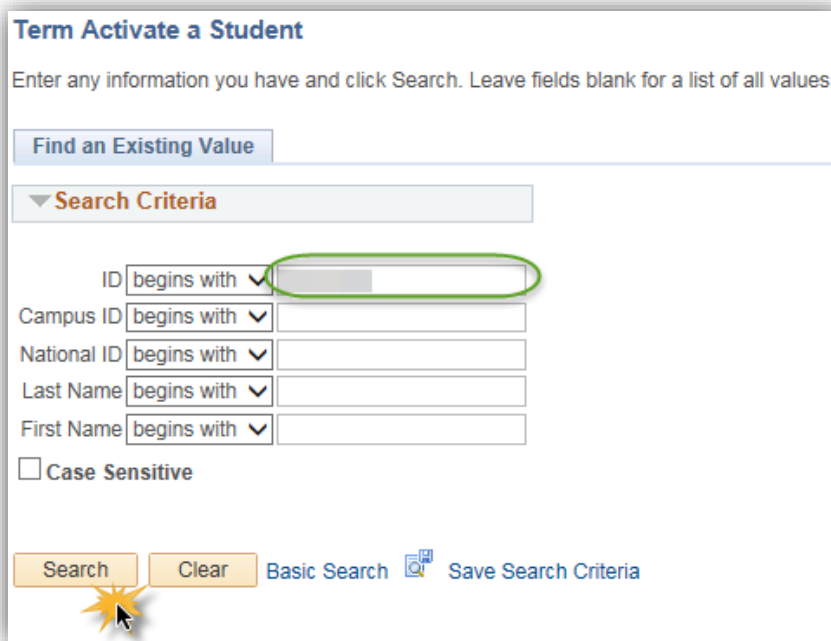


The term activation process is used for undergraduates when newly admitted, matriculated students and continuing students are eligible to enroll for a specific term. Students in undergraduate and medicine programs will be activated for the two terms which constitute a maxi-term prior to the start of registration for that maxi-term (i.e. Fall/Winter and Spring/Summer activations will be processed in tandem).

1. Click the **Records and Enrollment** link.  
[Records and Enrollment](#)
2. Click the **Student Term Information** link.  
[Student Term Information](#)
3. Click the **Term Activate a Student** link.  
[Term Activate a Student](#)
4. Enter the student ID in the ID field and press Search or Enter. *Removed for FOIP reasons.* Click the **Search** button.  
[Search](#)



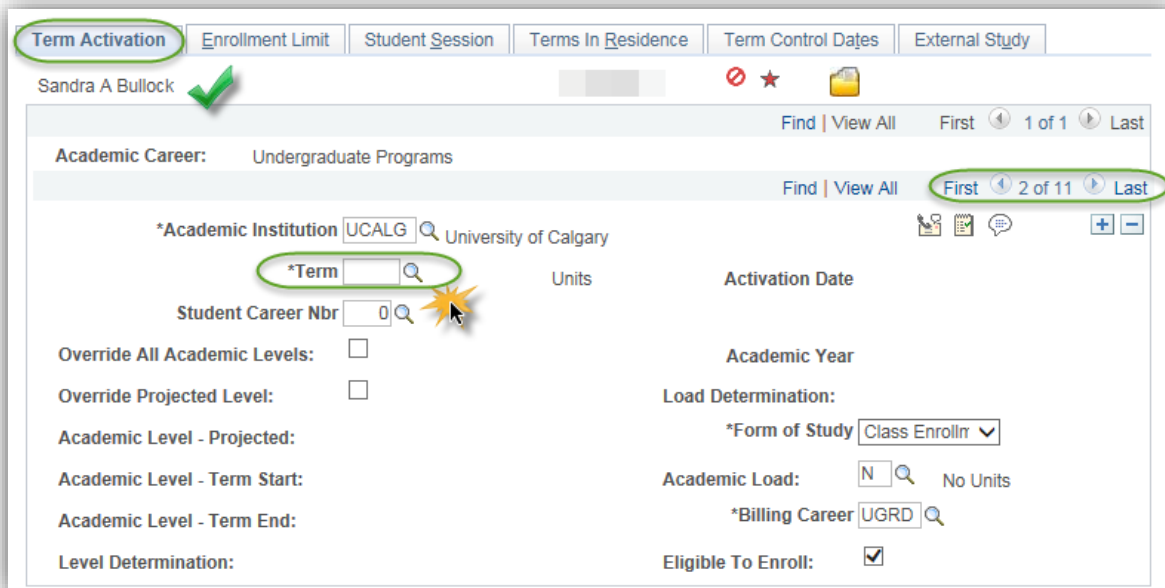
5. On Term Activation Tab a blank record will appear for a new student. Ensure the correct student has been retrieved for term activation (e.g. Sandra A. Bullock). To create a blank record, if the student has been active in previous terms, use the plus + sign to ensure the new term is being entered into a blank record. Click the **Add a New Row** plus sign.



