

Lewis & Clark College

REQUEST FOR OVERLOAD



College of Arts and Sciences

Office of the Registrar

Phone 503.768.7335 | Fax 503.768.7333

E-mail reg@lclark.edu | www.lclark.edu

Enrollment in more than 19 semester credits requires authorization from your advisor and a cumulative GPA of 3.000 or above. Please note that freshmen are not allowed to overload. Maximum enrollment in any term is 21 semester credits. (See full policy in the College Catalog.)

Your advisor may require an unofficial copy of your transcript and your current course schedule before approving an overload. You may access those documents via WebAdvisor.

Name (First MI Last) Arden CH Rasmussen Date 01-17-2018

LC ID# 2366376 Phone 7758466599 Email ardenrasmussen@lclark.edu

Advisor Iva Stavrov Class ☐ SR ☐ JR ☒ SO ☐ FR

Current semester (semester & year) Spring 2018

STEP 1

List the course for which you will register that will cause the overload. Don't forget the section number.

(Example: ART-151-03) CS-369-01

Number of **total credits** for which you intend to register 20 Your cumulative **GPA** 3.6

STEP 2

Meet with your advisor and discuss the reason for your proposed overload, and the courses for which you intend to register. If your advisor approves of the overload, approval may be indicated below.

To Advisors: Faculty policy recommends that a request to overload be carefully reviewed, taking into account the student's overall academic performance, as well as his or her current schedule. The student can print an unofficial copy of a transcript and current class schedule and bring those to you if it would help in your review of this request.

Advisor's signature (approval) _____ Date _____

Advisor's name (printed) _____

STEP 3

Obtain registration permission from the instructor of the course listed above. Remember that all registration permission is given by the instructor via WebAdvisor during the add/drop period.

STEP 4

Return this form to the [Office of the Registrar](#) **before** 4pm on the last day of the add/drop period. Be sure that step 3 has been completed. You will not be registered if the instructor has not provided online permission.

For Office Use Only

☐ Verify advisor

☐ Verify GPA

☐ Verify instructor permission

☐ RGN – verify total credits

☐ Date _____

☐ Initials _____