



SOUTHERN ILLINOIS UNIVERSITY
**OFFICE OF
 THE REGISTRAR**

Adjustment of Maximum Hours

Mail to:
 Registrar's Office, Student Services Building, Room 0251
 1263 Lincoln Drive - MC 4701
 Carbondale, Illinois 62901
 Phone: 618-453-2993; Fax: 618-453-2915
 or
 Graduate Registration (Fax) 618 453 4562 or Law School Registrar's Office (Fax) 618 453 8769

Approval for a registration overload must be requested by the student. The student's advisor should fill out this form and obtain the **Dean's signature** and forward to either the Registration Office (for undergraduates), Graduate Registration (for graduate students) or to the Law School Registrar's Office (for law students) for final processing. This form may also be used to lower a student's maximum hours. Please fill out the student's information and check the appropriate box. Also, indicate the reason for changing the student's maximum hours in the additional comments section. Then, forward to Registration for final processing (**lowering** the student's maximum hours does not require the Dean's approval, but the advisor should sign at the bottom of the form.)

Name: _____

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Classification: Freshman

Major: _____

Major Advisor: _____

Please check a box below and fill out the requested information.

Student's maximum hours need to be lowered to _____ credit hours during the _____ semester/term, 20__.

Student requested permission to enroll for _____ credit hours during the _____ semester/term. 20__.

Additional Comments: _____

In order for the request for overload to be completed, the student's academic Dean must sign.

Academic Advisor's Signature: _____ Date: _____

DEAN'S SIGNATURE: _____ Date: _____

The maximum load for undergraduates is 18 hours for Fall or Spring semesters and 12 hours for Summer session.
 The maximum load for graduate students is 16 hours for Fall or Spring semesters and 9 hours for Summer session.
 The maximum load for Law Students is 18 hours for Fall or Spring semesters and 9 hours for Summer session.