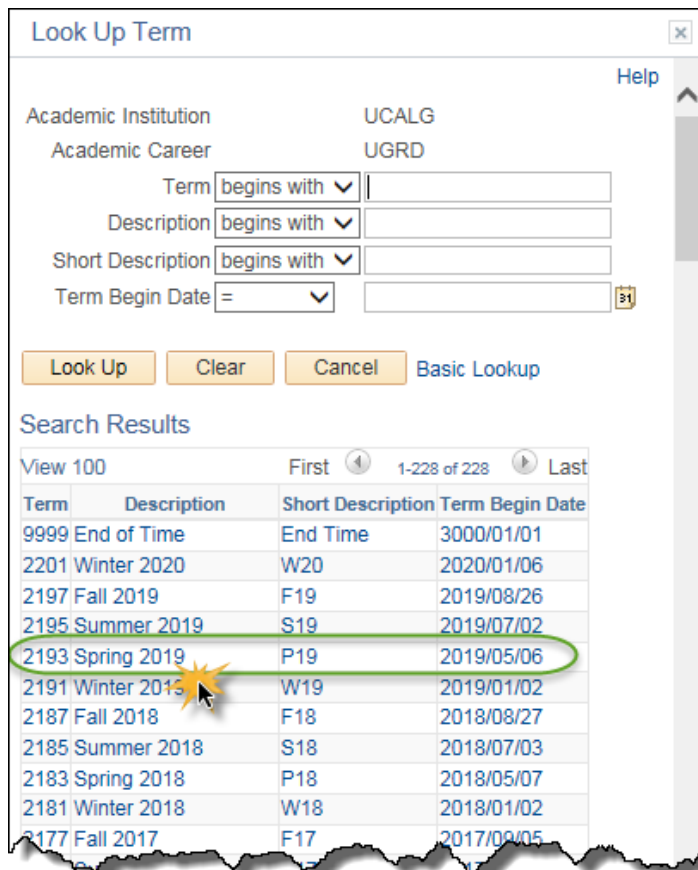
# Manual Term Activation

## SA – Registration

6. Enter the desired term on the blank record. Click the **Look up Term** button.



7. A list of terms displays. **Click** the applicable term (e.g. 2193 Spring 2019).



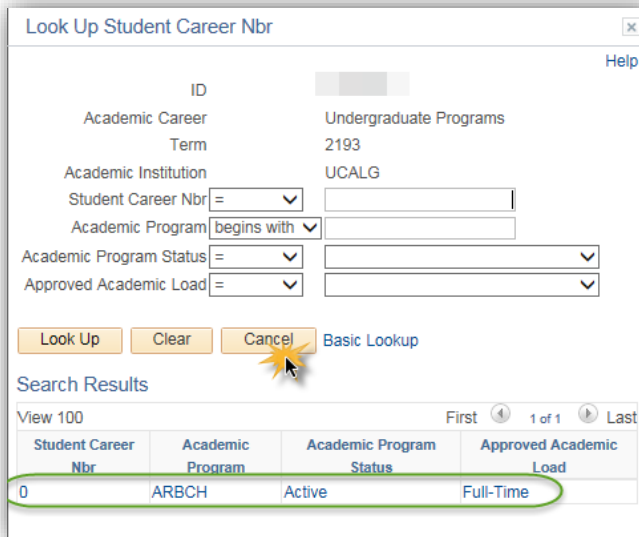
Term	Description	Short Description	Term Begin Date
9999	End of Time	End Time	3000/01/01
2201	Winter 2020	W20	2020/01/06
2197	Fall 2019	F19	2019/08/26
2195	Summer 2019	S19	2019/07/02
2193	Spring 2019	P19	2019/05/06
2191	Winter 2019	W19	2019/01/02
2187	Fall 2018	F18	2018/08/27
2185	Summer 2018	S18	2018/07/03
2183	Spring 2018	P18	2018/05/07
2181	Winter 2018	W18	2018/01/02
2177	Fall 2017	F17	2017/09/05

- If necessary, choose appropriate Student Career Number and ensure the career number represents the appropriate program for the term being activated. Click the **Look up Student Career Nbr** button.



