

# Updating Minimum and Maximum Credits

## Objective:

- Navigating to Term Activate a Student
- Updating Credits

## Lesson 1: Navigating to Term Activate a student.

1. From the “academics” tab in the Student Center:  
Click on the appropriate quarter and click on edit program data button.

Sammy Slug ID: 9876543

my advisees student center general info transfer credit academics

Student Advising Summary

Term Summary

UCSCM - UC Santa Cruz

2008 - 2008 Fall Quarter

2008 - 2008 Spring Quarter

2008 - 2008 Winter Quarter

2007 - 2007 Fall Quarter

2007 - 2007 Summer Quarter

2007 - 2007 Spring Quarter

2007 - 2007 Winter Quarter

2006 - 2006 Fall Quarter

2006 - 2006 Summer Quarter

2006 - 2006 Spring Quarter

2006 - 2006 Winter Quarter

2005 - 2005 Fall Quarter

2005 - 2005 Summer Quarter

2005 - 2005 Spring Quarter

2005 - 2005 Winter Quarter

2004 - 2004 Fall Quarter

2008 Fall Quarter

Eligible to Enroll: Yes

Primary Program: UGRD Undergraduate

Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Senior

Academic Level - Term Start: Senior

Academic Level - Term End: Senior

Approved Academic Load: Full-Time

Academic Load: No Unit Load

Classes

No classes for this term.

Statistics

| 2008 Fall Quarter | Term Total | Cumulative |
|-------------------|------------|------------|
|-------------------|------------|------------|

From the Adviser Home page  
Advising and Curriculum tile > Academics (in left-hand menu) > Term Activation

From the NavBar  
Records and Enrollment > Student Term Information > Term Activate a Student.

## 2. Click on the Enrollment Limit Tab

Sammy Slug 9876543

Academic Career: Undergraduate

Academic Institution: UC Santa Cruz

Term: 2008 Sum Quarter

Primary Academic Program: Undergraduate

Academic Group of Advisor: GEN

\*Approved Academic Load: Full-Time

Override Unit Limits:

Max Total Units:  Max Audit Units:

Max No GPA Units:  Max Wait List Units:

Min Total Units:  Max Total Courses:

Save Return to Search Notify

## Lesson 2: Updating Credits

1. Click on Override Unit Limits  
Max Total Units, Max No GPA Units and Min Total Units become active.

Sammy Slug 9876543

Academic Career: Undergraduate

Academic Institution: UC Santa Cruz

Term: 2008 Win Quarter

Primary Academic Program: Undergraduate

Academic Group of Advisor: GEN

\*Approved Academic Load: Full-Time

Override Unit Limits:

Max Total Units: 22.00 Max Audit Units:

Max No GPA Units: 22.00 Max Wait List Units:

Min Total Units: 12.00 Max Total Courses:

Save Return to Search Notify

Override Credits

Max Credits

Min Credits

2. Increase Maximum Credits  
Increase both Max Total and No GPA Units.
3. Decrease Minimum Credits.  
Decrease Min Total Units.
4. Save.