

Advisors and staff may need to adjust students enrollment limits at times. The **Term Activate a Student** page in **PeopleSoft** is where these changes are managed. There are two scenarios where enrollment limits are adjusted.

## Scenario One - Maximum Enrollment Limit Adjustment:

A student wants to take more than the maximum limit of credits set by the college for a semester. Most undergraduate students have a maximum enrollment limit of around 20 credits. Colleges/advisors can adjust the limits to allow a student to take additional credits above the maximum limit.

1. Log in to **PeopleSoft - Campus Solutions**.
2. Navigate from the Main Menu:  
**Records and Enrollment > Student Term Information > Term Activate a Student**
3. Enter the **student ID**; **Search**.

4. Navigate to the **Enrollment Limit** tab and to the **term** you want to adjust.

The screenshot shows the 'Enrollment Limit' tab in the PeopleSoft system. The student's name is 'Goldy Gopher' with a masked ID '#####'. The academic career is 'Undergraduate' at 'Twin Cities/Rochester' for the 'Fall 2018' semester. The primary academic program is 'College of Design' and the academic group of advisor is 'TALA'. The approved academic load is set to 'Full-Time'. The 'Override Unit Limits' checkbox is currently unchecked.

5. Click **Override Unit Limits** checkbox; once clicked, additional fields will populate.

6. In the **Max Total Units** field, enter the **number of total credits** the student will be allowed to register for the semester. (Example: Max Total Units is 20 and the student will be allowed to enroll in 28 credits for the term; enter 28.)

The screenshot shows the 'Override Unit Limits' section with the checkbox checked. The 'Max Total Units' field is set to 28.00, 'Max Audit Units' is 20.00, 'Max No GPA Units' is 20.00, 'Max Wait List Units' is 15.00, and 'Min Total Units' is empty. The 'Max Total Courses' field is also empty. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

7. Click **Save**.

## Scenario Two - Minimum Enrollment Limit Adjustment:

Beginning Fall 2018, Twin Cities undergraduate students who attempt to drop below 6 credits after the 100% refund period, will get an error message prompting them to contact their advisor. Once the advisor/college has been in contact with the student, an adjustment can be made to allow dropping below 6 credits, if appropriate.

1. Log in to **PeopleSoft - Campus Solutions**.
2. Navigate from the Main Menu:  
**Records and Enrollment > Student Term Information > Term Activate a Student**
3. Enter the **student ID**; **Search**.

4. Navigate to the **Enrollment Limit** tab and to the **term** you want to adjust.

The screenshot shows the 'Enrollment Limit' tab for student Goldy Gopher. The student ID is masked as #####. The academic career is Undergraduate, and the institution is Twin Cities/Rochester. The term is Fall 2018, Semester. The primary academic program is College of Design, and the academic group of advisor is TALA. The approved academic load is Full-Time. The 'Override Unit Limits' checkbox is currently unchecked.

5. Click **Override Unit Limits** checkbox; once clicked, additional fields will populate.

6. Reduce the **Min Total Units** threshold, or enter zero if the student is completely withdrawing from all classes.

The screenshot shows the 'Override Unit Limits' section with the checkbox checked. The following fields are populated:

Max Total Units	20.00	Max Audit Units	20.00
Max No GPA Units	20.00	Max Wait List Units	15.00
Min Total Units	2.00	Max Total Courses	

Buttons for Save, Return to Search, and Notify are visible at the bottom. The navigation bar at the bottom shows: Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

7. Click **Save**.

Students will then be able to drop their classes on their own until the last day to cancel without college approval.