

COURSE OVERLOAD FORM

FORMS ARE DUE: within the first 7 class days after the beginning of Fall/Spring semester and 3 class days after the beginning of summer session.

See Registrar's Office Calendar for specific term date deadlines.

Student ID_____
Student Name_____
Class Year_____
Campus P.O._____
Campus Telephone

To the Registrar: I request registration in the following, which constitutes an overload course and is subject to customary priorities.

TERM	YEAR	DEPT	CRSE #	SECT	UNITS	TITLE

Advisor's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

FORMS SUBMITTED AFTER THE ADD/DROP DEADLINE, IF APPROVED, ARE SUBJECT TO A \$50 LATE FEE.

Course Load Defined: In the Fall or Spring semester full-time students may take any four courses regardless of their unit value, or five or six courses that total no more than 4.75 units, without additional tuition charges. *An overload consists of five or six courses totaling more than 4.75 units or more than six courses.*

Eligibility for Course Overload: Students must be full-time. Students must have a cumulative GPA of at least 2.0. Course overload registration is manual and is done during the first seven days of the Fall and Spring semesters. See section below for direction regarding the cost of additional courses. **First Year students are not allowed to overload. Transfer students in their first semester are not allowed to overload.**

Course Overload Without Additional Charges:

1. Full-time students in good academic standing and making normal progress toward their degree, may register for up to 5.75 units without additional tuition charges during the fall or spring semesters. See Guidelines for normal academic progress in the University Catalog.
2. A student who fails to convert all incomplete (E) grades to final grades by the end of the drop/add period may not take the free overload course privilege when other conditions are met.

Approved with payment _____

GPA _____ Prior Semester GPA _____

Approved without payment _____

Enrolled in _____ courses # of units _____

Date Office of the Registrar

Matric Date _____

First Year of Transfer Student _____

Comments: _____

Registration Completed: Date _____ By _____