



**Course Overload Approval**  
Office of the Registrar, University of Memphis  
003 Wilder Tower / Phone: (901) 678.2810

**Student's Information**

<b>U-Number:</b>	_____								
<b>Last Name:</b>	_____								
<b>First Name:</b>	_____								
<b>MI:</b>	_____								
<b>College:</b>	_____								
<b>Major:</b>	_____								
<b>Student Level:</b>	UNDERGRADUATE      GRADUATE								
<b>Term/Year:</b>	FALL      SPRING      SUMMER      Year: _____								
<b>Fall/Spring Overload Approval:</b>	TOTAL Hours Student May Enroll In: _____								
<b>Summer Overload Approval:</b> (Provide TOTAL hours and hours by part of term.)	<table><tr><td>1<sup>st</sup>:</td><td>_____</td><td>Full:</td><td>_____</td></tr><tr><td>2<sup>nd</sup>:</td><td>_____</td><td>TN eCampus:</td><td>_____</td></tr></table> <p>TOTAL Summer Hours Student May Enroll In: _____</p>	1 <sup>st</sup> :	_____	Full:	_____	2 <sup>nd</sup> :	_____	TN eCampus:	_____
1 <sup>st</sup> :	_____	Full:	_____						
2 <sup>nd</sup> :	_____	TN eCampus:	_____						

**Authorization**

<b>Requester's Last Name:</b>	_____
<b>Requester's First Name:</b>	_____
<b>Campus Phone:</b>	_____
<b>UofM E-mail Address:</b>	_____
<b>Date:</b>	_____
<b>Authorized Signature:</b>	_____ You must be an authorized signer. See: <a href="https://www.memphis.edu/registrar/faculty/authsig.php">https://www.memphis.edu/registrar/faculty/authsig.php</a>

# Course Overload Approval

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## Overload Approval Procedures

Undergraduate students may enroll in a maximum of 20.5 hours for Fall or Spring, and 23 hours for Summer, as long as the maximum hours for any of the term's "parts of term" are not exceeded. Graduate students may enroll in a maximum of 15 hours for Fall or Spring, but only 9 for the Summer. To exceed these loads, a student must receive overload approval. If you are authorized to approve overloads, you must complete a Course Overload Approval form in order to allow a student to exceed the normal maximum load. All overloads must be processed by Student and Faculty Services (in the Registrar's Office).

## Processing the Course Overload Approval Form

- ✓ Fill out the form completely; except for your signature, please print.
- ✓ In the *Student's Information* block, pay particular attention to:
  - **U-Number** - The student's U-Number (Banner ID) always begins with the letter "U" and is followed by 8 digits.
  - **Student Level** – Mark one only, Undergraduate or Graduate.
  - **Term** – Check the appropriate term and provide the year.
  - **Overload Approval** – Select either Fall/Spring or Summer. For Fall/Spring, provide the TOTAL number of hours approved for this student. For Summer, provide the number of hours the student will be taking in each session as well as the TOTAL number of hours the student will be taking in the entire Summer term.
- ✓ In the *Authorization* block, pay particular attention to:
  - **UofM E-mail Address** - List your official UofM e-mail address; if Student and Faculty Services needs to contact you by e-mail, it will use this address.
  - **Authorized Signature** - Sign the form. You must be an authorized approver; otherwise, Student and Faculty Services will not increase the student's course load. Your overload approval signature form must be on file with Student and Faculty Services, Registrar's Office (see: <https://www.memphis.edu/registrar/faculty/authsig.php>)
- ✓ Submit the completed, signed form to Student and Faculty Services, Registrar's Office.

## Help

If the student is not able to register for the excess hours, please instruct him or her to submit a TigerHelp Request or call the Registrar's helpline at 678-2810.