



**Policies for College Student Overload Requests in a Math or CS class**  
**Spring 2014 – forms due by 7pm on January 15, 2014**

**Overloads are need based, not based on when you turned the form in.**

The Department is committed to providing outstanding educational opportunities in Mathematics and Computer Science for all Emory students. However, classes are occasionally filled to capacity. In such instances, we will make every effort to accommodate those students whose study plans **require** them to enroll in a particular class this semester. The following guidelines apply:

**Business Students should have already filled out a *Planning Worksheet*, available on our webpage. This overload form is not appropriate for Business Students.**

- 1) All students must complete an overload request form available at MSC W401 or online at <http://www.mathcs.emory.edu/overload-request.pdf>. Forms must be filled completely (one form for each overload request), signed by the student's academic advisor (or OUE Dean) and submitted to MSC W401. Signed forms may be scanned and emailed to [overload@mathcs.emory.edu](mailto:overload@mathcs.emory.edu)  
*Incomplete requests or forms without Advisor endorsement will not be considered.*
- 2) Advisors: Please review your student's request and endorse it **if and only if it is imperative**, for academic reasons, that the student must take the course this semester. If you need additional information, please email [overload@mathcs.emory.edu](mailto:overload@mathcs.emory.edu) or call 7-7580

*Students and Advisors: Please note that while MathCS will do its best to accommodate students, completion of an overload request form does not guarantee that a space will be made available.*

- 3) Overloads are not given for Math 107 or Math 111, no exceptions. Multiple sections of these courses are offered every semester and students are invariably able to take these classes in a later semester.
- 4) Overloads will not be given to enable section changes in multi-section courses.
- 5) Overload requests will be prioritized and students will be informed by email of the department's decision by the morning of January 21, 2014.

# Request form for an overload in a Math or CS class

## Spring 2014

Please complete online, print, and submit with your Advisor's signature to MSC W401.  
Complete one form for each class overload request.

Incomplete forms will not be considered.

Signed forms may be scanned and emailed to [overload@mathcs.emory.edu](mailto:overload@mathcs.emory.edu).

If you cannot obtain your Advisor's signature on this form, we will happily accept electronic approval emails from advisors stating that you ***MUST have this course this semester at:*** [overload@mathcs.emory.edu](mailto:overload@mathcs.emory.edu).

Check beside your current status:

College ☐    Oxford Continuee ☐    Transfer student ☐    GSAS ☐    SPH ☐  
Employee ☐    Special Standing ☐    Other ☐

7-digit Student ID: \_\_\_\_\_ Student Name (no nicknames) \_\_\_\_\_ Anticipated Grad. Date \_\_\_\_\_  
MM/YY

Declared Major(s) on OPUS: \_\_\_\_\_ Official Emory Email: \_\_\_\_\_

What class are you requesting an overload into? \_\_\_\_\_ Reason for your request?  
GER ☐ for Minor ☐  
(e.g., Math 221, Linear Algebra) for Major ☐ Interest ☐

Why must you take this particular class (and section, if applicable) in Spring 2014?

\_\_\_\_\_  
\_\_\_\_\_

Major or PACE Advisor Name and Signature ***certifying that advisee  
MUST have this course in Spring 2014.***

Date

**Complete this section only if you are a declared Math or CS Major (Declared on OPUS)**

**Math or CS classes already completed toward the major:**

\_\_\_\_\_

**All Math or CS courses currently enrolled in for Spring 2014:**

\_\_\_\_\_