

Course Overload Approval

Office of the Registrar, University of Memphis, 003 Wilder Tower / registrar@memphis.edu

Student's Information

U-Number:	U _____												
Last Name:	_____												
First Name:	_____												
MI:	_____												
College:	_____												
Major:	_____												
Student Level:	UNDERGRADUATE GRADUATE												
Term/Year:	FALL SPRING SUMMER Year: _____												
Fall/Spring Overload Approval:	TOTAL Hours Student May Enroll In: _____												
Summer Overload Approval: (Provide TOTAL hours and hours by part of term.)	<table border="1"><tr><td>1st:</td><td>_____</td><td>Full:</td><td>_____</td></tr><tr><td>2nd:</td><td>_____</td><td>1st Teacher:</td><td>_____</td></tr><tr><td>RODP:</td><td>_____</td><td>2nd Teacher:</td><td>_____</td></tr></table>	1 st :	_____	Full:	_____	2 nd :	_____	1 st Teacher:	_____	RODP:	_____	2 nd Teacher:	_____
1 st :	_____	Full:	_____										
2 nd :	_____	1 st Teacher:	_____										
RODP:	_____	2 nd Teacher:	_____										
	TOTAL Summer Hours Student May Enroll In: _____												

Authorization

Requester's Last Name:	_____
Requester's First Name:	_____
Campus Phone:	_____
UofM email Address:	_____@memphis.edu
Date:	_____
Authorized Signature:	_____ You must be an authorized signer.

Email the completed form or deliver it to Student and Faculty Services, 003 Wilder Tower.

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Overload Approval Procedures

Undergraduate students may enroll in a maximum of 20.5 hours for Fall or Spring, and 23 hours for Summer, as long as the maximum hours for any of the term's "parts of term" are not exceeded. Graduate students may enroll in a maximum of 15 hours for Fall or Spring, but only 12 for the Summer. To exceed these loads, a student must receive overload approval. If you are authorized to approve overloads, you must complete a Course Overload Approval form in order to allow a student to exceed the normal maximum load. All overloads must be processed by Student and Faculty Services (in the Registrar's office).

Processing the Course Overload Approval Form

- ✓ Fill out the form completely; except for your signature, please print.
- ✓ In the *Student's Information* block, pay particular attention to:
 - **U-Number** - The student's U-Number (Banner ID) always begins with the letter "U"; please fill in the remaining 8 digits.
 - **Student Level** – Mark one only, Undergraduate or Graduate.
 - **Term** – Check the appropriate term and provide the year.
 - **Overload Approval** – Check either Fall/Spring or Summer. For Fall/Spring, provide the TOTAL number of hours approved for this student. For Summer, provide the number of hours the student will be taking in each session as well as the TOTAL number of hours the student will be taking in the entire Summer term.
- ✓ In the *Authorization* block, pay particular attention to:
 - **UofM email Address** - List your official UofM email address; if Student and Faculty Services needs to contact you by email, it will use this address.
 - **Authorized Signature** - Sign the form. You must be an authorized approver; otherwise, Student and Faculty Services will not increase the student's course load. Your overload approval signature form must be on file with Student and Faculty Services.
- ✓ Email or deliver a copy of the completed, signed form to Student and Faculty Services (registrar@memphis.edu; 003 Wilder Tower).

Help

If the student is not able to register for the excess hours, please instruct him or her to call the Registrar's helpline at 678-2810.

If you have questions regarding the receipt or processing of the Course Overload Approval form:

- email registrar@memphis.edu, or
- call Student and Faculty Services at 678-2810.