

# 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