

This cover page includes instructions about where and how to turn in your form. If you are submitting a form that contains personally identifiable information (i.e. name, student ID number, date of birth), we encourage you to **submit the completed form by mail or in person.**

**BY MAIL TO:**

One Stop Student Services  
University of Minnesota Duluth  
1049 University Drive  
Duluth MN 55812-3011

**IN PERSON ON CAMPUS TO:**

**One Stop Student Services**  
23 Solon Campus Center

If you choose to submit the completed form by email, for your security we prefer to receive this form via your **UMD email address (xxxxxxx@d.umn.edu).**

To learn more about what might be personally identifiable information, visit [studentprivacy.ed.gov](http://studentprivacy.ed.gov).

**No need to print this cover page.**

**TERM OVERLOAD**

**Directions**

You must obtain approval from either your academic adviser or a student affairs/advising center staff member to register for more than 20 credits in a semester. The final decision will be made by the registrar's office.

**Note: Attach a study list to this request.**

**Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.**

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**QUESTIONS?**

Phone: 218-726-8000  
TTY (hearing impaired):  
800-627-3529  
Email: umdhelp@d.umn.edu

Student information		
Last name	First name	Middle name
Student ID #	UM Email @d.umn.edu	
College	Major	Current UM Grade Point Average (GPA)
I request permission to enroll in a term overload total of _____ credits for the following term:  <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> May/Summer    Year 20__ __		
Please explain the reason for term overload:		
By signing this form, you are authorizing the Office of the Registrar to process this term overload request. You are responsible for registering for all courses before the end of the second week of the term. <b>Note:</b> By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any non-refundable fees.		
Student signature		Date
Adviser or student affairs/college advising office support		
<input type="checkbox"/> approved  <input type="checkbox"/> denied	Comments	
Printed name	Signature	Date
One Stop Student Services		
Printed name	Signature	
Comments	Processing date	Student notified