Job Aid - Change a Student’s Maximum Total Units

Students are prevented from enrolling in classes that will take their total attempted hours over their max total units allowed. This number is based on the student’s program and is set when the student is activated for the term. All students in the same program will have the same Max Totals.

You may also want to decrease a student’s Max Total Units to prevent them from enrolling in too many hours than is appropriate for the individual student.

You should only change this value for your students. You should never change this value for students in other programs.

Adjust Max Total Units here:

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

Enter your search criteria for the student and press Search.
Select the Enrollment Limit tab

You must check the **Override Term Limits** check box in order to view, and change, the min and max values for the student.

Once the student’s information displays, update the **Max Total Units** to the desired number and click **Save**.

The student may now register for the Max Total Units based on the new entry.

You will notice that the Min Total Units will always be set to 0.01. This value prevents a student from dropping their last class and should never be changed. If you notice this value set to zero you should contact the Office of the University Registrar.

Do not change any of the other values on this page.