

# Undergraduate Course Add/Overload Request Form

Date: \_\_\_\_\_

**Current College:**  College of Arts and Sciences  College of Business  
 College of Engineering  College of Pharmacy and Health Sciences

Name: \_\_\_\_\_  
Last First Middle Initial

ID Number: \_\_\_\_\_ WNE Email: \_\_\_\_\_

**Students are expected to consult with the advisor (or Dean's Office if advisor is not available) before any additions are made in their schedule. All changes must be reviewed by the advisor or Dean's Office.**

## ADD:

- During the first week of Fall and Spring semesters, courses may be added directly by students in Self-Service.
- During the second week, courses may only be added only with the written permission of the course's instructor. See Academic Calendar for the exact semester's dates: [Academic Calendar](#)
- Please fill out this form and forward to your Dean's Office after you have obtained the instructor's permission. The instructor must sign or email their permission to the Dean's Office directly for confirmation of their approval for you to enter into their class during the second week.

Course #	Section	Abbreviated Course Title

Dean's Office Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OVERLOAD:

- If by adding this course, a student is registering for more than 18 credits, students must fill out this section as well as the course section(above) and forward to your Dean's Office for approval.
- Please note: There is an additional charge per credit over the 18-credit maximum full-time course load. Please see [Undergraduate Cost](#) for the current rate.

Semester and Year in which overload is requested: \_\_\_\_\_

Reason for requesting approval to register for more than 18 credits: \_\_\_\_\_

\_\_\_\_\_

Advisor Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Approval:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EMAIL THIS COMPLETED FORM TO:

**College of Arts and Sciences**  
 Herman Hall, Room 205  
**Phone:** 413-782-1279  
**Email:** coas@wne.edu

**College of Business**  
 Churchill Hall, Room 214  
**Phone:** 413-782-1231  
**Email:** cob@wne.edu

**College of Engineering**  
 Sleith Hall, Room 101  
**Phone:** 413-782-1271  
**Email:** coe@wne.edu

**College of Pharmacy and Health Sciences**  
 Center for Sciences and Pharmacy, Room 216  
**Phone:** 413-796-2333  
**Email:** coph@wne.edu