

Updating Enrollment Limits – Senior Overload/Underload

Altering the allowable units will enable seniors to drop classes down to the approved number of minimum units or enroll into the approved number of maximum units on their own, without staff intervention.

Pathway: Main Menu>Records and Enrollment>Student Term Information>Term Activate a student

If a student has a 3.0 or better GPA, the Enrollment Limit tab will look like this:

The screenshot shows the 'Enrollment Limit' tab selected for student Dooley, Claire E. (ID: 0022365). The 'Override Unit Limits' checkbox is unchecked. The fields for unit limits are empty.

Max Total Units:		Max Audit Units:	
Max No GPA Units:		Max Wait List Units:	
Min Total Units:		Max Total Courses:	

If a student's GPA is under a 3.0, the Enrollment Limit tab will look like this:

The screenshot shows the 'Enrollment Limit' tab selected for student Dooley, Claire E. (ID: 0022365). The 'Override Unit Limits' checkbox is checked. The unit limit fields are populated with values: Max Total Units: 19.00, Max Audit Units: 19.00, Max No GPA Units: 19.00, Max Wait List Units: 999.00, and Min Total Units: 12.00.

Max Total Units:	19.00	Max Audit Units:	19.00
Max No GPA Units:	19.00	Max Wait List Units:	999.00
Min Total Units:	12.00	Max Total Courses:	

Altering Minimum Units on Enrollment Limit Tab

Favorites ▾ | Main Menu ▾ > Records and Enrollment ▾ > Student Term Information ▾ > Term Activate a Student

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

Dooley,Claire E. 0022365 Find | View All First 11 of 13 Last

Academic Career: Undergraduate Emory College Find | View All First 1 of 15 Last

Academic Institution: Emory University + -

Term: Spr 2018 Semester

Primary Academic Program: Liberal Arts & Sciences

Academic Group of Advisor: COL

*Approved Academic Load: Full-Time ▾

Override Unit Limits:

Max Total Units: 22.00 Max Audit Units: 22.00

Max No GPA Units: 22.00 Max Wait List Units: 999.00

Min Total Units: 6.00 Max Total Courses:

Save Return to Search Previous in List Next in List Notify

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

- Check the Override Unit Limits box.
- Change the Min Total Units to the approved number of minimum units.
- Save

Altering Maximum Units on Enrollment Limit Tab

Favorites ▾ | Main Menu ▾ > Records and Enrollment ▾ > Student Term Information ▾ > Term Activate a Student

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

Dooley,Claire E. 0022365 Find | View All First 11 of 13 Last

Academic Career: Undergraduate Emory College Find | View All First 1 of 15 Last

Academic Institution: Emory University + -

Term: Spr 2018 Semester

Primary Academic Program: Liberal Arts & Sciences

Academic Group of Advisor: COL

*Approved Academic Load: Full-Time ▾

Override Unit Limits:

Max Total Units: 23.00 Max Audit Units: 23.00

Max No GPA Units: 23.00 Max Wait List Units: 999.00

Min Total Units: 12.00 Max Total Courses:

Save Return to Search Previous in List Next in List Notify

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

- Check the Override Unit Limits box.
- Change the Max Total Units to the approved number of maximum units.
- Change the Max No GPA Units to the approved number of maximum units.
- Change the Max Audit Units to the approved number of maximum units.
- Save

Note: Ensure that you Save and that the minimum/maximum hours are correct before exiting the screen.