

Enrollment in more than 19 semester credits requires authorization from your advisor and a cumulative GPA of 3.000 or above. Students are not allowed to overload in their first semester. Maximum enrollment in any term is 21 semester credits. (See full policy in the College Catalog.) Students may overload only during the add/drop period.

Your advisor may require an unofficial copy of your transcript and your current course schedule before approving an overload. You may access those documents via WebAdvisor.

Name (First MI Last) \_\_\_\_\_ Date \_\_\_\_\_

LC ID# \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Advisor \_\_\_\_\_ Class  SR  JR  SO  FR

Current semester (semester & year) \_\_\_\_\_

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**STEP 1**

List the course for which you will register that will cause the overload. Don't forget the section number.

(Example: ART-151-03) \_\_\_\_\_

Number of **total credits** for which you intend to register \_\_\_\_\_ Your cumulative **GPA** \_\_\_\_\_

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**STEP 2**

Meet with your advisor and discuss the reason for your proposed overload, and the courses for which you intend to register. If your advisor approves of the overload, approval may be indicated below.

**To Advisors:** Faculty policy recommends that a request to overload be carefully reviewed, taking into account the student's overall academic performance, as well as his or her current schedule. The student can print an unofficial copy of a transcript and current class schedule and bring those to you if it would help in your review of this request.

Advisor's signature (approval) \_\_\_\_\_ Date \_\_\_\_\_

Advisor's name (printed) \_\_\_\_\_

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**STEP 3**

Obtain registration permission from the instructor of the course listed above. Remember that all registration permission is given by the instructor via WebAdvisor during the add/drop period.

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**STEP 4**

Return this form to the [Office of the Registrar](#) **before** 4pm on the last day of the add/drop period. Be sure that step 3 has been completed. You will not be registered if the instructor has not provided online permission.

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For Office Use Only

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|---|---|---|
| <input type="checkbox"/> Verify eligible start term | <input type="checkbox"/> Verify instructor permission | <input type="checkbox"/> Date _____     |
| <input type="checkbox"/> Verify advisor             | <input type="checkbox"/> RGN – verify total credits   | <input type="checkbox"/> Initials _____ |
| <input type="checkbox"/> Verify GPA                 |   |   |