- The Student Career Nbr = 0. No changes are required. Click the **Cancel** link.

**Cancel**



Look Up Student Career Nbr

ID: [Redacted]

Academic Career: Undergraduate Programs

Term: 2193

Academic Institution: UCALG

Student Career Nbr: [=] [ ]

Academic Program: [begins with] [ ]

Academic Program Status: [=] [ ]

Approved Academic Load: [=] [ ]

Look Up Clear **Cancel** Basic Lookup

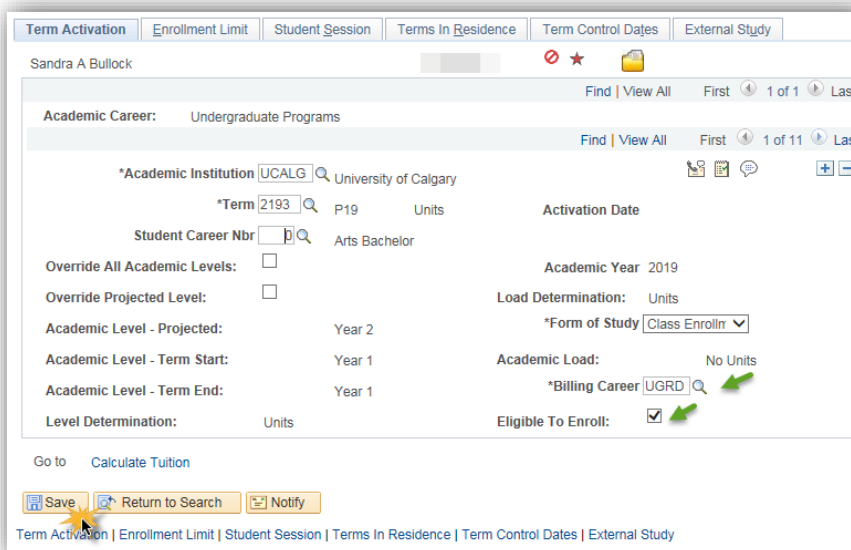
Search Results

View 100 First 1 of 1 Last

Student Career Nbr	Academic Program	Academic Program Status	Approved Academic Load
0	ARBCH	Active	Full-Time

- Billing Career for Undergraduate (UGRD) will display. Ensure **Eligible to Enroll** is selected. **Note:** If the student's program is not active during the specified term, the "Eligible to Enroll" flag will not be set "on" during term activation and cannot be checked on manually. Click the **Save** button.

**Save**



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

Sandra A Bullock [Redacted] [ ] [ ] [ ]

Academic Career: Undergraduate Programs

\*Academic Institution: UCALG University of Calgary

\*Term: 2193 P19 Units

Student Career Nbr: [ ] Arts Bachelor

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Year 2

Academic Level - Term Start: Year 1

Academic Level - Term End: Year 1

Level Determination: Units

Activation Date

Academic Year: 2019

Load Determination: Units

\*Form of Study: Class Enrollm

Academic Load: No Units

\*Billing Career: UGRD

Eligible To Enroll:

Go to Calculate Tuition

**Save** Return to Search Notify

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

11. Click the **Enrollment Limit** tab.

**Enrollment Limit**

12. Note: Generally updates are not required on this page. Make adjustments only to record changes to standard program limits. Click the **Approved Academic Load** list.



13. Select the appropriate Approved Academic Load (Full-Time or Part-Time). For this example, click the **Full-Time** list item.

