



# Registration and Records Petition for Overload Credits

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**Effective Spring 2025**, the Winter-term (4 weeks) and Spring-term (15 weeks) together make up the Spring Semester (19 weeks) for financial aid and enrollment reporting (part-time/full-time).

**Full-time/Part-time Status.** An undergraduate student taking 12 or more credits **per semester** at Elizabethtown College is considered a full-time student when calculating **financial aid eligibility** and for enrollment reporting to the National Student Clearinghouse (NSC) and the National Student Loan Data System (NSLDS). An undergraduate student taking fewer than 12 credits **per term** (14-15 weeks) is considered part-time for billing purposes.

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Student ID \_\_\_\_\_ Phone/Cell Number \_\_\_\_\_  
 Email Address \_\_\_\_\_ Campus Box \_\_\_\_\_  
 Class Standing (FR, SO, JR, SR): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
 List all Majors: \_\_\_\_\_

**NOTE: Please review the reverse side of the form to evaluate the assessment for Overload in each semester.**

I am petitioning to carry a total of: \_\_\_\_\_ credits. Please check the appropriate

Fall Semester: \_\_\_\_ Spring Semester: ( \_\_\_\_ Winter-term \_\_\_\_ Spring-term) Summer Semester: \_\_\_\_

Rationale for Overload:

My proposed schedule of classes. Reminder, winter courses have a section code of (W#)  
**For Example: Course Code= PHY 105 Section Code= W1 and Credits=4.00**

Course Code	Section Code	Credits

Course Code	Section Code	Credits

**Please Note: JayWeb will not allow a student to register for an overload. Please review the Overload policy on the reverse side of this document to see if the overload policy applies to you.**

Approved: \_\_\_\_

Denied: \_\_\_\_

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Registrar or Associate Academic Dean Signature

\_\_\_\_\_  
Advisor's Signature

$$\text{\$} \frac{\text{Charge/Credit}}{\text{edit}} \times \frac{\text{No. Credits}}{\text{Total Surcharge}} =$$

## Academic Calendar Structure:

Undergraduate Fall Semester – 15 weeks				
Schools	Fall (4F/F4)			
GPS	5WK (F1)	5WK (F2)	5WK (F3)	
On Campus	15 Week (4F)			
Undergraduate Spring Semester - 19 weeks				
Schools	Winter-Term	Spring- Term (S4/4S) – 15 weeks		
GPS	4WK (W1)	5WK (S1)	5WK (S2)	5WK (S3)
On Campus	4WK (1W)	15 Week (SGPS S4/4S – Residential)		
Undergraduate Summer Semester – 14 weeks				
Schools	Summer (4J/J4)			
GPS	J4 (14 weeks)			
	5WK (J5)		5WK (J6)	
On Campus	14 Week (4J)			
	3J (3WK) May Term	5J (7 WK\ WK) Summer Session 1	6J (7 WK) Summer Session II	8J (14 WK) Internships

## Overload Credits

A student who achieves a cumulative grade point average of 3.20 or above, or who has the approval of the Registrar, may overload in a particular semester. An additional tuition fee is assessed for credits based on load maximums for the identified semester. Overload Petitions are available in JayWeb and on the forms page of the Office of Registration and Records website. Students are encouraged to submit Overload Petitions ahead of open registration to ensure ease of course registration.

## Undergraduate Semester Loads

- Fall Semester. 15 weeks.** The Fall semester is comprised of multiple sub-terms at the graduate (#A, A#) and undergraduate level (#F, F#). A student may register for a maximum of 18 credits across all sub-terms before seeking permission to overload, with associated fees. A student may carry a maximum of 20 credits in the fall semester.
- Spring Semester. 19 weeks.** The Spring semester is comprised of a combination of winter and spring sub-terms. Below is the permissible combination of credits across the sub-terms:
  - Winter sub-terms Only:** A student may register for a **maximum of 4 credits** in the winter-sub-term(s): Undergraduate (#W, W#) and Graduate (#I, I#).
  - Spring sub-terms Only:** A student may register for a **maximum of 18 credits** across any combination of spring sub-terms: Undergraduate (#S, S#) and Graduate (#P, #P) before seeking permission to overload.
  - Winter/Spring Combination:** A student may register for a maximum of 4 credits in the winter along with a maximum registration of 18 credits across spring sub-terms before seeking permission to overload.
- Summer Semester: 14 weeks.** Students may carry up to maximum of 12 undergraduate (#J, J#) or graduate (#U, U#) credits before seeking permission to overload. Overloads are permitted for a maximum of 16 credits in the summer.
- Overload Fee Waivers.** Due to program curricular demands and accreditations, a program may have pre-approved per-semester overload waivers. Please refer to the program, or program director, for more information.