Term Activate an Individual Student

Purpose: Use this document as a reference for term activating an individual student in ctcLink.

Audience: Student Records staff.

⊘ You must have at least one of these local college managed security roles:

- ZD SR Super User
- ZD SR Term Activation
- ZZ SR Term Activation or ZZ SR Batch Term Activation
- ZZ SR Term Activation Limited

    If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

ⓘ **Overview**

1. Term activation informs the system that students are eligible for enrollment, transfer credit posting to their records, tuition calculation, and other term-specific activities.
2. Before each enrollment period, you activate students into terms using one of the following three methods:
    - The **Batch Term Activation** to activate groups of students.
    - The Term Activation page to start individual students.
    - The **Quick Admit** action creates a Student Program/Plan and activates that student into a term.

    Troubleshooting Term-Activation

1. Students must have an active **Student Program/Plan** at your institution.
2. The Student Program/Plan stack must be effective dated on or before the first day of the term.
3. The term must be later than or equal to the student's admit term into the academic program.
4. The term must have an academic calendar defined in the system.

Term Activation Management

1. **Term Inactivation.**
   - Suppose you have students enroll based on term activation to a Student Program/Plan that you have discontinued or completed. In that case, you will have problems with NSC Reporting, Financial Aid awards, tuition calculation, and FTE calculation.
   - Make managing future Term Activation part of your credential evaluation process. As you award credentials for Spring, consider that you have already likely Term-Activated for Summer and Fall. *Have you adopted a business practice that addresses that?*
   - Run **QCS_SR_TERM_ACT_INACTIVESTACK** regularly. Run the query from terms 0000-9999 to quickly generate a list of all students who are term activated to an inactive plan stack or prioritize corrections for active students by searching a smaller term range. Be sure to run the query for past terms. This will help you find students who are term active in recently completed plan stacks.

2. **Minimize potential future issues.**
   - Discontinuing Student Program/Plans allows processes that refer to active plan stacks, like tuition calculation and term activation, to run more efficiently. Review the **Student Program Plan Discontinuation** QRG before submitting a ticket to the Support Team.
   - Adopt a business practice to regularly discontinue the Student Program/Plans of students who haven't attended your institution in a while.
   - Please remember: We cannot automatically undo the batch discontinuation process. If you provide the wrong list of students or included students you did not mean to, you must fix it manually! Be sure to review any batch discontinuation requests before you submit a ticket.

Term Activate an Individual Student

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

12. The **Term Activate a Student** search page displays.
13. Enter **Search Criteria** to identify your student.
14. Select **Search**.
4. The **Term Activation** tab displays.
5. If the student does not have term activation from a program in the term:

6. Insert a row by selecting the **Add a New Row [+]** icon.
7. Enter **Academic Institution**.
8. Enter or look up the desired **Term**. **Note:** Ensure the student is term activated to a career number active at your institution.
9. If the student is already term activated in another program, change the **Student Career Nbr** to match the program for enrollment in the term. Students can only be term activated in one program per term, per career. For students receiving financial aid, the term-activated program should be FA-eligible.
10. Make sure the **Eligible to Enroll** checkbox is selected.
    - **Enter residency** before the term activating a new student, or you will receive the following message: Warning - Not eligible to enroll for this term. The residency has not been coded (14630.45)
    - Residency must be coded effective on or before this term to be eligible for enrollment.
    - Upon receiving this message, the system unchecks the Eligible to Enroll checkbox. Go to the Residency page, enter the student's residency, return to the Term Activation page, select the Eligible to Enroll checkbox, and click Save.
11. Select **the Save** button in the lower-left corner of the page.
12. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to **Term Activate an Individual Student.** This link will open in a new tab/window.

Override Unit Limits

ℹ️   You have the option of overriding a student's enrollment limits for a specific term when processing enrollments.

Navigation: Records and Enrollment > Student Term Information > Term Activate a Student > Enrollment Limit

1. The **Term Activate a Student** search page displays.
2. Enter **Search Criteria** to identify your student.
3. Select **Search**.
4. Go to the Enrollment Limit tab and select the **Academic Career** and **Term** you want to change.
5. Select the **Override Unit Limits** checkbox. This allows staff to override enrollment limits established on the Academic Program Table.
7. The following fields become available:
   a. **Max Total Units**,
   b. **Max Audit Units**,
   c. **Max No GPA Units,**
   d. **Max Wait List Units**

8. Depending on student needs, adjust Max Total Units, Max Audit, Max No GPA Units, and Max Wait List Units. (Example: Max Total Units is 19; the student can enroll in 25 credits for the Term; enter 25.)
9. Students may now enroll in classes up to their approved credits and can switch classes without going through your office.
10. Select **Save**.
11. Process complete.

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