Summer Session 2018
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: __________

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENG</td>
<td>102</td>
<td>3001</td>
<td>3</td>
<td>50953</td>
</tr>
</tbody>
</table>

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Reason(s):

__________________________________________

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**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 ________________________________

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**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

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**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 ___________________________
Chair or Advisor’s Signature

X ___________________________ Date ___________________________
Dean’s Signature (Required)

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**365 Learning Office Use Only**

- □ Approved Number of credits ________ Session ________
- □ Disapproved

X ___________________________ Date ___________________________
Director’s Signature

Comments:

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Please see the reverse side for instructions and additional information. →
Summer Session 2018
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.

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.

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.