

9.2 Term Activate a Student after the Term Begin Date

Purpose: Use this document as a reference for term activating a student after the Term Begin Date.

Audience: Admissions Staff

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

- ZC SR Student Program
- ZD SR Student Program
- ZZ SR Student Program
- ZZ Student Program Limited

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

i In some cases, applications are added and matriculated after the Term Begin Date without being backdated. While PeopleSoft allows staff to add and matriculate students after Term Begin date, it prevents them from term activating. You will receive a message stating, *"No active Programs defined to Term: <XXXX.> Max. Program Effective Date for Term is: <Term Begin Date.> (1463036) An active Academic Program effective on or before the Max. Program Effective Date for Term is required. Admission to the Academic Program is also required on or before the Term you are attempting to activate."*

When matriculating an application, you create an active program plan stack, fields gray out, and changes cannot be made to the application. For this purpose, the data must be changed on the student's program plan stack. To make changes, you need to know the [Term Begin Date](#) (Maximum Program Effdt for Term) and Correct History access [ZC SR Student Program](#).

Related QRGs:

- [9.2 Maintaining Student Program/Plan Stacks](#)
- [9.2 Term Activate an Individual Student](#)

- [9.2 Term Activate a Student after the Term Begin Date Video](#)
- [9.2 Move an Admit Term after Matriculation](#)
- [9.2 Move an Admit Term after Matriculation Video](#)

No active Programs defined for Term: 2225. Max. Program Effective Date for Term is: 2022-06-27. (14630,36)

An active Academic Program effective on or before the Max. Program Effective Date for Term is required. Admission to the Academic Program is also required on or before the Term you are attempting to activate.

Student Program Plan

Navigation: NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan

1. The **Student Program/Plan** search page displays.
2. Enter **Search Criteria** to identify your student and check the **Include History** box. You will only view the results for your institution.
3. Select **Search**. In the case of multiple program rows, select the matriculated career number.

< Biographical Details
Student Program/Plan

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

Empl ID	begins with	<input type="text" value="202888794"/>			
Academic Career	=	<input type="text"/>			
Student Career Nbr	=	<input type="text"/>			
Campus ID	begins with	<input type="text"/>			
National ID	begins with	<input type="text"/>			
Last Name	begins with	<input type="text"/>			
First Name	begins with	<input type="text"/>			

Include History Correct History Case Sensitive

Search
Clear
Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

- The **Student Program** tab displays.
- Select **Correct History** in the lower-right corner of the page.

The screenshot shows the 'Student Program/Plan' interface for Noelle Smith (ID: 202888794). The 'Student Program' tab is selected. The 'Student Details' panel is displayed, showing fields for Status (Active in Program), Effective Date (08/10/2022), Program Action (MATR), Action Reason, Academic Institution (WA070 - Shoreline Community College), Academic Program (TRNST - Transitional Studies), Admit Term (2225 - 2022 SUMMR), Requirement Term (2225 - 2022 SUMMR), and Expected Graduation Term. The 'Correct History' button is highlighted with a red box in the bottom right corner.

- In the top-right corner of the Student Details panel, select the right arrow to access the **Program Action APPL** row.

This screenshot is identical to the previous one, but with a red arrow pointing to the right arrow in the top-right corner of the 'Student Details' panel, indicating the next step in the process.

- On the Student Program tab, change the **Effective Date** on the APPL row to a determined date before or on the **Term Begin Date**. The image below displays Shoreline Community College's Term Begin Date for the summer of 2022.

The screenshot shows the 'Student Program/Plan' interface for Noelle Smith (ID: 202888794). The 'Student Program' tab is active. The 'Student Details' section includes the following information:

- Status: Applicant
- *Effective Date: 06/26/2022 (highlighted with a red box)
- *Program Action: APPL (Application)
- Action Reason: [Empty]
- *Academic Institution: WA070 (Shoreline Community College)
- *Academic Program: TRNST (Transitional Studies)
- *Admit Term: 2225 (2022 SUMMR)
- Requirement Term: 2225 (2022 SUMMR)
- Expected Graduation Term: [Empty]
- Last Updated On: 08/10/2022 9:44:19AM
- By: CTC_TMARTIN
- Effective Sequence: 1
- Action Date: 08/10/2022
- Admissions: From Application (checked), Application Nbr: [Empty], Application Program Nbr: 0
- *Campus: MAIN (Main)
- *Academic Load: Full-Time

Buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

- Click on the **Student Plan** tab (APPL row).

