

## Submitting a Credit Overload Request Advisors

Advisors may submit a request for a credit overload on behalf of their student by completing the [Advisor Initiated Credit Overload form](#). Review the [University Catalog](#) for more details. The form will override any current restrictions such as holds, previous term registration and grades, GPA requirements, etc. Notification will be sent to the student at the end of the process to take any necessary next steps.

### 1. Sign in with your Mason credentials

Enter the student's G# and click SEARCH

Student G Number

SEARCH

### 2. Review the student's information

Student Information

Name:

G Number:

Email:

Academic Level:

College:

Primary Program:

Major:

Cumulative GPA:

### 3. Select the requested term

Only eligible terms will display where the student is registered for classes.

Requested Term

Field is required

### 4. Student's current courses & Total Hours Grants

Review the student's current courses and their total credits.

Enter how many credits you approve in the "Total Hours Granted"

Current Courses

CRN	Subject	Course	Title	Credits
Total Credits:				15
Total Hours Granted				<input type="text" value="15"/>

## 5. Type your name and Submit

**To sign your request please enter your first and last name below.**

First Name

Field is required

Last Name

Field is required

Date

## 6. Confirmation Email

The student's assigned Major Advisor will receive an email with the details of the request and a link to the form. At the end of the approval process, the student will receive the decision by email to take any necessary next steps.