

# MAXIMUM CREDIT HOUR CHANGES USING SSB

Revised 4/21/16

Active advisors with the KMAX attribute may update a student's maximum hours in SSB by accessing the Student Max Credit Hour Override page from the Advisor and Faculty Advisor Menu.

1. Log in to FlashLine and click on FlashFAST for Advisors link in the Advisor Toolbox on the Faculty and Advisors tab.
2. Click Student Max Credit Hour Override link on the Advisor and Faculty Advisor Menu.

## Advisor and Faculty Advisor Menu

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### Term Selection

ID Selection  
Select a new student.  
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Student Information  
Students current academic program, academic standing, class standing and more...

Student Advisor Profile

Student Registration Status View  
View the student registration status information.

Student Account  
View the student account summaries information.

Student Academic Transcript  
View and print advising transcripts for a selected student.  
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Student Schedule  
View class schedule by term for a selected student.

View Student Printable Schedule (Advisor)  
View printable class schedule for student.

Active Registrations  
View all active classes for a selected student.

Registration History  
View audit trail of a selected student's registration activity.  
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Late Registration Advisor Interface  
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Add or Drop Classes for a Student

Look up Classes for a Student  
You may register a student from here.

Student Non-Course Requirements  
View and update Non-Course Requirement for a selected student.

Student Advising Pins  
Manage Student Advising Pin Maintenance options.  
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**Student Max Credit Hour Override**  
Update student's maximum credit hours allowed per term.

3. Select the Term

### Select Term

Select a Term:

RELEASE: 8.5.4.3

4. Select the student to be updated. You may search by Name, Kent State ID, or FlashLine Username. After entering your search criteria, click Search for a Student button.

[Personal Information](#) [Faculty Services](#)

#### Student Max Credit Hour Interface

##### Kent State University Student Max Credit Hours Interface Lookup

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Kent State ID:	<input type="text"/>	FlashLine UserName:	<input type="text"/>

[Personal Information](#) [Faculty Services](#)

#### Student Max Credit Hour Interface

##### Kent State University Student Max Credit Hours Interface Lookup

Jane T. Doe is the name of the student or advisee that you selected.

[ Student Max Credit Hour Override | Advisor and Faculty Advisor Menu ]

- The update screen will appear, displaying the student's name, etc., current term enrolled hours, current maximum/minimum credit hours and a Select Maximum Credit Hours drop down box to pick the number of maximum credit hours to be set.

Student Max Credit Hour Interface

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**Kent State University Student Max Credit Hours Interface**

⚠ Confidential Information for Jane T. Doe  
Kent State ID #: 810160849

<b>Student Name:</b>	Jane Doe
<b>Kent State ID #:</b>	810160849
<b>Term:</b>	Fall 2016
<b>FlashLine Username:</b>	jdoe
<b>Current Program:</b>	Bachelor of Business Admin
<b>Level:</b>	Undergraduate
<b>Admit Term:</b>	Fall 2015
<b>College:</b>	College of Business Admin
<b>Campus:</b>	Kent Campus
<b>Major and Department:</b>	Accounting, Accounting
<b>Current Program:</b>	Bachelor of Science
<b>Level:</b>	Undergraduate
<b>Admit Term:</b>	Spring 2015
<b>College:</b>	Coll of Appl Eng/Sustain/Tech
<b>Campus:</b>	Kent Campus
<b>Major and Department:</b>	Aeronautics, Applied Eng/Sustainabilit/Tech

**Current term enrolled hours: 0 hours**

**Select the Maximum Credit Hours you would like to set for the selected student**

**CURRENT Maximum Credit Hours: 15**  
**Minimum Credit Hours Allowed: 0**

**Select Maximum Credit Hours**

0 ▾

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6. To assign new maximum credit hours, select the credit hours from the Select Maximum Credit Hours drop down box then click on Update Maximum Credit Hours button.

**⚠ Confidential Information for [Jane T. Doe](#)**  
**Kent State ID #: 810160849**

<b>Student Name:</b>	Jane Doe
<b>Kent State ID #:</b>	810160849
<b>Term:</b>	Fall 2016
<b>FlashLine Username:</b>	jdoe
<b>Current Program:</b>	Bachelor of Business Admin
<b>Level:</b>	Undergraduate
<b>Admit Term:</b>	Fall 2015
<b>College:</b>	College of Business Admin
<b>Campus:</b>	Kent Campus
<b>Major and Department:</b>	Accounting, Accounting
<b>Current Program:</b>	Bachelor of Science
<b>Level:</b>	Undergraduate
<b>Admit Term:</b>	Spring 2015
<b>College:</b>	Coll of Appl Eng/Sustain/Tech
<b>Campus:</b>	Kent Campus
<b>Major and Department:</b>	Aeronautics, Applied Eng/Sustainabilit/Tech

**Current term enrolled hours: 0 hours**

**Select the Maximum Credit Hours you would like to set for the selected student**

**CURRENT Maximum Credit Hours: 15**

**Minimum Credit Hours Allowed: 0**

**Select Maximum Credit Hours**

21 ▼

Update Maximum Credit Hours

7. A message will display on the top of the page that the max credit hours for the student have been updated and the CURRENT Maximum Credit Hours will display the student's new max credit hours.

**YOU HAVE SUCESSFULLY UPDATED THE MAX CREDIT TO 21 FOR STUDENT: jdoe**

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**Kent State University Student Max Credit Hours Interface UPDATE CONFIRMATION**

**⚠ Confidential Information for Jane T. Doe**  
Kent State ID #: 810160849

<b>Student Name:</b>	Jane Doe
<b>Kent State ID #:</b>	810160849
<b>Term:</b>	Fall 2016
<b>FlashLine Username:</b>	jdoe
<b>Current Program:</b>	Bachelor of Business Admin
<b>Level:</b>	Undergraduate
<b>Admit Term:</b>	Fall 2015
<b>College:</b>	College of Business Admin
<b>Campus:</b>	Kent Campus
<b>Major and Department:</b>	Accounting, Accounting
<b>Current Program:</b>	Bachelor of Science
<b>Level:</b>	Undergraduate
<b>Admit Term:</b>	Spring 2015
<b>College:</b>	Coll of Appl Eng/Sustain/Tech
<b>Campus:</b>	Kent Campus
<b>Major and Department:</b>	Aeronautics, Applied Eng/Sustainabil/Tech

Current term enrolled hours: 0 hours

**Select the Maximum Credit Hours you would like to set for the selected student**

**CURRENT Maximum Credit Hours: 21**  
**Minimum Credit Hours Allowed: 0**

**Select Maximum Credit Hours**

0 ▾

Update Maximum Credit Hours