

Pro-Rated Students

Term Activation

If the student has already been term activated for the pro-rated term, update the term activation with a Form of Study of Pro-Rata. If he or she has not been term activated for the pro-rated term, term activate the student with a Form of Study Pro-Rata.

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

On the Term Activate a Student component:

1. Find the appropriate term or click on the Add a New Row button.
2. Term: The appropriate term.
3. Form of Study: Pro-Rata
4. Click on the Save button.