Assigning Overloads

To allow a student to take more than the maximum number of hours for a semester (i.e., assign the student an overload),

1. Go to Manage Student Records > Manage Academic Records > Use > Term Activation.

2. Look up the student, and you’ll see the Term Activation page.

   Note If you need help looking up a student, see page 19.

3. Click the Enrollment Limit page (below).

4. Make sure you’re overriding the correct student academic career (below).
5. Check **Override Unit Limits** (below).

<table>
<thead>
<tr>
<th>Term Activation</th>
<th>Enrollment Limit</th>
<th>Student Session</th>
<th>Terms in Residence</th>
<th>Term Control Digits</th>
<th>External Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basseystu12 Mango</td>
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</tbody>
</table>

**Academic Career:** Undergraduate

**Academic Institution:** University Of North Texas

**Term:** 2003 Fall Semester

**Primary Academic Program:** Arts and Sciences

**Approved Academic Load:** Full-Time

**Override Unit Limits:**
- Max Total Units: [ ]
- Max No GPA Units: [ ]
- Max Audit Units: [ ]
- Max Wait List Units: [ ]
- Min Total Units: [ ]

6. Type the **Max Total Units** and the **Max No GPA Units** that the student needs (below).

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7. Click **Save**, and you will have assigned an overload for the student.