



Request to Enroll in Additional Credits

Students may enroll in up to 18 credits during the Fall or Spring semester (12 credits for summer semester). Enrollment in more than the maximum number of credits requires approval from the Vice President of Teaching, Learning, and Student Success.

To be completed by the student:

Student Name _____ **Student ID** _____

I am requesting approval to enroll in _____ credits for _____ semester, 20____.

Reason for request for enrollment in additional credits:

Student Signature _____ **Date** _____

To be completed by the academic advisor:

_____ Recommend approval for enrollment in additional credits

_____ Do not recommend approval for enrollment in additional credits

Reason:

_____ Recommend approval for enrollment in additional credits under the following conditions:

Advisor Signature _____ **Date** _____

To be completed by the Vice President of Teaching, Learning, and Student Success

_____ Approve for enrollment in additional credits

_____ Do not approve for enrollment in additional credits

_____ Approve for conditional enrollment in additional credits

VP Signature _____ **Date** _____

Return to Academic Advisor

Advisor forward to Records for retention in student file

Revised Oct. 2012