

Credit Overload Permit

- 1. READ** the Guidelines for a Credit Overload Permit on the back of this form.
- 2. COMPLETE** this box with your contact information.

Student Name: _____	
Student ID Number: _____	Phone Number: _____
DOB: (MM/YY) _____	Student E-mail: _____@rangers.uwp.edu

- 3. INDICATE** the term, school year, and total number of credits for which you are requesting permission to enroll and **CIRCLE** whether you are Degree Seeking or Non-Degree Seeking.

Term: ___ Fall ___ Winterim ___ Spring ___ Summer	School Year: _____
I wish to enroll in a total of _____ credits for the above term.	Degree Seeking / Non-Degree Seeking

- 4. LIST ALL** of the courses that you intend to take in the given term.

Courses: _____ _____ _____ _____

- 5. SIGN** below and **RETURN** your request to the Advising and Career Center. Use the contact information in the upper-right corner of this form to submit in person, by fax or by E-mail.

My signature below indicates that I understand that I may be assessed additional tuition and fees for additional credits.

Student Signature: _____ Date: _____

Advising and Career Center: _____ Date: _____
 Approved: _____ Denied: _____ E-mail Sent: _____

Registrar Office Use: Date Processed: _____ Processed By: _____

Guidelines for a Credit Overload Permit

For Degree Seeking Students

- Permission to register for **more than 20** credits in the Fall or Spring term is generally not given unless a student has earned at least a **3.0 GPA during a previous semester with a credit load of at least 14 completed credits.**
- Permission to register for **more than 12 credits in the Summer** or **more than 6 credits in Winterim** will be determined using the same criteria as above.
- Students will be assessed additional tuition and fees for additional credits. *See the Cashier's Office for more information.*
- Once this form is completed by the student, it must be submitted for approval by the Advising and Career Center.
- The Advising and Career Center will approve or deny the request.

If approved, the student will be informed via email. The approval form will be given to the Registrar's Office for further processing. The student should be able to add the rest of their classes within 24 hours.

For Non-Degree Seeking Students

including visiting, audit, and individual students seeking personal or professional enrichment

- Permission to register for **more than 6 credits** in a given term is not allowed without approval by the Advising and Career Center.
- Students will be assessed additional tuition and fees for additional credits. *See the Cashier's Office for more information.*
- Once this form is completed by the student, it must be submitted for approval by the Advising and Career Center.
- The Advising and Career Center will approve or deny the request.

If approved, the student will be informed via email. The approval form will be given to the Registrar's Office for further processing. The student should be able to add the rest of their classes within 24 hours.