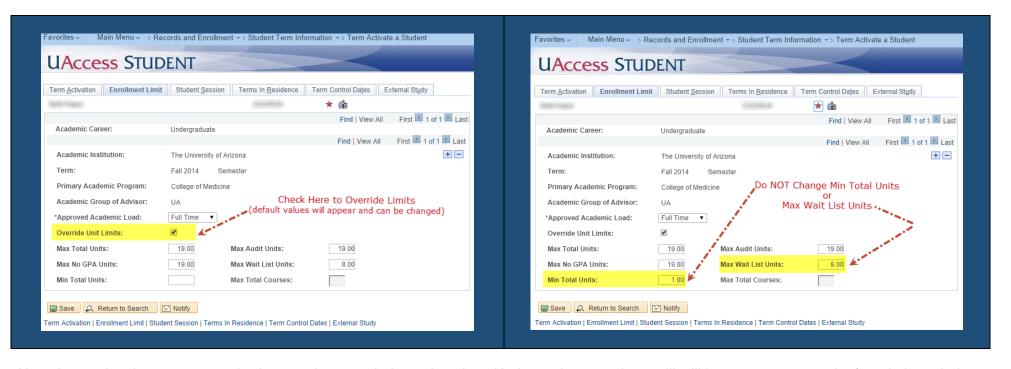
## **Increasing a Student's Max Term Units**

- 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.



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—Presession (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.