Last fall the university began an online overload request process for students wishing to take more than 18 hours in a fall/spring semester (or more than 7 hours in a single summer term). Students may request overloads through their Appalnet accounts. This is the process:

1) Once in the Appalnet account, click on the "Student" tab under self-service.
2) Click on "Registration".
3) Click on "Request Overload" (near the bottom).

Students will read and acknowledge a statement that informs them of the GPA requirements for an overload (2.50 cumulative required for 19 hours; 3.00 required for 20 hours). They must fill in some information (the number of hours they are requesting, the anticipated term of graduation, the course that causes the overload and the reason for the overload) and click on the SUBMIT button.

The request for overload will be processed and the student will receive an email with notice of approval or denial. Please remind students that this may take several days or more.

Students who receive approval will need to add the course to their registration themselves! This permission does NOT actually do the registration for them.

For questions regarding students with last names:

- A - D: Misty Pitts, x3131, pittsma
- E - K: Bethanie Campbell, x7608, campbellbm1
- L - Q: Tina Beshears, x8630, beshearskk
- R - Z: Diana Nelson, x3077, nelsondj

Overload Requests:
Main Office: 262-3076

If you would like to see what the overload request looks like, you may watch this instructional video: https://vimeo.com/144122015

Registrar's Office Phone Numbers:
- Service Desk: 262-6818
- Student Records: 262-2051
- Registration Center: 262-3135
- Surcharge Questions: 262-7961
- Graduation: 262-2051
- Transcripts: 262-2052
- DegreeWorks Questions: 262-6402