REQUEST FOR REGISTRATION OVER 4 HOURS: J-TERM OR SUMMER SESSION

LUTHER COLLEGE Office of the Registrar

NAME	ID#	DATE

YEAR IN SCHOOL: (circle one) FY SO JR SR Special

College Policy restricts J-Term load to 4 credit hours, with the addition of a 1-credit EXPL Seminar course allowed (5 credit hours total). A student wishing to register for 4 credits and an additional 1 credit EXPL seminar must submit a Request for Registration Over 4 Hours form. Exceptions to this policy are made in very rare instances.

Only students with a grade point average of 3.00 or higher should consider a class load in excess of 4 hours in a J-Term or Summer Session.

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/offices/financial-services/students/costs/extra-hours for additional information about the extra credit hours calculation. Applied music lessons, class music or piano lessons, and vocal coaching are not included in the 36 hours. Students must consult with the Financial Services office to inquire about extra hours charges.

TERM OR SESSION AND YEAR FOR WHICH I AM REQUESTING A CREDIT OVERLOAD: _____

COURSE(S) THAT I WISH TO ADD (include section): _____ # CREDITS: _____

_____ # CREDITS: _____

REASON(S) FOR TAKING MORE THAN 4 HOURS: _____

_____

_____

Student's signature Date

_____

Adviser's signature Date

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. Students registering for EXPL-392 and 300 or a departmental internship with reflection seminar must have completed the internship registration process in Handshake before courses will be added. 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 an 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

Updated 11/26