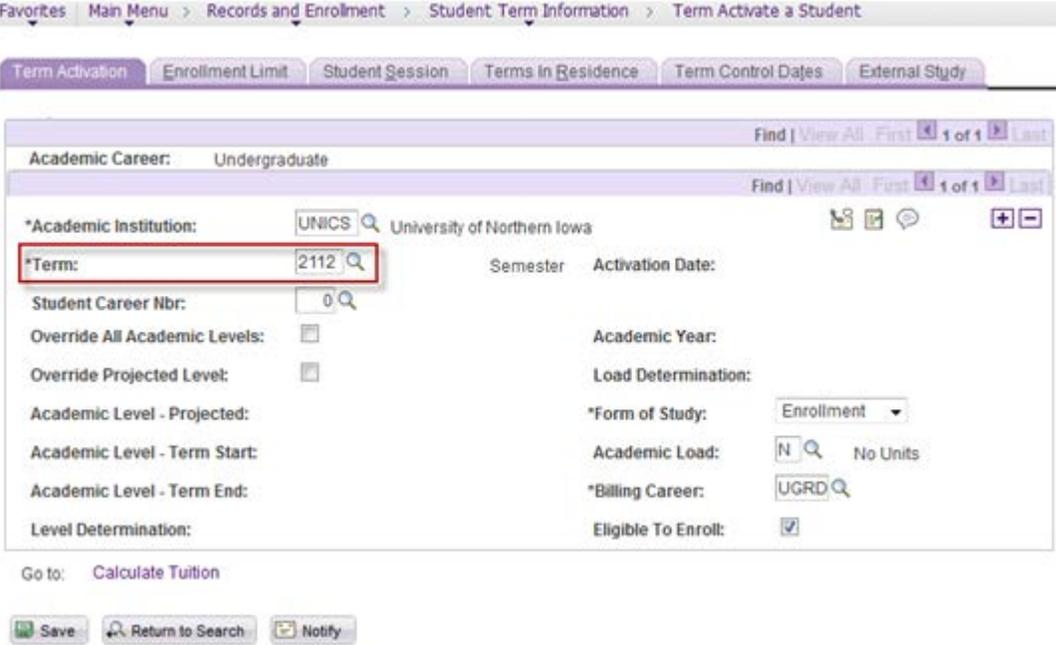
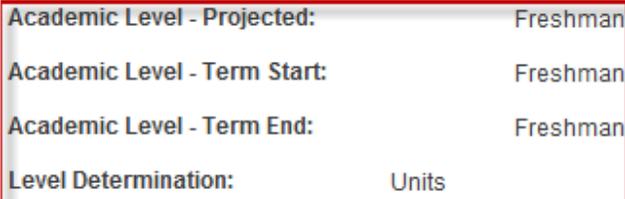


Term Activate a Student

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.	<p>Navigate to the Term Activation page: Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student</p> <p>Favorites Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student</p> <p>Term Activate a Student</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value _____</p> <p>▼ Search Criteria</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>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>
2.	<p>Enter the student’s six digit U-ID. Click Search button.</p> <p>Result: The <i>Term Activation</i> tab displays.</p>



Step	Action
3.	<p>On the Term Activate a Student page in the Term field, enter the applicable term. Example, enter 2112 for Fall 2011. Press [Enter].</p>  <p><i>Note:</i> The Add Row  button may be used to add a new term if needed.</p>
4.	<p>Click the Save button at the bottom of the page.</p> <p><i>Result:</i> The student has been term activated. The <i>Academic Level</i> information populates. “Not Classified” will display if student is NONUG, Cont. Ed.</p> 

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.