



APPLICATION TO OVERLOAD

Please see information overleaf before completing this form.

SECTION 1: PERSONAL DETAILS

Family Name:	Given Name:
Student ID:	Stage/Year of Program:
Program Code:	Program Name:
Contact Phone Numbers (day):	Expected Last Semester of Study:
Semester in which you wish to overload (teaching period and year):	

SECTION 2: CURRENT ENROLMENT – Please list the courses in which you are currently enrolled

Course Code: eg. BIOS1000	Course Title	Units of Credit

SECTION 3: ENROLMENT REQUEST - Please list the course (and the relevant class numbers) that you wish to add to your enrolment

Course Code	Course Name	Class No(s).	Class Type	Class Time	UOC
TOTAL UOC FOR THE SEMESTER:					

SECTION 4: ENROLMENT REQUEST - Please describe your reasons for overloading

SECTION 5: AUTHORISATION

I have read the rules overleaf and believe that I meet the requirements, and that enrolment in this course is within the rules of my program.

Signature of Student: _____ Date: _____

OFFICE USE ONLY

UOC completed at UNSW (must be greater than 48):	
Cumulative WAM (must be greater than 65):	
Where the above requirements are not met, approval by Associate Dean (Undergraduate Programs):	Approved / Not Approved Signed: _____ Date: _____
Processed by: _____	Date: _____

RULES RELATING TO OVERLOADING

The standard full-time UNSW enrolment load is 24 units of credit per semester (Semester 1 and 2). A maximum of 18 units of credit is permitted for Summer Term.

Students wishing to overload must complete and lodge the 'Application to Overload' form at the Science Student Centre before the deadline to add courses for the relevant teaching period. Deadline dates can be viewed at <https://my.unsw.edu.au/student/resources/KeyDates.html>.

LATE APPLICATIONS WILL NOT BE CONSIDERED.

To be eligible to apply for an overload students must:

1. have completed at least 48 units of credit at UNSW;
2. have a WAM of above 65;

These rules may be waived by the Associate Dean (Undergraduate Programs) when a student:

- a) will be within 6uoc of completing a degree at the end of the given semester, or
- b) when a student transfers between programs and needs to take lower level courses to progress within the new program.

If you wish to take on a 30uoc study load you must recognise that you are taking on an extra load that will impact on your studies for all your courses and may reduce your average results for the semester. OVERLOADING WILL NOT BE ACCEPTED AS A REASON FOR SPECIAL CONSIDERATION.

Staff of the Science Student Centre will manually enrol you in the requested course. However, please note that you are responsible for your own enrolment and ensuring that you are enrolling in courses that meet the rules for your program and plan. Staff of the Science Student Centre will not check that the course you are requesting to enrol in will count towards your program or plan prior to manually enrolling you in the course. If you are unsure about your program or plan requirements you should speak to a Student Advisor.

If you decide you do not wish to proceed with the overload you will need to ensure you withdraw from the course prior to the relevant specified withdrawal date (see Key dates webpage indicated above).