

Pathway help: Changing Students Max Hours

OFFICE OF REGISTRATION & RECORDS

Undergraduate students are restricted by the system in enrolling in more than 17 hours in the Fall and Spring terms. If you want to increase or decrease that maximum, you will need to change their Max Hours.

Path: Records and Enrollment > Student Term Information > Term Activate a Student

- 1. This is the term eligibility screen. There will be a row on this screen for each term the student was/is eligible to register for.
- 2. First check to make sure you have the correct **Career**. If not, use the arrows in the upper right-hand corner to scroll to the correct career.
- 3. Next, make sure you have the correct **term** within the correct career. If not, use the arrows on the second blue line to scroll to the correct term.
- 4. Click the **Enrollment Limit** tab.

vorites Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student								
Term Activation <u>Enrollment Limit</u>	t Studen	t <u>S</u> ession	Terms In <u>R</u> e	sidence Term Cor	ntrol Da <u>t</u> es Ex	ternal St <u>u</u> dy		
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Academic Career: Undergra	duate							
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Academic Institution:	KCITY	Univ of Miss	souri - Kansas	s City	1] 🖗		
Term:	4035	SS2012	Semester	Activation Date:	10/10/2012			
Student Career Nbr:	1	Undergradu	uate Biology					
Override All Academic Levels:				Academic Year:	2012			
Override Projected Level:				Load Determination	: Units			
Academic Level - Projected:		Freshman		Form of Study:	Enrollment			
Academic Level - Term Start:		Freshman		Academic Load:	No	Units		
Academic Level - Term End:		Freshman		Billing Career:	UGRD			
Level Determination:	Units			Eligible To Enroll:	1			

- 5. Click the **Override Unit Limits** check box.
- 6. Enter the desired information into the Max Total Units field. You can either *increase* the maximum or *decrease* the maximum depending on the student.
- 7. Click the **Save** button.
- 8. The student will now be able to enroll in up to the number of credit hours you input on their own in Pathway without having to go in-person to the Registration and Records office.

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Term Activation Enrollment Limit	Student <u>S</u> ess	sion Terms In <u>R</u> esidence	Term Co	ntrol Da <u>t</u> es E	xternal St <u>u</u> dy			
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Academic Career:	Undergraduat	te						
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Academic Institution:	Univ of Missouri - Kansas City							
Term:	SS2012 Semester							
Primary Academic Program:	Undergraduate Biology							
Academic Group of Advisor:	KBIOS							
*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:						