Course Enrollment / Overload Request

**Reference: 1 credit=.25 course units**

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Enrollment (return with faculty signature to Department of Music Office, Music Building 201)**

* I need to add a course or Private Applied Study
* Private Applied Study may require an interview and/or audition. If faculty are not available to sign this form, please have your instructor authorize approval via email to the Music Chairperson at music@tcnj.edu.

**Overload (return to Office of the Assistant Dean of the School of the Arts and Communication, AIMM Building 3rd Floor)**

* **19 Credits (4.75 course units)**

*No advisor signature is needed. Non-music majors need to obtain permission from the Assistant Dean of their home School.*

* **Circle One: 20 or 21 Credits (5.0 or 5.25 course units)**

I need an overload (return form signed by Advisor and Faculty to AIMM Building, 3rd Floor)

*NOTE:* *Under no circumstances will students be approved to enroll in 22 credits (5.5 course units)..*

* College policy mandates that students requesting 20 or 21 credits must hold a cumulative GPA of 3.3 or higher and have at least sophomore status. **An advisor may withhold approval for other reasons**.

 **Advisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAWS ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current cum GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Non-Music\*
* Music Minor\*
* Music Major

**Check one:**

* Junior
* Sophomore

**I’m currently a:**

* Senior
* Freshman

\*Major Department and School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please add me to:

**MUS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course ID#\_\_\_\_\_\_\_\_\_\_\_\_ # of Course Units\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course Instructor (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Check all that apply):**

* This course overlaps another course on my schedule by several minutes
* Closed class
* Prerequisite waived
* Class Permission granted
* This is an Applied Private Study (\****May incur additional charges on tuition bill***)
* This course is an Ensemble Class
* Other (explain briefly)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I approve adding the student listed above to my course**

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*Instructor/Faculty (signature) Date*