



Academic Load Override: Adding Full- or Half-time Equivalency to a Student’s Record

If a student is approved for full- or half-time equivalency, it is the responsibility of the school to manually change the academic load on the term record of the student.

Note that the student must be enrolled in at least one class for the academic load override/equivalency to be applied to the record.

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

1. Enter in the student information and click “Search.”

Term Activate a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. On the “Term Activation” tab, navigate to the correct Career/Term.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

Find | View All | First 1 of 1 Last

Academic Career: Graduate | Find | View All | First 3 of 6 Last

*Academic Institution: NYUNV New York University

*Term: 1164 2016 Spr Semester Activation Date: 01/25/2016

Student Career Nbr: 0 GA-Grad School of Arts & Sci

Override All Academic Levels: Academic Year: 2016

Override Projected Level: Load Determination: Units

Academic Level - Projected: GM Master's *Form of Study: Manual

Academic Level - Term Start: GM Master's Academic Load: F Full-Time

Academic Level - Term End: GM Master's *Billing Career: GRAD

Level Determination: Manual Eligible To Enroll:

Go to: [Calculate Tuition](#)

[Save](#) [Return to Search](#) [Notify](#)

3. Change the Form of Study drop-down to "Manual."
4. Select or enter the Academic Load value for the student.
 - a. F = Full time
 - b. H = Half time
5. Click "Save."

The screenshot displays a web application interface for managing student enrollment. At the top, there are navigation tabs: Term Activation, Enrollment Limit, Student Session, Terms In Residence, Term Control Dates, and External Study. Below these tabs, there are two data entry sections. The first section is for the overall student record, showing 'Academic Career: Graduate' and 'Academic Institution: NYUNV New York University'. The second section is for the specific term, showing 'Term: 1164 2016 Spr Semester' and 'Activation Date: 01/25/2016'. The 'Student Career Nbr' is 0, and the 'Academic Year' is 2016. The 'Override All Academic Levels' checkbox is checked. The 'Academic Level - Projected' is GM (Master's). The 'Form of Study' is set to 'Manual' and the 'Academic Load' is set to 'F' (Full-Time). The 'Billing Career' is GRAD and 'Eligible To Enroll' is checked. At the bottom, there are three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is circled in red.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

Academic Career: Graduate

*Academic Institution: NYUNV New York University

*Term: 1164 2016 Spr Semester Activation Date: 01/25/2016

Student Career Nbr: 0 GA-Grad School of Arts & Sci

Override All Academic Levels: Academic Year: 2016

Override Projected Level: Load Determination: Units

Academic Level - Projected: GM Master's *Form of Study: Manual

Academic Level - Term Start: GM Master's Academic Load: F Full-Time

Academic Level - Term End: GM Master's *Billing Career: GRAD

Level Determination: Manual Eligible To Enroll:

Go to: [Calculate Tuition](#)

Save | Return to Search | Notify