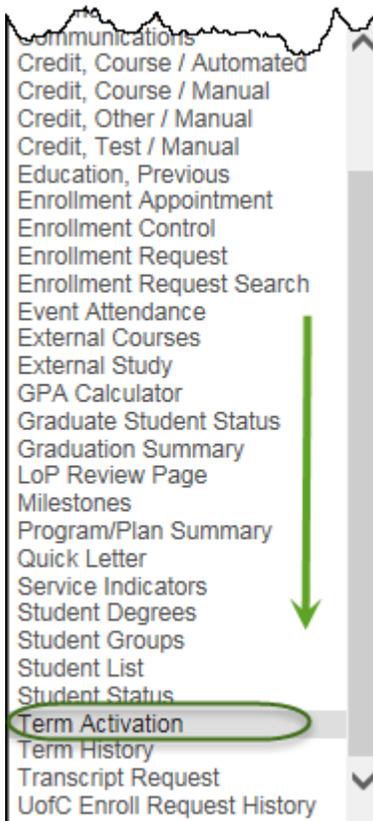
A mouse cursor is clicking the "Search" button, indicated by a starburst effect.

7. From Student Record Summary, click the **Open** list.



The screenshot shows the 'Student Record Summary' page. At the top, there are tabs for 'Student Record Summary', 'Term Summary', 'Record Summary Overrides', 'Full Course History', 'DegNav - Defined Words', and 'DegNav - Renames'. Below the tabs, the page title is 'Student Record Summary'. The institution is 'UCALG University of Calgary'. The career is 'Undergrad Undergraduate Programs' and the maxi term is 'Fall 2014 / Winter 2015'. There are buttons for 'Refresh' and 'Print'. The academic group is 'AR Faculty of Arts'. There are 'Reset Cum Statistics' and 'Obey Reset: Y' options. An 'Open:' dropdown menu is highlighted with a green arrow pointing to it, and a 'Go' button is next to it. Below this is a 'Term Information' section with two columns for 'Fall 2014' and 'Winter 2015', each with an 'In-progress App' checkbox and a table of program details.

8. Scroll down to Term Activation and click the **Term Activation** list item.



The screenshot shows a vertical list of navigation items. A green arrow points downwards from the top of the list to the 'Term Activation' item, which is highlighted with a green oval. The list includes: Communications, Credit, Course / Automated, Credit, Course / Manual, Credit, Other / Manual, Credit, Test / Manual, Education, Previous, Enrollment Appointment, Enrollment Control, Enrollment Request, Enrollment Request Search, Event Attendance, External Courses, External Study, GPA Calculator, Graduate Student Status, Graduation Summary, LoP Review Page, Milestones, Program/Plan Summary, Quick Letter, Service Indicators, Student Degrees, Student Groups, Student List, Student Status, Term Activation, Term History, Transcript Request, and UofC Enroll Request History.

9. Click the **Go** button.

Go

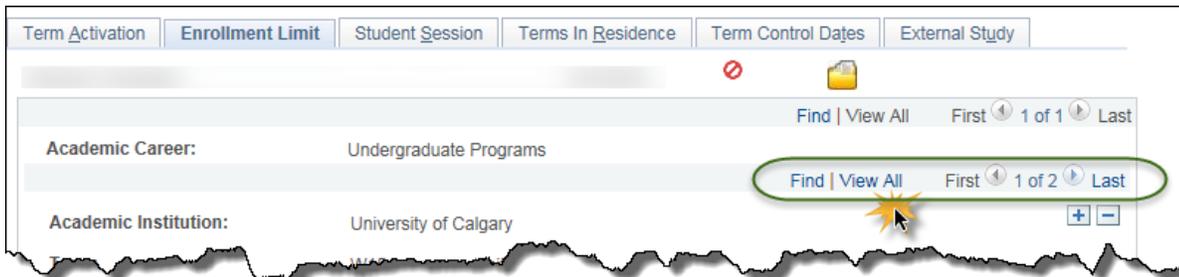
10. Click the **Enrollment Limit** tab.

Enrollment Limit

Override Maximum Unit Load

SA - Registration

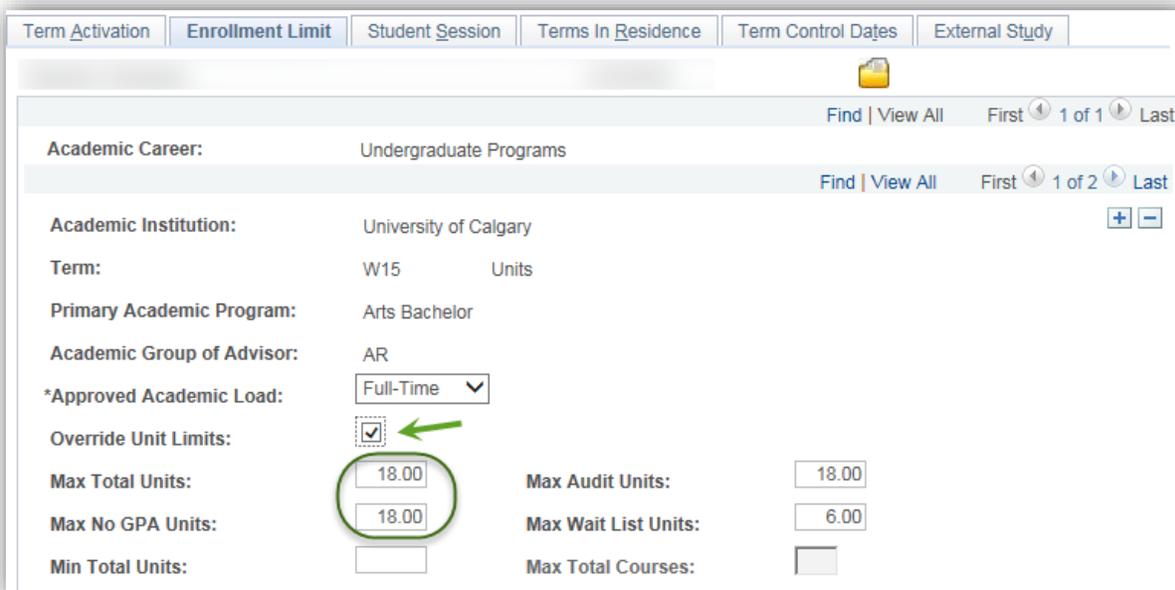
11. Click "View All" to find the row for the term(s) in which you wish to change the maximum unit load. Click **View All**.



12. Click the **Override Unit Limits** option.

Override Unit Limits: 

13. The existing units display (e.g. 18). In order to change them by increments of 3 just type the amount in the Max Total Units and Max No GPA Units.



14. Enter the desired information into the **Max Total Units** field (e.g. 21) and the desired information into the **Max No GPA Units** field (e.g. 21).

15. Once the increments have been changed press Save to record the change. Click the **Save** button.



*Approved Academic Load: /

<input checked="" type="checkbox"/> Override Unit Limits:			
Max Total Units:	<input type="text" value="21"/>	Max Audit Units:	<input type="text" value="18.00"/>
Max No GPA Units:	<input type="text" value="21"/>	Max Wait List Units:	<input type="text" value="6.00"/>
Min Total Units:	<input type="text"/>	Max Total Courses:	<input type="text"/>

 Save  Return to Search  Notify

[Term Active](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

For the corresponding online learning, consult www.ucalgary.ca/ittraining

End of Procedure.