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).

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

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