Wintermester 2017
Request for Overload

This form is required if you are requesting to register for more than four credits in Wintermester.

Please print clearly.

Name ___________________________ NSHE ID ___________________________ Date ________________

Local Phone (______)______________ Email Address ___________________________

Please list **ALL of your Wintermester classes**. Indicate with a * the overload class(es). Total credits requested: ____________.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
<th>Course Start &amp; End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>ENG 102</td>
<td>S801</td>
<td>3</td>
<td>12/28/16–1/15/17</td>
</tr>
</tbody>
</table>

Reason(s): __________________________________________

**Please answer these questions:**

1. Are you currently on academic probation or suspension?  □ yes  □ no
2. What is your current GPA? __________
3. How many college credits have you accumulated? __________
4. How many hours per week are you working this winter? __________
5. Are you a non-degree student?  □ yes  □ no

By signing below, the student verifies that the submitted information is factual.

Student’s Signature ____________________________________

**Note to student:** You are making a conscious decision to take more than the recommended load. Students cannot use their load as an excuse to instructors for turning in late assignments or for grade appeals. An exception to policy for all withdrawal/refund requests will not be granted due to your load being too heavy or overwhelming.

Students requesting 6 credits in Wintermester need their college dean’s approval first.

□ Approved  Number of credits __________  □ Disapproved

X ________________________ Date ________________  X ________________________ Date ________________

Chair or Advisor’s Signature  Date  Dean’s Signature  Date

365 Learning Office Use Only

□ Approved  Number of credits __________  □ Disapproved

X ________________________ Date ________________  Comments __________________________

Director’s Signature  Date

*Please see the reverse side for instructions and additional information.*
Wintermester 2017
Request for Overload Instructions

The Request for Overload from is required if you are requesting to register for more than 4 credits in Wintermester. The form is also available to download on the Wintermester website at www.wintermester.unr.edu or www.unr.edu/365.

Course Workload
Wintermester classes are rigorous. When estimating your course workload, please note:

3 credits in Wintermester = 15 credits in fall/spring

Dean’s Approval
Students requesting 6 credits in Wintermester need their college dean’s approval before submitting the form to the Wintermester Office.

Submit Form to 365 Learning Office
Please submit your completed Request for Overload to the University of Nevada, Reno 365 Learning Office. We will reply to you within 72 hours.

Hand deliver: Continuing Education Building, 1041 N. Virginia St., Room 225. 365 Learning Office hours are 8 a.m.–5 p.m., Mon.–Fri.
Fax: (775) 784-1280
Email: 365@unr.edu

Please retain a copy of this form and all other submitted materials for your records.

If you have not received a phone call or email from the Wintermester Office within 72 hours, please call (775) 784-4652.

Questions?
Please contact the 365 Learning Office at (775) 784-4652 or 365@unr.edu.