

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.

OK

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 ▼

202888794

Academic Career

= ▼

▼

Student Career Nbr

= ▼

Campus ID

begins with ▼

National ID

begins with ▼

Last Name

begins with ▼

First Name

begins with ▼

☒ 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.

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 08/10/2022
 *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
 Joint Program Approval
 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

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

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

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

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

7. 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 fields for Status (Applicant), Effective Date (06/26/2022), Program Action (APPL), 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 'Admissions' section shows 'From Application' selected, with Application Nbr 0 and Application Program Nbr 0. The 'Campus' is set to MAIN and the 'Academic Load' is Full-Time. The 'Effective Sequence' is 1 and the 'Action Date' is 08/10/2022. The 'Last Updated On' is 08/10/2022 9:44:19AM by CTC_TMARTIN. The bottom of the screen has buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

8. 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 active. The 'Student Details' section includes fields for Status (Applicant), Effective Date (06/26/2022), Program Action (APPL), 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 'Admissions' section shows 'From Application' selected, with Application Nbr 0 and Application Program Nbr 0. The 'Campus' is set to MAIN and the 'Academic Load' is Full-Time. The 'Effective Sequence' is 1 and the 'Action Date' is 08/10/2022. The 'Last Updated On' is 08/10/2022 9:44:19AM by CTC_TMARTIN. The bottom of the screen has buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

9. 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 HSD High School Diploma Major Degree

*Plan Sequence 1 Degree Checkout Stat

*Declare Date 06/26/2022 Student Degree Nbr

*Requirement Term 2225 2022 SUMMR Completion Term

*Advisement Status Include

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 HSD High School Diploma Major Degree

*Plan Sequence 1 Degree Checkout Stat

*Declare Date 06/26/2022 Student Degree Nbr

*Requirement Term 2225 2022 SUMMR Completion Term

*Advisement Status Include

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

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

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

Joint Program Approval

Admissions
☒ From Application
 Application Nbr
 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

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Student Details 1 of 2 View All

Status Active in Program
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 Action Reason
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Effective Sequence 2
 Action Date 08/10/2022

Joint Program Approval

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).

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

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 Admissions
 From Application
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 Application Program Nbr 0
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 *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

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

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.

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.