



Registration and Records Petition for Overload Credits

One Alpha Drive
Elizabethtown, PA 17022
Phone: 717.361.1409
Fax: 717.361.1427

A typical load is 16 credits per semester, with a range from 12 to 18 credits. In order to take a 19th or 20th credit, students must have at least a 3.2 overall grade point average (GPA) or approval of a Registrar or the Dean of Curriculum and Assessment. ***This form should be submitted to the Registration and Records Office PRIOR to open registration.***

Student Name _____ Today's Date _____
 Student ID _____ Phone/Cell Number _____
 Email Address _____ Campus Box _____

Class Standing (FR, SO, JR, SR): _____ Cumulative GPA: _____

List all Majors: _____

NOTE: There is an additional tuition fee for any/all credits over 18 per semester.

I am petitioning to carry a total of _____ credits for the _____ semester. Year: _____

Reason for Overload:

My proposed schedule of courses will consist of:

Course Code (e.g. BIO 101A)	Credits	Course Code (continued)	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note: Jayweb will NOT allow you to enroll in more than 18 credits. During your assigned Registration time you MUST contact the Office of Registration and Records for assistance with the final course registration.

The approval of this petition does NOT guarantee enrollment into a particular course. If the course is full, you will be waitlisted. Another course can be substituted for the waitlisted course.

Please dial x1409 for assistance during your registration time.

Student's Signature

Registrar or Associate Academic Dean Signature

Approved: _____ Denied: _____

Advisor's Signature

$$\text{\$} \frac{\text{Charge/Credit}}{\text{No. Credits}} \times \text{_____} = \text{Total Surcharge}$$