View Terms in Residence

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

Student Admin WorkCenter

Campus Community /Self Service

Student Records

Class Roster

Course Catalog

Course Requests

Course Request Inbox

Enrollment Summary

Grade Roster

Graduation Tracking

My Schedule

Student Program/Plan

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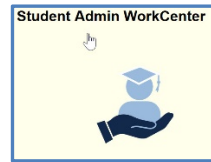
2. From the **Student Admin WorkCenter** menu go to:

Student Records > Term Activate a Student

Term Activate a Student

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

Find an Existing Value

Limit the number of results to (up to 300): 300

ID: begins with ▾

Campus ID: begins with ▾

National ID: begins with ▾

Last Name: begins with ▾

First Name: begins with ▾

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria
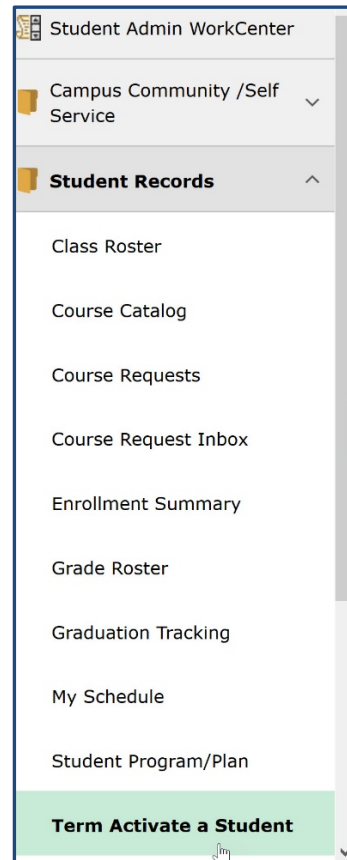
3. Enter a **PID** in the ID field.

4. Click the **Search** button.

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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.