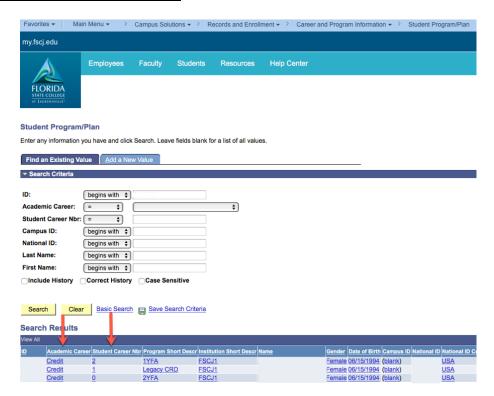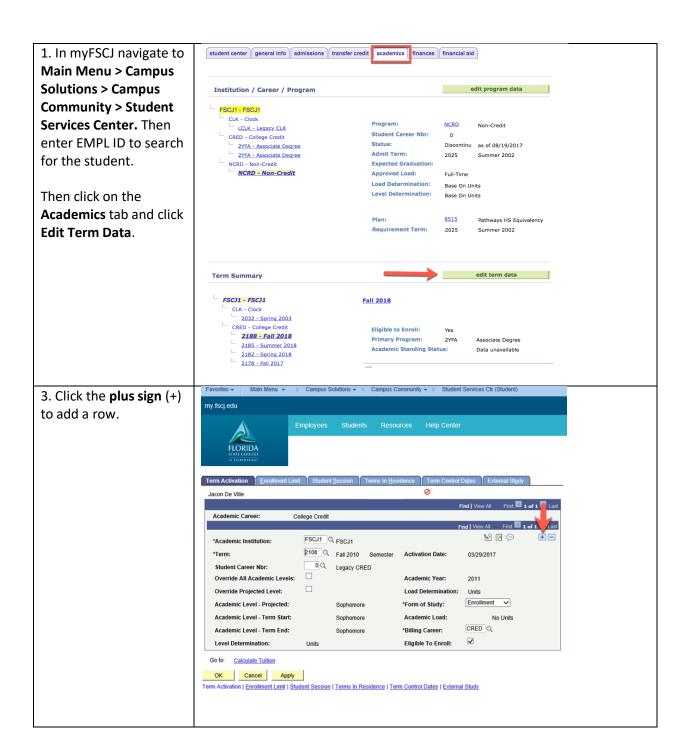**Term Activating a Student for Selective Admissions**

Students must be term activated before they can enroll in classes for that particular term. Before term activating a student, you should note the correct academic career and Student Career Number for the program into which you have just admitted and matriculated the student. You can find this information by navigating to **Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan.** This is important because Financial Aid will be based on the term activated Student Career Number.

Students must be active in the program plan on or prior to the term start date in order to be term activated. If they are not, an error will be displayed. If a student's program plan needs to be back dated, please request this via a help desk ticket.

1. In myFSCJ navigate to **Main Menu > Campus Solutions > Campus Community > Student Services Center.** Then enter EMPL ID to search for the student. Then click on the **Academics** tab and click **Edit Term Data**.	
3. Click the **plus sign** (+) to add a row.	

4. To term activate the student check the **academic career**, add the correct **Term**, and make sure that the correct **Student Career Number** populates. Update the Student Career Number to reflect the correct active program/plan if it is not correct.

Be sure that the **Eligible to Enroll** box is checked. (If it is not checked, it is likely because the Program/Plan isn't active or the student doesn't have a Residency status.)

Click **Save.**

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

★

Find | View All   First ◀ 1 of 1 ▶ Last

Academic Career: College Credit ←

Find | View All   First ◀ 1 of 8 ▶ Last

*Academic Institution:	FSCJ1 🔍 FSCJ1	
*Term:	→ 2162 🔍 Spr 2016 Semester	**Activation Date:** 03/23/2017
Student Career Nbr:	→ 0 🔍 Associate Degree	
Override All Academic Levels:	☐	**Academic Year:** 2016
Override Projected Level:	☐	**Load Determination:** Units
Academic Level - Projected:	Sophomore	*Form of Study: Enrollment ⬍
Academic Level - Term Start:	Sophomore	**Academic Load:** Half-Time
Academic Level - Term End:	Sophomore	*Billing Career: CRED 🔍
Level Determination:	Units	Eligible To Enroll: ☑ ←

Go To: Calculate Tuition

💾 Save   🔍 Return to Search   📝 Notify