



## Enrollment Overload Form

### Instructions to the Student:

1. Complete the form with the total number of hours needed for the semester. **\*Course loads of 21+ hours require approval of the Associate Dean of Undergraduate Studies in addition to faculty advisor.**
2. Obtain signature(s) from assigned faculty advisor and the Chair/Director of major department.
3. Email form to [CoFADegreePlan@tcu.edu](mailto:CoFADegreePlan@tcu.edu), or submit in-person to Moudy North 123.
4. The student will receive an email notification when the form has been approved and processed.
5. The student may enroll in course(s) via myTCU within 24 hours of receiving notification from the Coordinator of Degree Certification.
6. The deadline is midnight on the final Friday of the registration period.

**NOTE: Additional financial charges may be applied as a result of credit-hour overloads.**

DATE: \_\_\_\_\_

TO: Coordinator of Degree Certification, College of Fine Arts

FROM: Department/School \_\_\_\_\_

CC: Unit Chair/Director: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_ GPA: \_\_\_\_\_  
*(Fall/Spring)* *(Cumulative)*

Please allow: \_\_\_\_\_ ID # \_\_\_\_\_ CFA Major: \_\_\_\_\_  
*(Student Name)*

To enroll in the following total number of hours this semester: \_\_\_\_\_

Approval SIGNATURE: \_\_\_\_\_

Student SIGNATURE: \_\_\_\_\_

\*ASSOCIATE DEAN SIGNATURE: \_\_\_\_\_  
*(21+ credit hours ONLY)*