

Term Activate a Student

Purpose: Students must be term activated in order to receive an enrollment appointment and register. Term activation is generally done as a batch process, but also can be done manually.

Step	Action		
1.	Navigate to the Term Activation page: Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student Favorites Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student		
	Term Activate a Student Enter any information you have and click Search. Leave fields blank for a list of all values.		
	Find an Existing Value		
	ID: begins with • Campus ID: begins with • National ID: begins with • Last Name: begins with • First Name: begins with •		
	Search Clear Basic Search 📳 Save Search Criteria		
2.	Enter the student's six digit U-ID. Click Search button.		
	<i>Result:</i> The <i>Term Activation</i> tab displays.		



Step	Action		
3.	On the Term Activate a Student page in the Term field, enter the applicable term Example, enter 2112 for Fall 2011. Press [Enter].		
	Favorites Main Menu > Records and Enrolment > Student Term Information > Term Activate a Student		
	Term Adivation Enrollment Limit Student Session Terms In B	Find I View All First 1 of 1	
	Academic Career: Undergraduate		
		Find View All Fund M tort M Last	
	*Academic Institution: UNICS Q University of Northern Io	wa 🖸 🖗 🖽 🖂	
	*Term: 2112 Q Semester Student Career Nbr: 0 Q	Activation Date:	
	Override All Academic Levels:	Academic Year:	
	Override Projected Level:	Load Determination:	
	Academic Level - Projected:	*Form of Study: Enrollment •	
	Academic Level - Term Start:	Academic Load: N.Q. No Units	
	Academic Level - Term End:	*Billing Career: UGRD Q	
	Level Determination:	Eligible To Enroll:	
	Go to: Calculate Tuition		
	Save Q. Beturn to Search		
	<i>Note:</i> The Add Row • button may be used	to add a new term if needed.	
	Click the Save button at the bottom of the part		
4.	Click the Save button at the bottom of the pag	ge.	
	<i>Result:</i> The student has been term activated.	The Academic Level information	
	populates. "Not Classified" will display if student is NONUG, Cont. Ed.		
	Academic Level - Projected: Fresh	man	
	Academic Level - Term Start: Fresh	man	
	Academic Level - Term End: Fresh	iman	
	Level Determination: Units		

Special Note for Summer: You must select a session (on the *Student Session* tab) for the term activation. Always select **8W1**, as this is the session that enrollment appointments are set up under.