

1. Verify enrollment for the term of leave.

Students cannot request a LOA during their first term at the University of Minnesota.

Path: **Records and Enrollment** > **Student Term Information** > **Term activate a Student**.

If the student has registration for the leave term, it will display on **Academic Load**, and you will need to have the student drop all classes for the term.

*Note: if the student is not registered for the term, the **Academic Load** field will be blank.*

The screenshot shows the 'Term Activation' page for student Liz Lemon (ID 5107732). The page is divided into several sections. The 'Academic Career' section shows 'Undergraduate'. The 'Academic Institution' is 'UMNTC Univ of Minnesota, Twin Cities'. The 'Term' is '1173 Spr 2017 Semester' with an 'Activation Date' of '01/17/2017'. The 'Student Career Nbr' is '0' and the 'Level Rule' is '30UGR'. The 'Primary Academic Plan' is '030020130 Fisheries & Wildlife B S'. The 'Academic Year' is '2016'. The 'Load Determination' is 'Units'. The 'Academic Level - Projected' is 'Junior'. The 'Academic Level - Term Start' is 'Sophomore'. The 'Academic Level - Term End' is 'Sophomore'. The 'Level Determination' is 'Units'. The 'Form of Study' is 'Enrollment'. The 'Academic Load' field is circled in red and shows 'Less 1/2'. The 'Billing Career' is 'UGRD'. The 'Eligible To Enroll' checkbox is checked.

2. Remove student access to registration.

When a student is not registered (or no longer registered) for the term of leave, uncheck the **Eligible to Enroll** checkbox on the **Term Activation** page, and **Save**.

This close-up screenshot shows the 'Eligible To Enroll' checkbox, which is unchecked and circled in red. Other fields visible include 'Override All Academic Levels' (unchecked), 'Override Projected Level' (unchecked), 'Academic Level - Projected' (Junior), 'Academic Level - Term Start' (Sophomore), 'Academic Level - Term End' (Sophomore), 'Level Determination' (Units), 'Academic Year' (2016), 'Load Determination' (Units), '*Form of Study' (Enrollment), 'Academic Load' (blank), and '*Billing Career' (UGRD).

3. Enter the Leave of Absence on the student record.

Path: **Records and Enrollment > Career and Program Information > Student Program/Plan**

- a. On the **Student Program** tab, add a row
- b. Enter the appropriate **Effective Date**:
 - i. Use the day before the first day of the term if the student never registered for the term
 - ii. Use the day after the first day of the term if the student registered and dropped
- c. Enter **Program Action code: LEAV**
- d. Enter an **Action Reason**
- e. **Save**

Note: from this page you can verify the student's admit term (for the LOA form).

The screenshot shows the 'Student Program/Plan' form with the following details:

- Academic Career: Undergraduate
- Status: Leave of Absence
- *Effective Date: 01/20/2017
- *Program Action: LEAV
- Action Reason: (highlighted with a red circle)
- *Academic Institution: UMNTC
- *Academic Program: 17UGR
- *Admit Term: 1169
- Requirement Term: 1169
- Expected Grad Term: (empty)
- Last Updated On: 09/02/2016 12:53:05PM

The 'Look Up Action Reason' dialog box is open, showing the following search results:

Action Reason	Description
ACAD	Academic
CAOP	Career Opportunities
FAMO	Family Obligations
FINA	Financial
MILI	Military Service
PERS	Personal/Medical

4. Enter **PeopleSoft** comment.

Path: **Main Menu > Campus Community > Comments > Comments > Person > Person Comment Entry > Add a New Value > Add** (may also use **APLUS**).