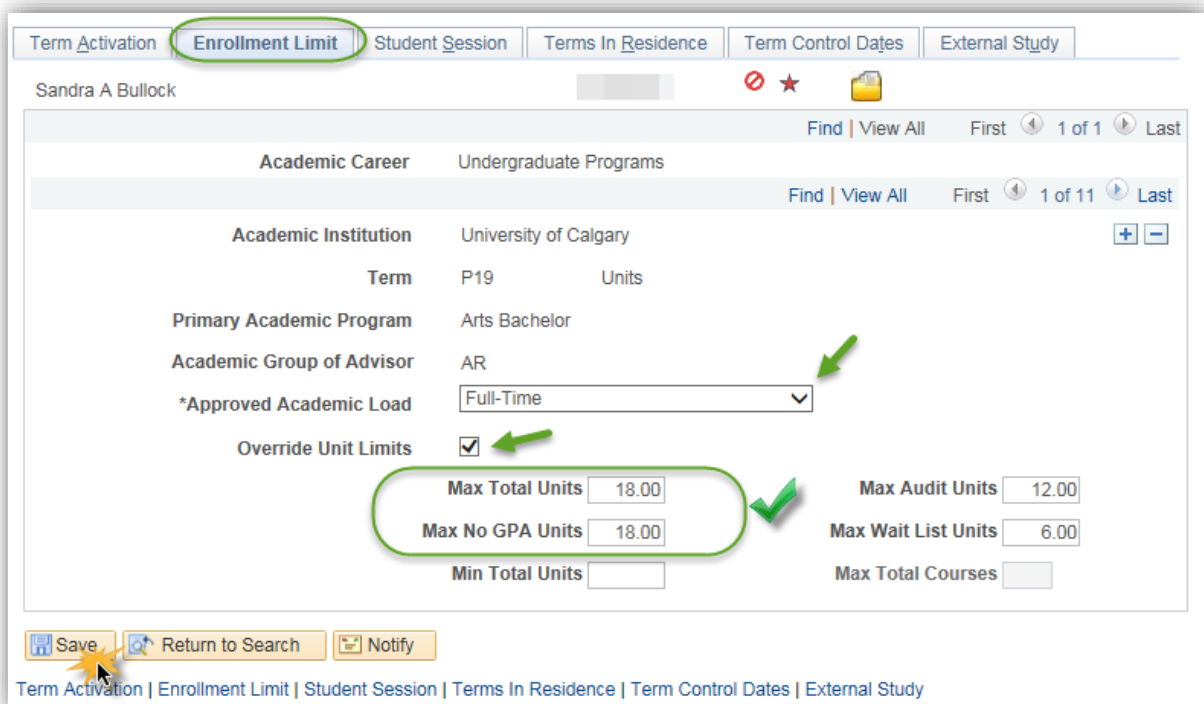
14. If approval is granted for a student to exceed usual program enrollment limits for a term, authorized staff may override unit limits. Click the **Override Maximum Units** option.

15. For this example change 12.00 units to 18.00. Enter the desired information into the **Max Total Units** field. Enter a valid value e.g. 18.00.

16. The Max Total Units and Max No GPA Units should both be changed when a student is granted permission to exceed the enrollment limits for a term. Change **Max No GPA Units** from 12.00 units to 18.00.

