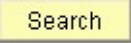





Change a Student's Enrollment Limit

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 . 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.