Course Enrollment / Overload Request

Reference: 1 credit=.25 course units

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

Please return completed form to:

The Department of Music, Rm 201-204

or [musicdept@tcnj.edu](mailto:musicdept@tcnj.edu)

Attn: Program Assistant

If faculty are not available to sign this form, please have authorization approval sent via email to the Department at [musicdept@tcnj.edu](mailto:musicdept@tcnj.edu).

**Course Enrollment**

* **I need to add a course or Private Applied Study**
* Private Applied Study may require an interview and/or audition.

**Overload Request**

* **19 Credits (4.75 course units)** 
  + Advisor approval is not required. However, non-music majors must obtain permission from the Assistant Dean of their home school (if applicable).
* **20 Credits (5.0 course units)**
* Advisor approval required. College policy mandates that students requesting 20 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.

* **21 Credits (5.25 course units)**
* Advisor approval required. College policy mandates that students requesting 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Check one:

* Junior
* Sophomore

**Currently a:**

* Senior
* Freshman

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

Please add me to:

MUS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Nbr \_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Course Units \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 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

(R) 8/2019