



SANTA CLARA UNIVERSITY - SCHOOL OF EDUCATION & COUNSELING PSYCHOLOGY

Counseling Psychology Overload Request

Counseling Psychology students who wish to take more than 10.5 units in an academic quarter (Fall, Winter, Spring) must request permission from their academic advisor.

Students must enroll in all courses (up to 10.5) except the course indicated on the overload form

Students will be notified if a course is closed; no enrollment will take place until permission of the instructor is granted and confirmed to the Office of Student Services

Overload requests are processed the week following current student registration each quarter (e.g. one week after assigned registration)

INSTRUCTIONS:

Student: Complete the information below and submit to your academic advisor.

_____ First Name: _____ Last Name _____ SCU ID# _____

_____ SCU Email _____ Date _____

Academic Year & Term Info:

Enrollment day and time is required to submit an overload request

Enter here _____

I understand that approved course overloads will not be processed until after the current student registration window has been closed for the quarter and only if space is available in the class _____ (Student initials)

Course # <small>(ex: CPSY xxx)</small>	Section # <small>(ex: xxxxx)</small>	Title	# of Units
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Advisor Review:

Upon your decision to approve or deny the request for overload, please complete all of the Advisor review section and notify ecpservices@scu.edu and the student.

Approved _____ Denied _____ (please explain)

_____ Advisor signature _____ Date _____

Received
Date: _____

Processed
Date: _____

Student Notified
Date: _____