Wintermester 2018
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 __________

Last First M.I. __________________________ __________________________

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</td>
<td>102</td>
<td>5801</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/2/18–1/19/18</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 ________________________________________________

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  Dean’s Signature

365 Learning Office Use Only

☐ Approved   Number of credits __________   ☐ Disapproved

X __________________________ Date

Director’s Signature

Comments __________________________________________________________

Please see the reverse side for instructions and additional information. 

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.
Wintermester 2018
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](http://www.wintermester.unr.edu) or [www.unr.edu/365](http://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.