**REQUEST FOR REGISTRATION**

**OVER 4 HOURS J-TERM**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID#</th>
<th>DATE</th>
</tr>
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<tbody>
<tr>
<td>E-MAIL ADDRESS</td>
<td>Year (FY, SO, JR, SR, SP)</td>
<td>PHONE</td>
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*Only students with a grade point average of 3.00 should consider a class load in excess of 4 hours in a J-Term.*

Extra hours charges are assessed in the spring semester for each hour of credit attempted in excess of 36 hours for the year (Fall + January + Spring). This includes hours for which a student received a letter grade, (I) Incomplete, (CR/NC) credit/no credit, (W) withdrawal, with the exception of senior projects, and credits earned in Luther off-campus study programs.

Private music lessons, class music lessons, vocal coaching, Intersections 130, Physical Education 100 (Wellness), and the first Physical Education 110 skills course are not included in the 36 hours.

**College Policy restricts J-Term load to 4 credit hours, with an addition of a 1-credit PE Skills course allowed (5 credit hours total). Exceptions to this policy are only made in very rare instances.**

<table>
<thead>
<tr>
<th>TERM FOR WHICH I WISH TO APPLY</th>
<th>HOURS CURRENTLY ENROLLED</th>
</tr>
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<tbody>
<tr>
<td>COURSE(S) THAT I WISH TO ADD TO MY SCHEDULE</td>
<td>CR</td>
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**REASON(S) FOR TAKING MORE THAN 4 HOURS:**

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Student’s signature          Date

Adviser’s signature          Date

☐ Your application is approved.

☐ Your application has been approved but the course is CLOSED. Please contact your academic advisor.

☐ Your application has *not* been approved because______________________________________________________________.

Registrar Approval          Date

Updated 1/17