

## REQUEST FOR OVERLOAD REGISTRATION or LATE ADD/DROP

See the Academic Calendar for Add and Drop deadline dates in a specific semester or other term. *On-time* Adds and Drops are accomplished using BannerWeb after consulting your academic advisor. If seeking permission for overload credits or if requesting permission to add or drop after the published deadline due to special circumstances, obtain the needed signatures and then return this completed form to the Student Service Center in Seidlin Hall. If your Dean grants permission to add or drop late, a \$35.00 late fee is assessed.

I am requesting permission for:     Overload Credits\*         Late Add/Drop         Both

\*An "overload" is defined as taking more than 20 credit hours in a semester. **Please Note:** By far, most overload credits are billed at the current part-time tuition rate for each credit hour over the limit. Some overload credits are exempt from overload tuition. Be certain you know for sure if the overload you are requesting, if approved, will result in additional tuition charges. Your Dean must approve any overload, *whether or not the additional credits are exempt from overload tuition charges.*

### Student Information:

ID#	Name (last, first, middle initial)	Chosen Name	College
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Term:            Year \_\_\_\_\_     Fall             Spring             Summer

### Course(s) to be ADDED Late or as Overload Credits

**Students must ensure they meet the pre-reqs and have no conflicts. If there is a time conflict or pre-req conflict, it must be discussed with the instructor and instructor must provide the override(s) electronically before student can be registered.**

Course and Section Information				Course Title	Credit Hours	Instructor's Name (printed)
CRN	Subject	Course No.	Sec. No.			

### Course(s) to be DROPPED Late

Course and Section Information				Course Title	Credit Hours	Instructor's Name (printed)
CRN	Subject	Course No.	Sec. No.			

**Justification:** Provide the reasons for an overload or for requesting special permission to add or drop after the deadline:

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### Required Signatures/Approvals:

Student	Date
Instructor	Date
Academic Advisor	Date

Dean's Approval:     I approve an academic overload             I approve a late     Add     Drop

College/School Dean	Date
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