Summer Session 2017
Request for Overload

This form is required if you are requesting to register for more than 4 credits in Mini Session and/or more than 7 credits in First or Second Session or more than 18 total for the summer.

Please print clearly.

Name ___________________________ NSHE ID ___________________________ Date ________________

Last  First  M.I.

Local Phone (______) ______________________ Email Address ______________________

Please list ALL of your Summer Session classes. Indicate with a * the overload class(es).

Term:  □ Regular  □ Mini  □ First  □ Second  Total credits requested: __________

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<th>Department</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
<th>Class #</th>
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<td>Example:   ENG 102  3001  3  50953</td>
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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 summer? __________
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.

For any of the following overload requests please acquire the Dean’s approval before submitting to the 365 Learning Office.

□ Mini Session (6 credits)  □ First Session (9 credits)  □ Second Session (9 credits)

X ___________________________ Date ___________________________ X ___________________________ Date ___________________________

Chair/Advisor’s Signature  Dean’s Signature (Required)

365 Learning Office Use Only

□ Approved  Number of credits _________  Session _________
□ Disapproved

X ___________________________ Date ___________________________

Director’s Signature  Comments:

Please see the reverse side for instructions and additional information. →
Summer Session 2017
Request for Overload Instructions

This form is required if you are requesting to register for more than 4 credits in Mini Session and/or more than 7 credits in First or Second Session or more than 18 total for the summer. The form is also available to download on the Summer Session website at www.summersession.unr.edu or www.unr.edu/365.

Course Workload
Summer Session classes are rigorous. When estimating your course workload, please note:
- 3 credits in Mini Session = 15 credits in fall/spring
- 6 credits in First/Second Session = 18 credits in fall/spring
- 8 credits in First/Second Session = 24 credits in fall/spring

Dean’s Approval
Students requesting 6 credits in Mini Session or 9 credits in First or Second Session need their college dean’s approval before submitting the form to the 365 Learning Office.

Submit Form to 365 Learning Office
Please submit your completed Request for Overload to the University of Nevada, Reno 365 Learning. We will reply to you within 72 hours.
- Hand deliver: Continuing Education Building, 1041 N. Virginia St., Room 225. 365 Learning Office hours are 7 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 365 Learning Office within 72 hours, please call (775) 784-4652.

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

Fee bills WILL NOT BE SENT!
It is your responsibility to pay fees by the appropriate dates for classes in which you are registered. See your MyNEVADA account for payment dates and deadlines.