



Last Name	
First Name	
U.Va. ID #	
U.Va. email	
Phone #	

*New students (first year and transfer students) are not permitted to enroll in more than 17 credits in their first semester.*

## CREDIT HOUR OVERLOAD REQUEST

**INSTRUCTIONS:**

- 1a. For classes with open seats and do not require instructor permission, please complete all required fields for this form.
- 1b. For classes that require instructor permission, please attach the e-mail from the Student System confirming that the instructor has granted you permission.
- 1c. For classes that are full, you will need to contact the instructor to request an Ad Hoc permission in SIS to enroll. When you submit this form please ensure that you attach the email from the Student System confirming that the instructor has granted you Ad Hoc permission.
2. Use one Credit Hour Overload Request form for EACH course that you wish to add above your credit limit.
3. Print a copy of your **unofficial transcript** from your SIS account and attach to form. Transcript **must include** grades for the semester preceding the semester for which the overload is requested.

**Association:** Are you or were you ever an    Echols Scholar    Student Athlete    Transfer Student    Veteran    None

If none, what was your **first-year residence hall?** \_\_\_\_\_

**Academic Year** \_\_\_\_\_ **Major:** \_\_\_\_\_ **In BA/MT program?**

**To assist your Association Dean in evaluating your request, please check if you have:**

- a cumulative GPA of 3.0 or higher;
- earned a minimum GPA of 3.0 in the previous semester;
- passed at least 15 credits in the previous semester, or    studied abroad previous semester;
- completed at least one full-time fall or spring semester of course work at U.Va.

*If you do not meet all of the above criteria, plan to schedule a meeting with your Association Dean.*

**Request and reason** for request:

**Current** course load: \_\_\_\_\_ credit hours. **Requested** course load: \_\_\_\_\_ credit hours.

*Office use only*

**Dean's Notes:**

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Initial: Added in SIS: \_\_\_\_\_ Student notified: \_\_\_\_\_ Entered in DB: \_\_\_\_\_

**CREDIT HOUR OVERLOAD  
COURSE INFORMATION  
FORM**

Last Name	
First Name	
UVA ID #	

**NOTE:**

If the course is not open at the time the form is processed, and if the required permissions are not attached, your request will not be processed and will be voided. You may resubmit your request after asking the instructor to grant you an Ad Hoc permission to enroll and/or receiving instructor permission, and attaching the email(s) which confirm(s) that the instructor has granted you permission(s) to enroll in the course.

You will not be added to your requested course/s if doing so will cause the course enrollment to exceed the room capacity of the assigned room. Course enrollment cannot exceed room capacity. **THERE ARE NO EXCEPTIONS.**

Please check your SIS Student Center regularly to see if the requested course has been added to your schedule. If you are not enrolled after four working days, it is very likely that we were unable to enroll you. You will be notified as soon as possible of the outcome of your request, but due to the volume of requests we are unable to notify you immediately or to respond to queries about the status of any individual request.

Enter the **COMPLETE** information for the class you wish to add. Use the second line for discussion or lab section information, if applicable and the section is open. Full sections will not be added and the overload will be rejected. Incomplete forms will be denied.

**Does this class currently have open seats in SIS:**

**Does this class require instructor permission:**

**Does your unofficial transcript include grades from last semester:**

**ONE CLASS PER FORM. FOR ADDITIONAL CLASSES, SUBMIT ANOTHER CREDIT HOUR OVERLOAD FORM!**

Class Number (5-digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	# of Credits	Grading Option (Select One)

**Does this class have a lab or discussion section:**

Class Number (5-digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	# of Credits	Grading Option (Select One)

With the addition of this course, I will be enrolled in \_\_\_\_ credits. Student Initials: \_\_\_\_\_