

## Term Activation in GullNet

Students must be term activated before their enrollment will open in GullNet. Students are strongly encouraged to meet with their Faculty Mentors and/or Academic Advisors during the Program Planning period. Once they have done so, the Faculty Mentors and/or Academic Advisors is “term activate” their account, which will allow them to register for the upcoming semester. If students do not meet with their Faculty Mentors and/or Academic Advisors during the Program Planning period, they should not be term activated.

After students meet with you for Program Planning, follow the below steps to term activate their account in GullNet.

- In the Advisee’s Student Center click on Activate Registration (**Main Menu – Self Service – Advisor Center – My Advisees – Advisee Student Center**)
- Click the “Activate Registration” on GullNet Advisee Student Center

The screenshot shows the GullNet interface for an advisee named Lacie Doyle. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Advisor Center', and 'Advisee Student Center'. Below this is the GullNet logo and a personalized greeting: 'Hey Lacie! It is a good day!'. A search bar is also present.

The user's name 'Lacie Doyle' is displayed, along with buttons for 'Faculty Center', 'Advisor Center', and 'Search'. A horizontal menu includes 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', and 'Academics'. The 'Advisee Student Center' section is active, showing the user ID '5555555' and the name 'Sammy Seagull'. A 'FERPA Info Status' link is visible.

The 'Academics' section is expanded, showing 'My Class Schedule', 'Shopping Cart', 'My Planner', and a 'Sea Gull Scheduler' button. A dropdown menu is set to 'other academic...'. Below this, there are links for 'Academic Requirements' and 'Navigate'. The 'Activate Registration' button is highlighted with a yellow box and a red arrow pointing to it.

This Week's Schedule	
Class	Schedule
COSC 117-605 LLB (1746)	TuTh 11:00AM - 12:15PM 211 Henson Hall Fr 11:00AM - 12:40PM 150 Henson Hall
GEOG 219-610 LEC (1394)	MoWe 9:00AM - 10:15AM 153 Henson Hall
GEOG 219-611 LAB (1395)	Fr 9:00AM - 10:40AM 153 Henson Hall
HIST 102-610 LEC (1919)	MoWe 5:30PM - 6:45PM 127 Devilbiss Hall
URPL 308-001 LEC (2522)	MoWe 3:00PM - 4:15PM 109 Henson Hall

- **Make sure you are looking at the correct career and semester.**
  - a. The career is listed on the top left. Click the arrow on the top right to change the career.
  - b. The semester is listed in the middle of the screen. You can change it by clicking on the second set of arrows on the top right until you see the correct semester.
- **Make sure to check the box next to “Eligible to Enroll”**
- **Click the “OK” button to save (The student will not be able to enroll if the correct career and semester are not activated and saved)**

Favorites ▾ Main Menu ▾ > Self Service ▾ > Advisor Center ▾ > **Advisee Student Center**  
**GullNet** SALISBURY UNIVERSITY Hey Lacie! It is a good day! All ▾ Search  
 Term Activation  
**Sammy Seagull** 5555555 ★ FERPA Info S  
 Find | View All First ⏪ 1 of  
 Academic Career: Undergraduate Find | View All First ⏪ 1 of  
 Academic Institution: SALIS Salisbury University  
 Term: 2214 Spring 2021 Semester **Eligible To Enroll:**   
**Eligible to Enroll Instructions:**

- Verify that the student name, identification number (ID), career and term are correct.
- Mark the eligible to enroll checkbox.
- Save this page using the yellow “OK” button found at the bottom left corner.

**Warning:** Student cannot enroll for courses until this page is saved.

Pre-registration is the period of enrollment that immediately follows Program Planning. Pre-registration will open for students based on their earned credit count, and starting times vary by student classification (freshmen, sophomore, etc. ). All pre-registration appointments close approximately three (3) weeks after the first enrollment window closes. Term activation will be available beginning approximately two weeks prior to the Program Planning period.

**Pre-Registration Appointments (Matriculated undergrads only – Typical timeline):**

<b>Student Classification</b>	<b>Credits Earned/Passed</b>	<b>Registration Date (check GullNet for enrollment time)</b>
Special Populations/Priority Students	Any amount	<b>Mid-Semester</b>
Seniors	90 and above	<b>One day following Special Pops</b>
Juniors	60-89	<b>Two days after Seniors</b>
Sophomores	30-59	<b>Two days after Juniors</b>
Freshman	0-29	<b>Two days after Sophomores</b>

**Pre-registration ends two days after Freshmen enrollment opens**