REQUEST TO OVERLOAD

To register for more than 22 units in a single term, you must complete this form and submit it at the Registrar’s Office at the beginning of the term and no later than 5:00 p.m. on the fourth day of classes of the term.

- Students will be assessed additional tuition for each unit over 22 in a single term. All courses, except music ensembles, appearing on a student’s record for the term are used in the assessment. See ‘Tuition, Fees, and Financial Assistance’ in the course catalog for more information.
- Only students in good academic standing will be allowed to overload.
- No more than 27 units in a single term will be permitted.
- Permission to overload does not constitute a waiver of any residence requirements for the B.A., B.Mus., or B.A./B.Mus. degree programs.

You must use Voyager to register for your extra classes after the overload approval has been processed.

Name: _________________________________________________ Term/Year: __________
ID: _________________________________________________ Units Requested: __________

Go to Voyager to see if you are qualified to overload (Student Services/Academic Resources & Services/Registration/Register for Classes/View Your Schedule & Waiting List Information), then complete the appropriate section below.

“Yes” Qualified students are in good academic standing and have earned at least a ‘B’ average (3.000) in each of the last three terms of attendance at Lawrence University in Appleton.

Advisor 1: I have discussed the reasons for the overload with this student and have given the student my advice.

_________________________ Printed Name    ___________________________ Signature    __________ Date

Advisor 2: I have discussed the reasons for the overload with this student and have given the student my advice.

_________________________ Printed Name    ___________________________ Signature    __________ Date

“No, may request” Unqualified students are in good academic standing, but have not yet attended Lawrence University for three terms or have not earned at least a ‘B’ average (3.000) in the each of the last three terms of attendance at Lawrence University in Appleton. Student must attach a statement giving the reasons for the overload to this form. All advisors must comment and sign.

Advisor 1: I have read the student’s statement requesting permission to overload and discussed it with the student. I support the student’s request for the following reasons:

__________________________________________________________________________________________________________

_________________________ Printed Name    ___________________________ Signature    __________ Date

Advisor 2: I have read the student’s statement requesting permission to overload and discussed it with the student. I support the student’s request for the following reasons:

__________________________________________________________________________________________________________

_________________________ Printed Name    ___________________________ Signature    __________ Date