The screenshot shows the 'Student Program/Plan' interface for Noelle Smith (ID: 202888794). The 'Student Plan' tab is now active and highlighted with a red box. The 'Student Details' section includes the following information:

- Status: Applicant
- *Effective Date: 08/26/2022
- *Program Action: APPL (Application)
- Action Reason: [Empty]
- *Academic Institution: WA070 (Shoreline Community College)
- *Academic Program: TRNST (Transitional Studies)
- *Admit Term: 2225 (2022 SUMMR)
- Requirement Term: 2225 (2022 SUMMR)
- Expected Graduation Term: [Empty]
- Last Updated On: 08/10/2022 9:44:19AM
- By: CTC_TMARTIN
- Effective Sequence: 1
- Action Date: 08/10/2022
- Admissions: From Application (checked), Application Nbr: [Empty], Application Program Nbr: 0
- *Campus: MAIN (Main)
- *Academic Load: Full-Time

Buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

- Change the **Declare Date** to the Effective Date entered on the Student Program tab.

Biographical Details **Student Program/Plan**

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Noelle Smith 202888794

Academic Career Undergraduate Student Career Nbr 0 Car Req Term SUMMER 2022

Student Details 2 of 2 | View All

Status	Applicant	Admit Term	2022 SUMMR
Effective Date	06/26/2022	Effective Sequence	1
Program Action	Application	Action Date	08/10/2022
Action Reason		Requirement Term	2022 SUMMR
Academic Program	TRNST		

1 of 1 | View All

*Academic Plan High School Diploma + -

*Plan Sequence

*Declare Date

*Requirement Term

*Advisement Status

Major Degree

Degree Checkout Stat

Student Degree Nbr

Completion Term

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display** **Include History** **Correct History**

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

10. Click on the **Student Program** tab at the top of the page.

Biographical Details **Student Program/Plan**

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Noelle Smith 202888794

Academic Career Undergraduate Student Career Nbr 0 Car Req Term SUMMER 2022

Student Details 2 of 2 | View All

Status	Applicant	Admit Term	2022 SUMMR
Effective Date	06/26/2022	Effective Sequence	1
Program Action	Application	Action Date	08/10/2022
Action Reason		Requirement Term	2022 SUMMR
Academic Program	TRNST		

1 of 1 | View All

*Academic Plan High School Diploma + -

*Plan Sequence

*Declare Date

*Requirement Term

*Advisement Status

Major Degree

Degree Checkout Stat

Student Degree Nbr

Completion Term

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display** **Include History** **Correct History**

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

11. In the top-right corner of the Student Details panel, select the left arrow to access the **Program Action MATR** row.

Biographical Details **Student Program/Plan**

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Noelle Smith 202888794 Student Career Nbr 0

Academic Career Undergraduate Career Requirement Term

Student Details 2 of 2 | View All

Status Applicant
 *Effective Date 06/26/2022
 *Program Action APPL Application
 Action Reason
 *Academic Institution WA070 Shoreline Community College
 *Academic Program TRNST Transitional Studies
 *Admit Term 2225 2022 SUMMR
 Requirement Term 2225 2022 SUMMR
 Expected Graduation Term
 Last Updated On 08/10/2022 9:44:19AM
 By CTC_TMARTIN

Effective Sequence 1
 Action Date 08/10/2022

Admissions
 From Application
 Application Nbr 0
 Application Program Nbr 0
 *Campus MAIN Main
 *Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

12. Change the **Effective Date** on the **MATR** row to the date entered on the APPL row on the Student Program tab.

Biographical Details **Student Program/Plan**

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Noelle Smith 202888794 Student Career Nbr 0

