1. Click on the **Student Admin WorkCenter** icon.

2. From the **Student Admin WorkCenter** menu go to:

   *Student Records > Term Activate a Student*

3. Enter a **PID** in the ID field.

4. Click the **Search** button.
5. Click on **Terms in Residence** Tab.

6. Locate the **Cumulative in Residence Terms**.

The value of this field is the term in residence for the student record.