



# Request for Overload Approval

Office of the University Registrar

(use a separate form for each term)

**Semester/Year**

Fall 20 \_\_\_\_\_

Spring 20 \_\_\_\_\_

Summer 20 \_\_\_\_\_

TAMIU ID	Last Name	First Name	MI	Date of Birth

Mailing Address	City, State, Zip	Phone Number

Email	Student Level
	<input type="checkbox"/> Concurrent <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

Expected Course(s) to be REGISTERED for				Reason for Request
CRN (5-digit)	Crse Prefix (Ex: ENGL)	Crse No. (Ex: 1301)	Crse Sec (Ex: 101)	

**Total Hrs:** \_\_\_\_\_

By signing below, I confirm that this includes **ALL** coursework being taken this semester (*including coursework being taken concurrently at another institution*).

*Note: Signatures must be obtained in the order listed. Once complete, return to the Registrar's Office.*

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

\_\_\_\_\_  
Date

**Certification of GPAs must be completed at the Office of the University Registrar (Refer to Maximum Number of Hours section of the University catalog for policy:)**

Previous Semester GPA: \_\_\_\_\_ Institutional GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

\_\_\_\_\_  
Signature (Registrar's Office)                      \_\_\_\_\_  
Date

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

Approved              Not Approved

\_\_\_\_\_  
Department Chair's Signature                      \_\_\_\_\_  
Date

Approved              Not Approved

\_\_\_\_\_  
Dean's Signature    \_\_\_\_\_  
Date

Approved              Not Approved

*For Registrar's Use Only*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Instructions**

- 1.) Complete form (all fields are required).
- 2.) Check for holds (you may check on UCONNECT at <http://uconnect.tamtu.edu>).
- 3.) If you have holds, clear them with the appropriate department.
- 4.) Once holds are cleared, visit (if applicable) with an advisor to select your courses.
- 5.) Make sure all course information is complete and that all required signatures are obtained.
- 6.) Submit form to the Office of the University Registrar to complete registration process.

## **Additional Information**

The TAMTU Student Handbook provides information about student rights and responsibilities, In addition to laws which protect your right to know. To learn more, please visit <http://www.tamtu.edu/studentaffairs/StudentHandbook1.shtml> or contact the Office of Student Conduct and Community Engagement located in Student Center 226 at (956) 326-2288.

**WAITLIST POLICY:** A student may request to be waitlisted for a closed course. If space becomes available, waitlisted students will be added in the order the requests were received without prior notification to the student. It is the student's responsibility to check his/her status in the course. Requesting to be waitlisted makes the student liable for all tuition and fees due if a space becomes available. A drop must be processed by the student if the class is no longer desired. *Please note: a student may not be waitlisted for one section of a course and registered in another section of the same course.*

## **Office Location & Phone Numbers**

Athletics Department - KCB 107 - (956) 326-3000  
International Student Services - STC 226 - (956) 326-2280  
Office of Recruitment & School Relations - ZSC 130 (956) 326-2270  
Office of Admissions - ZSC 129 (956) 326-2200  
Office of Financial Aid - ZSC 214 - (956) 326-2225  
Office of the University Registrar - ZSC 121 - (956) 326-2250  
University College - ZSC 223 - (956) 326-2134