

# Student Records

## Adjusting Load Level on Term Activation

### Overview

This process will allow you to adjust the academic load level when term activating a student.

### Steps

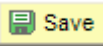
#### Adjusting Load Level

1. Navigate to: **Records and Enrollment > Student Term Information > Term Activate a Student.**
2. Enter the student's **ID** or **Last Name** and **First Name**.
3. Click the boxes next to **Override All Academic Levels** and **Override Projected Level**.
4. Boxes will appear next to values: **Academic Level – Projected, Academic Level – Term Start, Academic Level – Term End.**

The screenshot shows the 'Term Activation' form for a student named Ima Student with ID 0000011111. The form is divided into several sections:

- Academic Career:** Undergraduate
- Academic Institution:** IUUBLA, Bloomington
- Term:** 4082, Spr 2008, Semester
- Student Career Nbr:** 0, University Div Pre-CollArts&Sc
- Override All Academic Levels:**
- Override Projected Level:**
- Academic Level - Projected:** 20, Sophomore
- Academic Level - Term Start:** 20, Sophomore
- Academic Level - Term End:** 20, Sophomore
- Level Determination:** Units
- Academic Year:** 2008
- Form of Study:** Enrollment
- Academic Load:** No Units
- Billing Career:** UGRD
- Eligible To Enroll:**

At the bottom of the form, there is a 'Go to: Calculate Tuition' link, a 'Save' button, and a 'Return to Search' button. Navigation tabs at the top include Term Activation, Enrollment Limit, Student Session, Terms In Residence, Term Control Dates, and External Study.

5. Enter appropriate values in the **Academic Level** field(s).
6. Click .