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**.
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. 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.)

7. Click **Save**.

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.

Override Unit Limits	☑		
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	

🖫 Save   ⟲ Return to Search   🗐 Notify

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External 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.