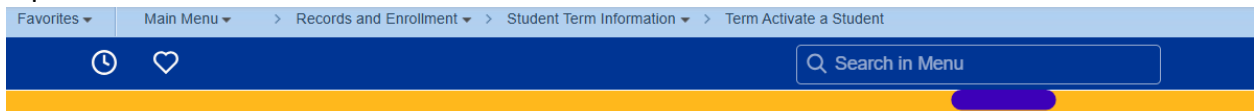


Term Activate a Student

Students must be in an active program/plan before they can be term activated

1. In PeopleSoft, navigate to *Records & Enrollment > Student Term Information > Term Activate a Student*.
2. Input the student's ID number and click Search.

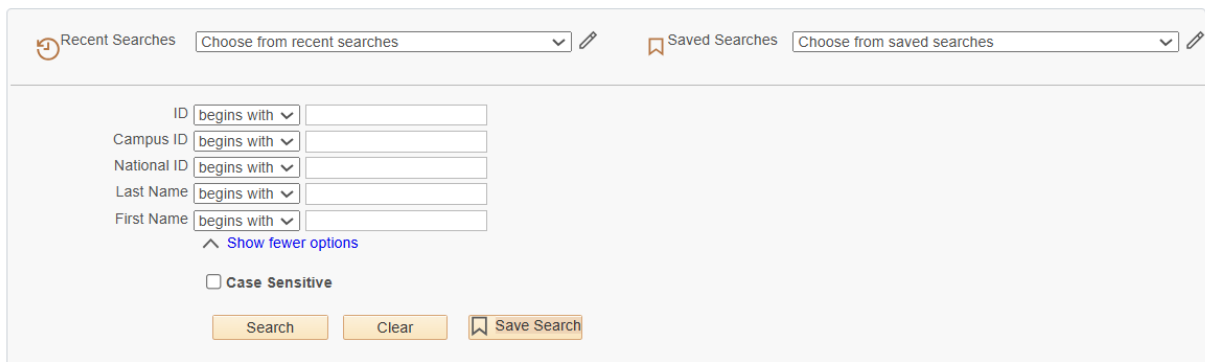


Term Activate a Student

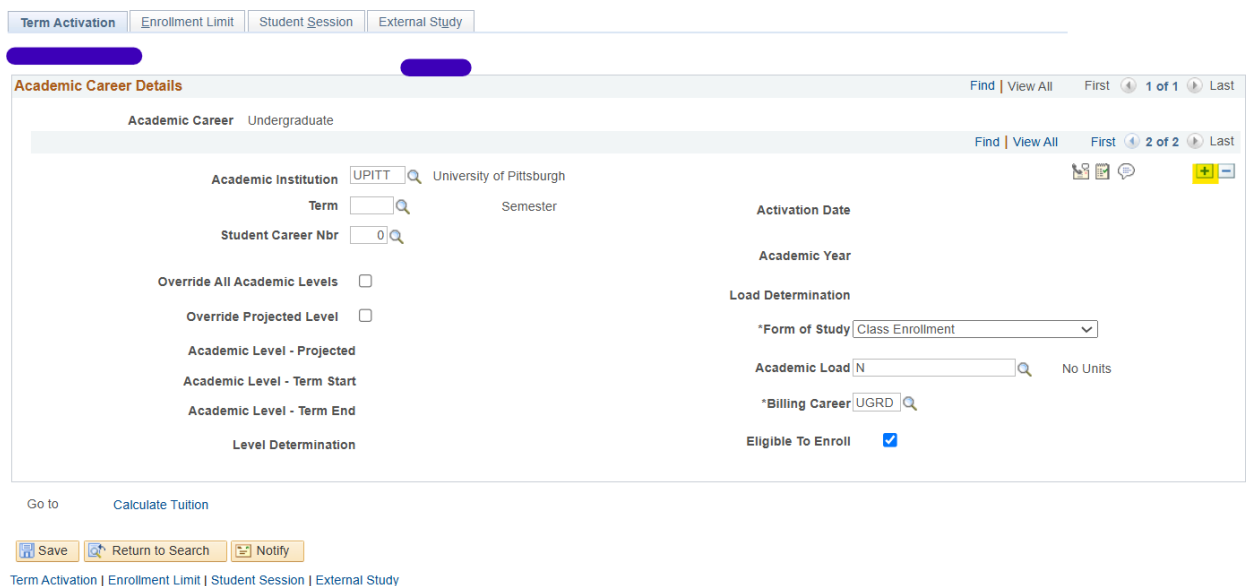
Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



3. If the student has no prior active terms, this screen will be blank. If the student has prior active terms, select the plus button at the top right of the screen to add a new row.



4. Input the applicable 4-digit term code in the *Term* field or lookup using the magnifying glass then press the tab key on your keyboard. This will auto-populate the corresponding active Student Career Nbr from Student Program/Plan. If the student is not in an active program/plan, an error message will display.
5. Ensure that the *Eligible to Enroll* checkbox is checked. This allows the student to enroll in classes for the term.

The screenshot displays the 'Academic Career Details' form. At the top, there are tabs: 'Term Activation' (selected), 'Enrollment Limit', 'Student Session', and 'External Study'. Below the tabs, the form is titled 'Academic Career Details' with a 'Find | View All' link and pagination 'First 1 of 1 Last'. The form is divided into two main sections: 'Academic Career' and 'Undergraduate'. The 'Academic Career' section includes fields for 'Academic Institution' (UPITT, University of Pittsburgh), 'Term' (2261, 2025Fall, Semester), and 'Student Career Nbr' (0, Dietrich Sch Arts and Sciences). There are also checkboxes for 'Override All Academic Levels' and 'Override Projected Level'. The 'Undergraduate' section includes fields for 'Academic Level - Projected' (Junior), 'Academic Level - Term Start' (Junior), and 'Academic Level - Term End' (Junior). On the right side, there are fields for 'Activation Date' (08/25/2025), 'Academic Year' (2026), 'Load Determination' (Units), '*Form of Study' (Class Enrollment), 'Academic Load' (No Units), and '*Billing Career' (UGRD). At the bottom right, there is a yellow button labeled 'Eligible To Enroll' with a checked checkbox.

6. Click *Save* at the bottom of the page. The student is now term activated.