

Increasing a Student's Max Term Units

- Navigate to Records and Enrollment> Student Term Information> Term Activate a Student
- Go to the Enrollment Limit tab
- If Override Unit Limits is already checked then proceed with entering the number of units approved by the dean into all three Max Unit fields--do not increase the wait list units and do not change the Min Total Units value
- If Override Unit Limits is not already checked then check it and proceed with entering the number of units approved by the dean into all three Max Unit fields--do not increase the wait list units
- Click save
- Notify the student that their term limit has been increased. The student may then register using self service if the class is open and registration is open for adding. Otherwise, the student will need to process a *Change of Schedule* form at the Registration Office. The department/college may also register the student if appropriate.

The image displays two side-by-side screenshots of the UAccess Student system's 'Enrollment Limit' tab. Both screenshots show the same student profile: Undergraduate, The University of Arizona, Fall 2014 Semester, College of Medicine, UA. The 'Approved Academic Load' is set to 'Full Time'. In the left screenshot, the 'Override Unit Limits' checkbox is checked, and a red arrow points to it with the text 'Check Here to Override Limits (default values will appear and can be changed)'. The 'Max Wait List Units' field is highlighted in yellow. In the right screenshot, the 'Min Total Units' field is highlighted in yellow, and a red arrow points to it with the text 'Do NOT Change Min Total Units or Max Wait List Units'. The 'Max Wait List Units' field is also highlighted in yellow. Both screenshots show the following unit limits: Max Total Units: 19.00, Max Audit Units: 19.00, Max No GPA Units: 19.00, Max Wait List Units: 8.00, and Min Total Units: 1.00. The 'Max Total Courses' field is empty in both.

Note: Increasing the *max term units* does not impact priority registration. Undergraduate students will still have a max term unit of 16 during priority registration. Min Total Units are set by International Student Services and/or the Office of the Registrar and should not be changed by staff outside of those offices.

Increasing a Student's Max Session Units in a Summer Term

Increasing the max units is only available for a "term". If the student is exceeding the max *session* limits in summer, the department or the Registration Office will need to register the student by using the "General Overrides—Unit Load" feature on the Quick Enroll page.

Summer sessions occur within the term. In the summer term there are three sessions—Pre-session (max units=4), Session 1 and Session 2 (max units=7). Students exceeding these levels will need to be registered by a department or the Registration Office.