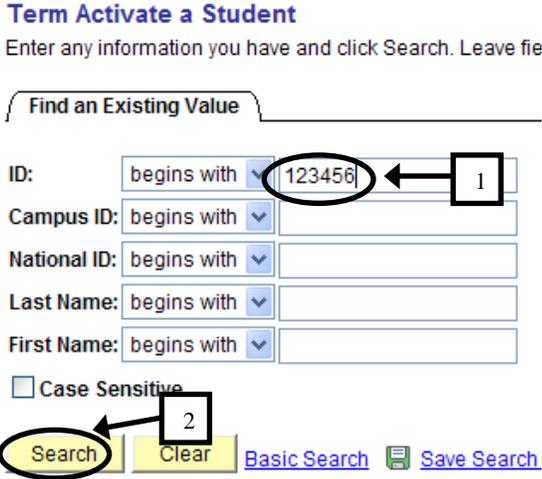


**Navigation:** Home > Records and Enrollment > Student Term Information > Term Activate a Student

Step	Action
1.	Enter the student's ID.
2.	<p>Click the <b>Search</b> button.</p>  <p><b>Term Activate a Student</b> Enter any information you have and click Search. Leave file</p> <p>Find an Existing Value</p> <p>ID: begins with 123456 ← 1</p> <p>Campus ID: begins with</p> <p>National ID: begins with</p> <p>Last Name: begins with</p> <p>First Name: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search ← 2 Clear Basic Search Save Search</p>
3.	Click the <b>Enrollment Limit</b> tab.
4.	Click the <b>Override Unit Limits</b> checkbox.
5.	Enter the <b>approved</b> number of hours in the <b>Max Total Units</b> box. .
6.	Enter the <b>approved</b> number of hours in the <b>Max No GPA Units</b> box.
7.	Enter the <b>approved</b> number of hours in the <b>Max Audit Units</b> box. .

Step	Action
8.	<p>Click the <b>Save</b> button.</p> 