Student Financials: Review Term Activation

In this Job Aid, we will review a necessary step to take when a student’s tuition is not calculating correctly, which involves reviewing a student’s term activation(s) by career and term to confirm whether a student should have tuition charges, in addition to verifying the career they should be calculated within.

- You will first need to login to Campus Solutions at student.msu.edu.

Review Term Activation

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

1. Search for the student using either their ID, last name or first name, then click **Search**.
2. The Term Activate a Student page will populate, defaulting to the Term Activation tab.
   - The first set of navigation arrows (A) can be used to toggle between the student's different careers, which will alter the below set of arrows (B).
   - The second set of navigation arrows (B) can be used to toggle between the student's different terms within the above career (A).
     - For example, on page 1 of 2, the student’s career (A) is listed as ‘Non Degree’ and only has one page-worth of terms ((B) page 1 of 1).
     - When we switch to page 2 of 2 of the student’s career (A), the student’s career is listed as ‘Undergraduate’ and now contains 12 pages-worth of terms ((B) page 1 of 12).
       i. Note what is selected for the Billing Career section (C) for each.