- 1. In SPIRE, go to Academic Records > Student Term Information > Term Activation.
- 2. On the Term Activate a Student search page:
 - Enter the 8-digit ID or first and last name of the student whose enrollment limit you wish to update.
 - Click Search.
- 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.
- 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 Save 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. Enrollment Limit Policy for Graduate Students:

A graduate student may register for up to 16 credits during the fall and spring semesters and nine total credits during the Summer Session. Any student who wishes to register for more than the maximum credit load in a fall or spring semester must secure the endorsement of the Graduate Program Director in their major department.

- C. Circumstances that warrant a change in a student's enrollment limit:
 - The program curriculum requires a student to enroll in more than 16 credits during a fall or spring semester.
 - All other exceptions should be endorsed by the Graduate Program Director or Department Head.