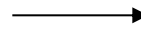


**PART-TIME/OVERLOAD REQUEST FORM**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email \_\_\_\_\_ Graduation Year \_\_\_\_\_

Eng'g Major Code\* \_\_\_\_\_



| *Eng'g Major     | Code |
|------------------|------|
| Non-engineering  | 001  |
| Applied Science  | 073  |
| Bioenvironmental | 116  |
| Biomedical       | 125  |
| Chemical         | 155  |
| Civil            | 180  |
| ECE              | 332  |
| Industrial       | 540  |
| Mat'l Science    | 635  |
| Mechanical       | 650  |

Semester/Year \_\_\_\_\_  
(ex. spring 2016)

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

# semester credits desired \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

| Course # (ex. 640:250) | Index # (ex. 12345) | Add or drop? | Special permission # |
|------------------------|---------------------|--------------|----------------------|
|                        |                     |              |                      |
|                        |                     |              |                      |
|                        |                     |              |                      |
|                        |                     |              |                      |

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

|  |
|--|
| <p>[ ] Approved</p> <p>[ ] Denied</p> <p>Dean's Signature _____ Date _____</p> |
|--|