

KnightLine

Faculty & Advisor Help

Office of the Registrar
Todd Wehr Hall Room 141, ext. 3216

Topic: Registration Overloads - Maximum Credit Load for Students

Regarding *registration overloads*, students are assessed a *financial overload* for any credit beyond 18 semester credits. Students are allowed to **REGISTER** for 18 semester credits in *KnightLine* without any special permission.

Advisors who have an advisee that requests a registration overload, need to send an e-mail (a copy is placed in the student's file) to registrar@snc.edu with the student's name, SNC ID, and the requested overload level. Generally, overload registrations should be postponed until all students have had an opportunity to register however; it is recognized that some students will need to secure an overload when they register in order to graduate on time.

Once authorization is received the Registrar's Office will raise the student's registration credit level and the student can add credits via *KnightLine*. The Registrar's Office will not add overload course registrations directly into *KnightLine* from e-mails - only raise credit limits. Requests over 20 semester credits must be accompanied with a Student Petition which can be found on our website.