17. Click the **Save** button.

**Save**



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

Sandra A Bullock

Find | View All First 1 of 1 Last

Academic Career Undergraduate Programs

Find | View All First 1 of 11 Last

Academic Institution University of Calgary

Term P19 Units

Primary Academic Program Arts Bachelor

Academic Group of Advisor AR

\*Approved Academic Load Full-Time

Override Unit Limits

Max Total Units 18.00 Max Audit Units 12.00

Max No GPA Units 18.00 Max Wait List Units 6.00

Min Total Units

Max Total Courses

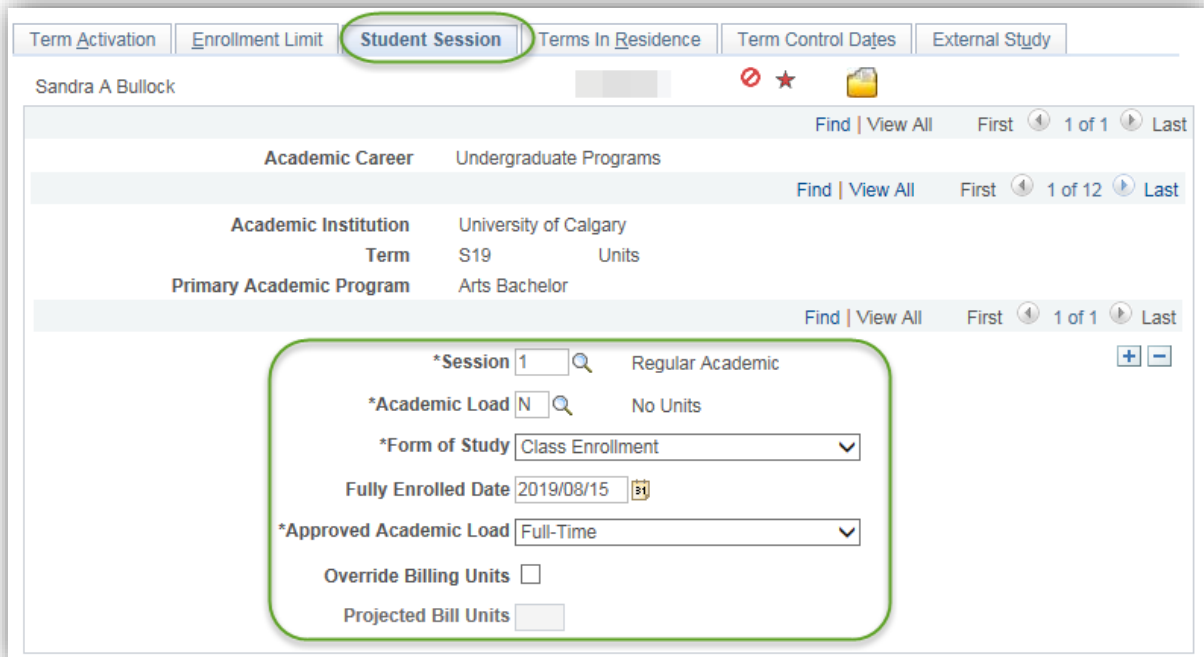
Save Return to Search Notify

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

18. Click the **Student Session** tab.

**Student Session**

19. On Student Session, multiple sessions may exist within a term. However, only the Regular Academic Session will be appear on this page for a student because all activation information will be maintained at the Term level at the U of C. Therefore, this page is not expected to be used.



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

Sandra A Bullock

Academic Career Undergraduate Programs

Academic Institution University of Calgary

Term S19 Units

Primary Academic Program Arts Bachelor

\*Session 1 Regular Academic

\*Academic Load N No Units

\*Form of Study Class Enrollment

Fully Enrolled Date 2019/08/15

\*Approved Academic Load Full-Time

Override Billing Units

Projected Bill Units

20. Click the **Terms in Residence Tab**. Terms in Residence is used by Graduate Studies when a graduate student is on an approved leave of absence. They are required to maintain their active status.
21. Click the **Term Control Dates** tab.
- Term Control Dates**
22. On Term Control Dates, generally updates are not required on this page. If updates are required, Term Control Dates are dates are drawn from the Term Calendar date setup information based on the student's primary academic program for the term. Click the **External Study** tab.
- External Study**
23. **On External Study - Note:** Only Staff who maintain information about outgoing or incoming exchange students will use this page. Click the **Look up Study Agreement** button.



24. A list of Study Agreement values display. Select the Leave of Absence value. Click the **LEAVE** link.

### Look Up Study Agreement

Academic Institution UCALG

Study Agreement begins with

Description begins with

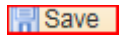
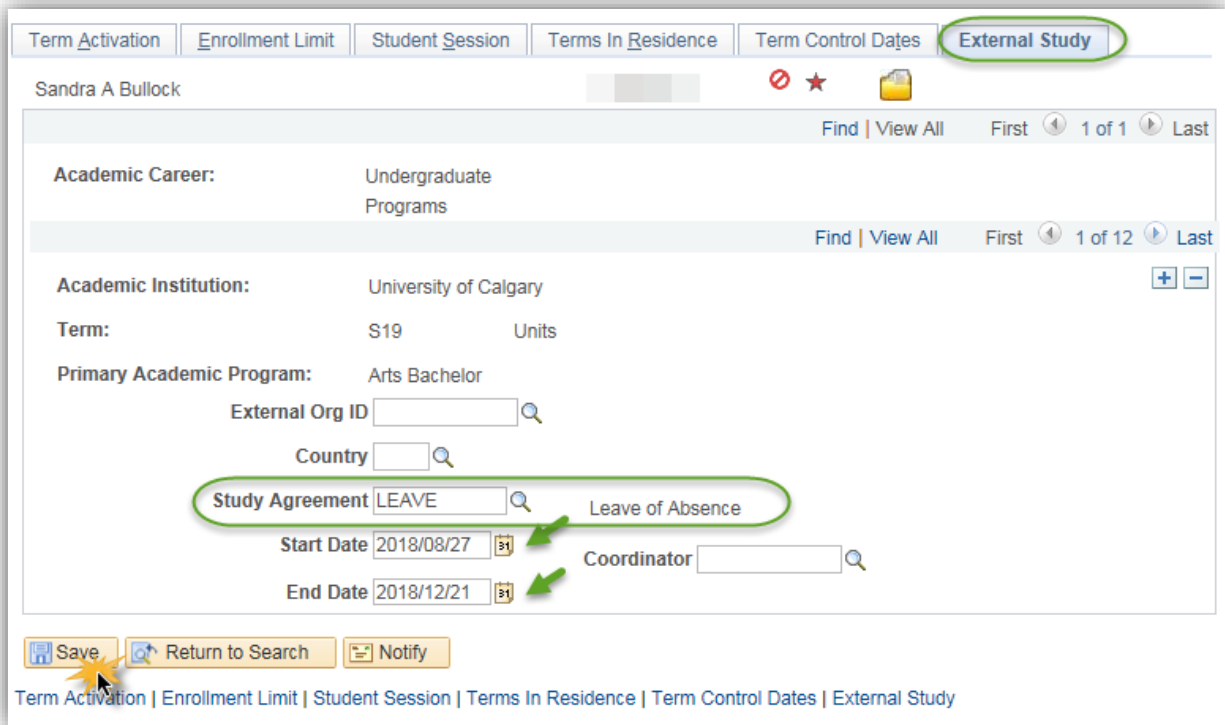
[Look Up](#) [Clear](#) [Cancel](#) Basic Lookup

