HOW TO ADJUST ENROLLMENT LIMITS

UNIVERSITY OF MINNESOTA

Advisors and staff may need to adjust students enrollment limits. 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:

(prior to 75% refund period for the term)

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.
- Navigate from the Main Menu:
 Records and Enrollment > Student Term Information > Term Activate a Student
- 3. Enter the student ID; Search.

 Navigate to the Enrollment Limit tab and to the term you want to adjust. 	Term <u>A</u> ctivation	Enrollment Limit	Studen	t <u>S</u> ession	Terms In <u>R</u> esidence	Term Control Dates	External St <u>u</u> dy
	Goldy Gopher				#######	*	
						Find View All	First 🕚 1 of 1 🔍 Last
		Academic (areer	Undergra	duate		
						Find View All	First 🕚 2 of 2 🕑 Last
		Academic Insti	tution	Twin Citie	s/Rochester		+ -
			Term	Fall 2018	Semester		
5. Click Override Unit Limits checkbox; once clicked, additional fields will populate.	Р	rimary Academic Pro	ogram	College o	f Design		
	L	Academic Group of A	dvisor	TALA			
		Approved Academic	Load	Full-Time		~	
		Override Unit	Limits				

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.)

	Override Unit Limits	
	Max Total Units 28,00	Max Audit Units 20.00
	Max No GPA Units 20.00	Max Wait List Units 15.00
	Min Total Units	Max Total Courses
	Save Return to Search	
7. Click Save.	Term Activation Enrollment Limit Student Session Terms In Residence Term Cor	trol Dates External Study

Scenario Two - Minimum Enrollment Limit Adjustment:

(after the 75% refund period for the term)

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.

5. Reduce the Min Total Units threshold, or enter zero if the student is completely withdrawing from all classes.	Max No GPA Units 20.00 Max V Min Total Units 2100 Max	Ax Audit Units 20.00 Vait List Units 15.00 Total Courses
	Save Return to Search	
	Term Activation Enrollment Limit Student Session Terms In Residence Term Control Dates External S	Study
6. Click Save.		

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