

**Pacific Lutheran University
OVERLOAD REQUEST**

Pacific Lutheran University undergraduate students who are considered full-time may enroll in a maximum of 17 hours (Fall or Spring) or 5 hours (J-term, Summer I, or Summer II). **Students who wish to register for 18 or more hours in a semester are required obtain the approval of their academic advisor as well meet with Student Financial Services to confirm tuition costs.**

Instructions

1. Complete the Overload Request form.
2. Meet with **Student Financial Services** (Admin 102).
3. Meet with your **primary academic advisor** for support and approval.
4. Submit form to the **Academic Records Office** (Admin 130) for processing. Once processed you will be responsible for registering for your course(s).

Name _____ Student ID # _____
Last First MI

Student Signature _____ Date _____

Overload Term: Fall _____ JTerm _____ Spring _____ Summer I _____ Summer II _____

List all courses you plan to take for the term.

	Dept/Course #	Credit Hours	Course Title
Course #1			
Course #2			
Course #3			
Course #4			
Course #5			
Course #6			

Financial Services Specialist:

☐ I have met with the student to discuss the financial impacts of the requested overload.

Signature _____ Date _____

Academic Advisor:

*If you have more than one major, please meet with the person you consider your **primary** advisor.*

☐ I approve the overload request.

☐ I do not approve the overload request.

Signature _____ Date _____

Comments: