

REQUEST FOR REGISTRATION OVER 4 HOURS J-TERM



Office of the Registrar

NAME	ID#	DATE
E-MAIL ADDRESS	Year (FY, SO, JR, SR, SP)	PHONE

College Policy restricts J-Term load to 4 credit hours, with an addition of a 1-credit HES 110 Skills course allowed (5 credit hours total). Exceptions to this policy are only made in very rare instances. Only students with a grade point average of 3.00 should consider a class load in excess of 4 hours in a J-Term.

The average annual class load for full-time students is 33 semester hours. This includes courses taken during the fall semester, January term, and spring semester. This review is based on academic load only. Students must consult with the Financial Services office to inquire about extra hours charges.

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). Please refer to the Financial Services website at: <https://www.luther.edu/financial-services/student/> for additional information about the extra credit hours calculation. Applied music lessons, class music or piano lessons, vocal coaching, and the first HES 110 skills course are not included in the 36 hours.

TERM FOR WHICH I WISH TO APPLY	<input type="text"/>	HOURS CURRENTLY ENROLLED:	<input type="text"/>
COURSE(S) THAT I WISH TO ADDED (include section info):	_____	CR:	<input type="text"/>
	_____	CR:	<input type="text"/>
REASON(S) FOR TAKING MORE THAN 4 HOURS: _____			

Student's signature	Date
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Adviser's signature	Date
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If approval is granted, course(s) listed on this sheet will be added to your schedule for the indicated term once your registration date/time have passed. Approval for academic credit overload does not guarantee registration in the event a class is full, prerequisites are unmet, or a registration hold exists. Students will be contacted at their luther.edu email account if the approved overload cannot be processed.

☐ 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
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Updated 12/25