Change a Student’s Enrollment Limit

Staff in Academic Deans’ Offices have the ability to update the number of credits for which a student can register, once an overload petition is approved. Please remember you can process overload petitions for undergraduate and non-degree exchange students only.

1. In the left Menu, go to Academic Records > Student Term Information > Term Activation. The Term Activate a Student search page will open.

2. On the Term Activate a Student search page:
   - In the EmplID field, enter the 8-digit ID of the student whose enrollment limit you wish to update. If you do not know this ID, enter the student’s name in the First Name and Last Name fields.
   - Click Search. The Term Activation page will open.

3. On the Term Activation page, click the Enrollment Limit tab.

4. On the Enrollment Limit tab, identify the ‘index card’ corresponding to the term you wish to update. Note: Make sure you navigate to the correct Term for the correct Academic Career before making any changes on this page.
   - In the top blue navigation bar, click View All to see all the Academic Careers this student has had at UMass. Remember that careers are listed alphabetically (i.e., Non-Degree precedes Undergraduate). The View All link will not be active if the student only has one career on record.
   - In the bottom blue navigation bar, click View All to see the student’s terms within an Academic Career.

5. To change the student’s credit limit, on the ‘index card’ corresponding to the appropriate term and career:
   - Select the Override Unit Limits check box, if it’s not already selected. The page will refresh; standard values will appear in the Max Total Units, Max No GPA Units, Max Audit Units, and Max Wait List Units fields.
   - In the Max Total Units, change the number of credits as appropriate.
   - Click at the bottom of the page. The student can now enroll for the approved number of credits listed on this page.

Important Notes

A. On the Enrollment Limit Tab, do not make any modifications other than the ones described above:
   - Never change the Approved Academic Load
   - Never update any other fields

B. If the Override Unit Limits check box is already selected when you first access the Enrollment Limit tab, this means that:
   - The student successfully petitioned for a credit overload, and another SPIRE for Staff user updated his/her record.
   - or -
   - The student’s primary major has a non-standard credit limit (above or below 18 credits).

C. The standard credit load for undergraduate students is 18 credits per term.