Directions:
• Please complete this form for permission to take a course overload.
• You must receive the approval signatures below before you submit this form to the Registrar’s Office for processing.
• Please return the completed form to the Registrar’s Office (305 Schlegel Hall) or fax to (585) 271-3907.

Student Name: _______________________________________________________
Please print

Last                      First                        MI

Today’s Date: _________________
Mo. Day Yr.

UID#: ________________________

Program: _______________________

List courses you plan to take this quarter: ______________________________________________________________

Please Check:

_____ Matriculated full-time, requesting permission to take ________ courses in __________ quarter.

# of courses

or

_____ Matriculated part-time, requesting permission to take third course in __________ quarter.

*Only 1 course overload is allowed for part-time students.

or

_____ Non-matriculated, requesting permission to take a 5th course beyond the first 4 core classes in __________ quarter.

Course Registration:

Student may register for course(s) online after this form has been processed by the Registrar’s Office. However, if approval is granted after the drop/add period, the student should indicate the course(s) below and this will be processed by the Registrar’s Office.

Course Title: __________________________________________

Course Number: __________

Credits: __________

Reason to take Course: ______________________________________________________________________________

Approval Signatures

Jennifer Mossotti, Part-Time Programs
Approval for non-matriculated students only

Date

Laura Gavigan, Student Services
Approval for matriculated full-time students only

Date

Anna Rogers, Part-Time Programs
Approval for matriculated part-time students only

Date

Registrar’s Office Use Only:

Date received: __________

Date processed: __________

Revised 11/12/12