Overloads and Permits

**Overloads**

A full-time student takes between 12 and 18 hours each semester. A student can request to take an overload if the cumulative GPA is as follows:

<table>
<thead>
<tr>
<th>To Take:</th>
<th>Cumulative GPA must be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 hours</td>
<td>2.50</td>
</tr>
<tr>
<td>20 hours</td>
<td>3.00</td>
</tr>
<tr>
<td>21 hours</td>
<td>3.75</td>
</tr>
</tbody>
</table>

Overload requests are done in Appalnet. Review for approval is done in the College Advising & Support Services Hub, 100 IG Greer.

**Permits**

When a student is given a "Permit" to take a class (entered on the computer), the permit overrides the "blocks" the system normally has built-in regarding room capacity, prerequisites, etc. The Banner system does NOT reserve the permitted student a seat. Other students will be allowed to register up to the maximum enrollment in addition to the permitted seat given to another student.

To prevent overfull classes, whoever loads the permit into Banner should inform students of the necessity for the student to officially register for the class as soon as possible.

Remember, you should always match the permit to the specific registration problem for the particular course. Also, NEVER give an “ADMIN” permit, which overrides all blocks built into the system.

**Main Office: 262-3076**

For questions regarding students with last names:

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

http://cas.appstate.edu/students/faculty-advisors

**Registration Access Times for Summer/Fall 2017**

Eligible undergraduate students may view their registration appointment time in AppalNET/Web Self-Service. Access to the registration system is based on your earned hours (institutional and transfer). The initial registration access time may be viewed on the “Check Your Registration Status” page. Or, students may confirm their earned credit in the Web Registration System (WRS) on the “Check Your Registration Status” link under the Student tab. ("Earned Credit" will not be displayed on your Registration Status page if you have zero earned hours for your current classification. A student's current semester's registered hours are not included in this total, as they are not yet earned.) Students may add their earned institutional hours and earned transfer hours to determine their registration appointment time. To view their registration access time, click on the appropriate Earned Hours link below. The registration system is programmed to grant access to registration at the time and date specified. Once access is given, it will continue through early registration and the schedule adjustment periods specified in the “Academic Calendar.”