Student Term-Set Override

Counselor Reference Guide · SIS Scheduling

What is a term-set override? A student is enrolled in a full-year class but will only attend for half the year — earning half the credit.

✓ USE this when...

A student is enrolled in a full-year course but is only completing one semester — and should earn **half credit.**

Example: Student drops a year-long class at semester break and earns only S1 credit.

✗ Do NOT use this when...

A student is transferring to another section of the **same course** and should earn **full year credit.**

Instead: transfer the student to the new section. Do not apply an override.

Path 1 — Via the Student's Profile (SIS > People > Student Profile)

1 — Go to SIS → People

Use the left-hand navigation to open the SIS module, then click People.

2 — Open the student's profile

Search for the student by name or ID and click their name to open their profile.

3 — Click the Schedule tab

Select the Schedule tab from the top of the student's profile page.

4 — Click Edit Schedule

Click the Edit Schedule button to enable editing mode.

5 — Find the class in the Grading Term column

Locate the full-year course. In the Grading Term column, the class will show "Default."

6 — Click Default → select the semester

Click Default and choose the semester the student is completing — usually S1 or S2. This overrides the term and adjusts the credit accordingly.

Path 2 — Via Class Manager (Class Manager > Sections)

1 — Go to Class Manager → Sections

Open the Class Manager module from the left-hand navigation and select Sections.

2

Navigate to the section

Find the course section the student is enrolled in.

3

Click the student count

Click the number in the student count column. A window will open showing all students enrolled in that section.

4

Find the student and set the term

In the Term column next to the student's name, click and select the semester they are enrolled in for — usually S1 or S2.

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Keep in Mind

After applying the override, confirm the credit reflects the correct value (half credit for a semester IF the semester has ended). If a student should receive full credit for a year-level course, do not use this feature — simply transfer them to the appropriate section instead.