

FLEX Overload Permit

1. **READ** the Guidelines for a Credit Overload Permit on the back of this form.
2. **COMPLETE** all fields below.
3. Request will be processed within 5 business days.

Student Name: _____

Student ID Number: _____ **Phone Number:** _____

Student E-mail: _____@rangers.uwp.edu

Subscription Period (check one):
 ___ January ___ February ___ March ___ April ___ May ___ June
 ___ July ___ August ___ September ___ October ___ November ___ December

Calendar Year: _____

of credits TOTAL requesting to enroll in for Subscription Period above _____

1. List **ALL** the courses that you intend to take in the given Subscription Period.

Course: (Example: BAEF 100X)	# of credits

Course: (Example: BALM 310X)	# of credits

2. **SIGN** below and **RETURN** to the Academic Success Coach by fax, or UW-Parkside email.
3. Request will be process within 5 business days.

Student Signature: _____ **Date:** _____

ASC Approval will send to UW-Parkside for processing. _____

UW-Parkside Office of the Registrar: _____ Process Date _____ Processor's Initials _____

Guidelines for a FLEX Credit Overload Permit

- Submit this form to your Academic Success Coach (ASC) after completing all required fields.
- The ASC will submit the request to the UW-Parkside Office of the Registrar.
- Your ASC will communicate with you regarding the outcome of the request for a credit overload. If approved, at this point you will be able to add courses.

If approved, the student will be informed via email by the ASC. The student should be able to add the rest of their classes after having been notified that it was approved and processed.

Criteria for Flex Credit Overload Approval

- Permission to register for **more than 20** credits a subscription period is generally not approved unless you have earned at least an M in a minimum of 14 completed credits in a preceding subscription period.
- It is possible that an exception may be made under extraordinary circumstances for students who are in their first or second subscription period. These will be handled on a case by case basis.

*If you do not meet this criteria –
Contact your Academic Success Coach for additional information.*