

Students must be term activated before they can enroll in classes for a particular term. Typically this happens through a batch process after the student is admitted and matriculated. However, there may be times when you might need to manually term activate a student. For example, when a student is nearing graduation, an expected graduation date is put on a student's account. Students with an expected graduation date will not be term activated in the batch process for the next term. However, if the student does not graduate, then they will need to be manually term activated in order to take classes in the next term.

Before term activating a student you must first ensure that you are completing the term activation for the correct Academic Career and Student Career Number. This is important because Financial Aid will be based on the term activated Student Career Number. Each Academic Career has a Student Career Number starting at zero, then it goes up sequentially if a student adds more Program/Plans under that career. You can find the student's Academic Career and Student Career Number by navigating to **Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan**. Review the Academic Career and Student Career Number columns and identify the Student Career number that the student needs to be term activated for.

Student Program/Plan

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

Find an Existing Value Add a New Value

Search Criteria

ID: begins with

Academic Career: =

Student Career Nbr: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID C
3010951	Credit	2	1YFA	FSCJ1	Padgett, Rachel Danielle	Female	06/15/1994	(blank)		USA
3010951	Credit	1	Legacy CRD	FSCJ1	Padgett, Rachel Danielle	Female	06/15/1994	(blank)		USA
3010951	Credit	0	2YFA	FSCJ1	Padgett, Rachel Danielle	Female	06/15/1994	(blank)		USA

Program/Plans have to be effective dated for the day the term started or before in order for the Program/Plan to be effective for the term. If this is not the case, the student cannot be term activated, and an error will display when you attempt to term activate them. If a student's Program/Plan needs to be back dated, please request this via a Help Desk ticket.

Additionally, if it appears that the student has been term activated for the wrong Program/Plan, submit a Help Desk ticket to have this corrected.

To term activate a student:

1. 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.

student center | general info | admissions | transfer credit | **academics** | finances | financial aid

Institution / Career / Program edit program data

- FSCJ1 - FSCJ1
 - CREC - College Credit
 - 2YFA - Associate Degree
 - LCRD - Legacy CRED**
 - NDGR - Non-Degree

Program: LCRD Legacy CRED
 Student Career Nbr: 1
 Status: Discontin as of 08/19/2017
 Admit Term: 2132 Spring 2013
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units

Plan: LCRD Legacy CRED
 Requirement Term: 2132 Spring 2013

2. Scroll down to the Term Summary area and click on the **Edit Term Data**.

student center | general info | admissions | transfer credit | **academics** | finances | financial aid

Institution / Career / Program edit program data

- FSCJ1 - FSCJ1
 - CREC - College Credit
 - NDGR - Non-Degree
 - 2YFA - Associate Degree**

Program: 2YFA Associate Degree
 Student Career Nbr: 1
 Status: Active as of 08/08/2017
 Admit Term: 2178 Fall 2017
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units

Plan: 1108 Associate in Arts
 Requirement Term: 2178 Fall 2017

Term Summary edit term data

- FSCJ1 - FSCJ1
 - CREC - College Credit
 - 2188 - Fall 2018
 - 2185 - Summer 2018**
 - 2182 - Spring 2018
 - 2178 - Fall 2017
 - 2172 - Spring 2017
 - 2168 - Fall 2016

Summer 2018

Eligible to Enroll: Yes
 Primary Program: 2YFA Associate Degree
 Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Sophomore
 Academic Level - Term Start: Sophomore
 Academic Level - Term End: Sophomore
 Approved Academic Load: Full-Time
 Academic Load: No Unit Load

Classes

Enrolled
 Dropped
 Wait Listed

Class	Description	Units	Grading	Grade	Status
AST 1002-4 [2278]	INTRO ASTRONOMY (Lecture)	3.00	Traditional A-F		<input checked="" type="checkbox"/>

NOTE: Students who have not taken classes for three consecutive semesters need to complete a Readmission application. The term summary area displays each of the terms that the student has been term activated for, listed under each career that they have. In order to determine if the student has been out for at least three terms, you would need to click on the three previous terms under each career that the student has and see if the student enrolled in any classes. If they have not, please instruct them to

complete the Readmission application, which can be found when you click “Apply” on the FSCJ homepage.

3. Click the **plus sign (+)** to add a row.

my.fscj.edu

Employees Students Resources Help Center

FLORIDA STATE COLLEGE OF JACKSONVILLE

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

Jaxon De Ville

Academic Career: College Credit

*Academic Institution: FSCJ1 FSCJ1

*Term: 2108 Fall 2010 Semester Activation Date: 03/29/2017

Student Career Nbr: 0 Legacy CRED

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Sophomore

Academic Level - Term Start: Sophomore

Academic Level - Term End: Sophomore

Level Determination: Units

Academic Year: 2011

Load Determination: Units

*Form of Study: Enrollment

Academic Load: No Units

*Billing Career: CRED

Eligible To Enroll:

Go to: Calculate Tuition

OK Cancel Apply

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

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.

Click **Save**.

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

Academic Career: College Credit

*Academic Institution: FSCJ1 FSCJ1

*Term: 2162 Spr 2016 Semester Activation Date: 03/23/2017

Student Career Nbr: 0 Associate Degree

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Sophomore

Academic Level - Term Start: Sophomore

Academic Level - Term End: Sophomore

Level Determination: Units

Academic Year: 2016

Load Determination: Units

*Form of Study: Enrollment

Academic Load: Half-Time

*Billing Career: CRED

Eligible To Enroll:

Go to: Calculate Tuition

Save Return to Search Notify

NOTE: If the “Eligible to Enroll” box is not checked, it is likely because the Program/Plan isn’t active or the student doesn’t have a Residency status for each of the careers for which they must be term activated.