PART-TIME/OVERLOAD REQUEST FORM

Name __________________________  Student ID __________

Email __________________________  Graduation Year __________

Eng’g Major Code* __________________________

Semester/Year __________________________  (ex. spring 2016)

Housing location __________________________
  (for semester in question)
                        RU housing or off campus

# semester credits desired ________________

Reason: __________________________________________________________________________

__________________________________________________________________________________

<table>
<thead>
<tr>
<th>Course # (ex. 640:250)</th>
<th>Index # (ex. 12345)</th>
<th>Add or drop?</th>
<th>Special permission #</th>
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Student Signature __________________________  Date __________

Notes to Student:
• Submit this form at least 1 month prior to the start of the semester. If the form is submitted thereafter, expect a delay in processing time.
• A credit load < 12cr may have implications on on-campus housing, financial aid, health insurance. The student must check with these offices on their own. If you live in on-campus housing, you MUST be full-time, except in your final semester.
• International students must check with Global Services first for part-time, as full-time is normally required.
• If you need a special permission number or pre-req override, please see the dept that teaches the course and include it on this form; B100 cannot issue SPN’s or pre-req overrides.
• Submit this form to B100 in-person, via fax, or via email: advising@soe.rutgers.edu

Official use

[ ] Approved
[ ] Denied

Dean’s Signature __________________________  Date __________