Academic Career Undergraduate Career Requirement Term

Student Details 1 of 2 | View All

Status Active in Program
 *Effective Date 06/26/2022
 *Program Action MATR Matriculation
 Action Reason
 *Academic Institution WA070 Shoreline Community College
 *Academic Program TRNST Transitional Studies
 *Admit Term 2225 2022 SUMMR
 Requirement Term 2225 2022 SUMMR
 Expected Graduation Term
 Last Updated On 08/10/2022 9:46:08AM
 By CTC_TMARTIN

Effective Sequence 2
 Action Date 08/10/2022

Admissions
 From Application
 Application Nbr 00475835
 Application Program Nbr 0
 *Campus MAIN Main
 *Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

13. Click on the **Student Plan** tab (MATR row).

Biographical Details **Student Program/Plan**

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Noelle Smith 202888794

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Student Details 1 of 2 | View All

Status Active in Program
 *Effective Date 06/26/2022
 *Program Action MATR Matriculation
 Action Reason
 *Academic Institution WA070 Shoreline Community College
 *Academic Program TRNST Transitional Studies
 *Admit Term 2225 2022 SUMMR
 Requirement Term 2225 2022 SUMMR
 Expected Graduation Term
 Last Updated On 08/10/2022 9:46:08AM
 By CTC_TMARTIN

Effective Sequence 2
 Action Date 08/10/2022
 Admissions
 From Application
 Application Nbr 00475835
 Application Program Nbr 0
 *Campus MAIN Main
 *Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

- Change the **Declare Date** to the Effective Date entered on the Student Program tab.
- Select **Save** in the lower-left corner of the page.

Biographical Details **Student Program/Plan**

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Noelle Smith 202888794

Academic Career Undergraduate Student Career Nbr 0 Car Req Term SUMMER 2022

Student Details 1 of 2 | View All

Status Active in Program
 Effective Date 06/26/2022
 Program Action Matriculation
 Action Reason
 Academic Program TRNST

Admit Term 2022 SUMMR
 Effective Sequence 2
 Action Date 08/10/2022
 Requirement Term 2022 SUMMR

*Academic Plan HSD High School Diploma
 *Plan Sequence 1
 *Declare Date 06/26/2022
 *Requirement Term 2225 2022 SUMMR
 *Advisement Status Include

Major Degree
 Degree Checkout Stat
 Student Degree Nbr
 Completion Term

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

! 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
- 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.

16. Navigate to the [Term Activation](#) page (**Navigation: NavBar > Navigator > Records and Enrollment > Student Term Information > Term Activate a Student**) and term activate the student for the appropriate term, ensuring the **Eligible To Enroll** checkbox is selected. Remember to [enter residency](#) before term activating the student.

The screenshot displays the 'Term Activate a Student' interface. At the top, there are navigation tabs: 'Term Activation' (selected), 'Enrollment Limit', 'Student Session', 'Terms In Residence', 'Term Control Dates', and 'External Study'. Below the tabs, the student's name 'Noelle Smith' and ID '202888794' are shown. The main section is titled 'Academic Career Details' and shows 'Academic Career Undergraduate'. The 'Eligible To Enroll' checkbox is checked and highlighted with a red box. Other fields include 'Academic Institution' (WA070 Shoreline Community College), 'Term' (2225 2022 SUMMR Quarter), 'Student Career Nbr' (0 Transitional Studies), 'Academic Level - Projected' (Freshman), 'Academic Level - Term Start' (Freshman), 'Academic Level - Term End' (Freshman), 'Level Determination' (Units), 'Academic Year' (2022), 'Load Determination' (Units), '*Form of Study' (Class Enrollment), 'Academic Load' (No Units), and '*Billing Career' (UGRD). At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', and a breadcrumb trail: 'Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study'.

17. Process complete.

i Check out the [9.2 Term Activate a Student after the Term Begin Date](#) video for more information.

In addition, to access the most up-to-date query information, visit dataservicesmetalink.sbctc.edu.