#### Search Results

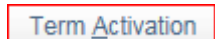
View 100 First 1-43 of 43 Last

Study Agreement	Description	Study Agreement Type	Show Institution
GSSPECREG	Special Registration Status	(blank)	N
IN-CECP	Incoming: Can / EC Cooperative	(blank)	N
IN-CEMP	Incoming: Can / EC Mobility	(blank)	N
IN-CLAW	Incoming: Civil / Common Law	(blank)	N
IN-CONV	Incoming: *** Conversion ***	(blank)	N
IN-CUSE	Incoming: Cdn Univ Stu Exch	(blank)	N
IN-EUCM	Incoming: CA/EU Pgm High Educ	(blank)	N
IN-INPE	Incoming: Intl Nu Practicum	(blank)	N
IN-ISEP	Incoming: Int'l. Stu Exch Pgm	(blank)	N
IN-LINK	Incoming: Int'l Linkage & Exch	(blank)	N
IN-NACD	Incoming: NA Consort - Dis Srv	(blank)	N
IN-NAMH	Incoming: NA Mobility in HE	(blank)	N
IN-NAMP	Incoming: NA Stu Mobility Proj	(blank)	N
IN-NASWMP	Incoming: NS Soc Work Mobility	(blank)	N
IN-NSE	Incoming: Nat'l Student Exch	(blank)	N
IN-RAMP	Incoming: IIE / FIPSE / RAMP	(blank)	N
IN-SMCT	Incoming: Can/Taiwan Mobility	(blank)	N
IN-TASS	Incoming: TASSEP	(blank)	N
IN-TWC	Incoming-TWC-AB Std Internship	(blank)	N
<b>LEAVE</b>	<b>Leave of Absence</b>	(blank)	N
OUT-CECP	Outgoing: Can / EC Cooperative	(blank)	N
OUT-CEMP	Outgoing: Can / EC Mobility	(blank)	N
OUT-CLAW	Outgoing: Civil / Common Law	(blank)	N

25. Enter the applicable Start and End Dates. Click the **Save** button.

26. To enter a Maxi-Term activation click on the Term Activation tab to enter an additional term. Click the **Term Activation** tab.



27. For Maxi-Term activation (e.g. Summer 2019) repeat the previous steps. Click the **Add a new row** button.



28. A blank record displays. Click the **Look up Term** button.



29. Select Summer 2019 to add a Maxi-Term. Click the **2195** link.

### Look Up Term

Academic Institution UCALG  
Academic Career UGRD

Term begins with   
Description begins with   
Short Description begins with   
Term Begin Date =

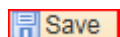
[Basic Lookup](#)

#### Search Results

View 100 First 1-228 of 228 Last

Term	Description	Short Description	Term Begin Date
9999	End of Time	End Time	3000/01/01
2201	Winter 2020	W20	2020/01/06
2197	Fall 2019	F19	2019/08/26
2195	Summer 2019	S19	2019/07/02
2193	Spring 2019	P19	2019/05/06
2191	Winter 2019	W19	2019/01/02
2187	Fall 2018	F18	2018/08/27
2185	Summer 2018	S18	2018/07/03
2183	Spring 2018	P18	2018/05/07
2181	Winter 2018	W18	2018/01/02
2179	Fall 2017	F17	2017/08/05

30. Click the **Save** button.



**End of Procedure.**

For the corresponding online learning, please consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining).