

ELECTRONIC PETITION REQUESTS – Late Add/Drop AND Late Add with OVERLOAD

Student Instructions

Effective Fall 2018, students may submit petitions for a Waivers of an Academic Regulation electronically. To submit a petition, select and complete the appropriate form from the Registrar's Website:

<http://www.redlands.edu/study/registrars-office/>.

- **Late Add/Drop Request**
Used to add or drop a course after the add/drop deadline has passed.
- **Late Add Request with Overload**
*Used to add a course after the add/drop deadline has passed. If the course added will result in more than 19 credits for Fall or Spring Terms, or more than 3 credits for May Term, **an Overload form is also required.***

Screenshots and instructions for completing the form are below.

TO ADD A COURSE (no overload):

Click to add a course.

Add a Course

☒ Click here to 'Add' a course. ☐ Check here if this course put you over 19 credits for the Fall/Spring term or 3 credits for May Term?

Term Year

Course Alpha Number Section

Credits Grade Option Instructor Email

Please select "Null" if this does not apply

Enter course information and instructor email address.

TO DROP A COURSE:

Click to drop a course.

Drop a Course

Please be aware that if you drop below full time, your financial aid may be affected.

☒ Click here to 'Drop' a course.

Term Year

Course Alpha Number Section

Credits Grade Option Instructor Email

Please select "Null" if this does not apply

Enter course information and instructor email address.

Student Comments

What circumstances requires you to make this request? *

Attach additional sheets as necessary. Provide documentation/verification in the case of a medical emergency.

Attachment(s)

Drag files here or [Select files](#)

Submit

A statement from the student is required explaining the reason for the request.

Additional documents may be attached.

Click to submit the request.

The student must reply "YES" to the verification email to submit the petition request.

Check Your Email

You will receive an email in a few moments to verify the submission of your request.

Your response is required.

[VERIFY YOUR REQUEST NOW](#)

The student should **review the request details for accuracy, then reply "YES" to the verification email** and hit 'send' to submit the request.

Sample verification email:

CONFIRMATION REQUIRED - LATE ADD/DROP REQUEST Inbox x

nintex@workflowcloud.com <nintex@workflowcloud.com>
to me ▾

[THIS IS A SYSTEM GENERATED EMAIL AND THE EMAIL IS NOT MONITORED]

Dear Jeni Jung,

For your protection, please confirm the LATE/ADD DROP request placed on 2018-08-22.

To confirm that you've submitted this request, please reply 'YES' to this email.

REQUEST DETAILS

LATE ADD/DROP REQUEST FROM Jeni Jung

If the details of the request are incorrect, the student should reply "NO" to the email and submit a new request by completing a new online form.

Once the "YES" reply has been sent, the student will receive the following email message:

SUCCESS - Your Late Add/Drop Request has been SUCCESSFULLY SUBMITTED

nintex@workflowcloud.com <nintex@workflowcloud.com>
to me ▾

[THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT REPLY]

Dear Jeni Jung,

Thank you for confirming your request, the LATE ADD/DROP REQUEST has been SUBMITTED.

Please allow 2-5 business days for processing.

Registrar's Office
University of Redlands

The student's petition request will now be routed to the instructor and advisor for recommendations, then to the Dean's Office for decision. Students will be notified of the decision by email.

For questions, please contact Jeni Jung in the Registrar's Office:

Jennifer_jung@redlands.edu or (909) 748-8341

TO ADD A COURSE WITH AN OVERLOAD:

UNIVERSITY OF Redlands

REGISTRAR'S OFFICE
LATE ADD/DROP REQUEST FORM

This form must be completed to request an exemption of an academic regulation. Instructor and/or advisor support is required for all requests. Fees apply after published deadlines. \$90 after close of semester; \$40 during semester.

First Name *
First Name

Middle Initial

Last Name *
Last Name

Email *
Ex: myname@redlands.edu

Student ID *
7 digit student ID

Advisor Name *
Ex: John Smith

Advisor Email *
Ex: Advisor@redlands.edu

Add a Course

☐ Click here to 'Add' a course

☐ Check here if this course put you over 19 credits for the Fall/Spring term or 3 credits for May Term?

Enter student and advisor information here.

Check here to add a course.

Check here to indicate an academic overload.

Term *
Spring

Year *
2018

Course Alpha *
ENGL

Number *
100

Section *
2

Credits *
4

Grade Option *
Numeric Grade

Instructor Email *
jennifer_jung@redlands.edu

Please select "Null" if this does not apply

You can download the **Overload Petition Request** in PDF format by [clicking here](#).

*An **Overload Petition** form is required if the added course will result in more than **19** credits for the Fall/Spring Terms or more than **3** credits for May Term.*

University of Redlands – College of Arts and Sciences

Request to Carry an Academic Overload

Incomplete forms are not accepted.
 Please print or type legibly.

Instructions to student:

1. Complete both sides of this petition, stating the reason you are requesting the overload. Obtain support from your advisor.
2. Attach an add slip containing the course that will create the overload
3. Show your complete schedule for the semester that will create the overload, including the overload course.

Proposed overload semester: _____

Name _____ Date _____ Student ID# _____ Campus box _____ Cell phone # _____	Major(s) _____ Minor(s) _____ Advisor _____ Cumulative GPA _____ Anticipated grad date _____
---	--

Course schedule for overload semester, including the course you wish to add:

Alpha/No.	Course Title	Credits
Total credits:		

My signature below acknowledges that I am aware of the overload fee for the excess credit(s) found in the current tuition and fee schedule.

Student's Signature

Date

STUDENT USE ONLY	Approve _____ Deny _____	Waive fee _____ Charge fee _____
Conditions/comments _____ _____		
Dean's signature _____		Date _____
Date received _____ Distribution: Dean, Registrar's Office, Advisor, Student, Student Accounts		Date entered-computer _____

Enter Student
information

Enter total number of credits here.

Student signature is required.

Student: What circumstances require you to request an overload for this semester? Attach additional sheets as necessary.

Advisor Recommendation: ☐ I support this plan ☐ I do not support this plan

Total number of credits approved for the overload semester

Both the student and advisor must provide a statement.

The advisor must also indicate whether they support the overload request.

Save the completed Overload form as a pdf and include it as an attachment for the late-add request.

Student Comments

What circumstances requires you to make this request? *

Attach additional sheets as necessary. Provide documentation/verification in the case of a medical emergency.

Attachment(s)

Drag files here or [Select files](#)

[Submit](#)

A statement from the student is required explaining the reason for the request.

The completed Overload form must be attached here.

Click to submit the request.

Check Your Email

You will receive an email in a few moments to verify the submission of your request.

Your response is required.

[VERIFY YOUR REQUEST NOW](#)

The student must reply "YES" to the verification email to submit the petition request.

The verification email will contain the subject line “CONFIRMATION REQUIRED” and the type of petition requested. The student should **review the request details for accuracy, then reply “YES” to the email** and hit ‘send’ to submit the request.

Sample verification email:

CONFIRMATION REQUIRED - LATE ADD/DROP REQUEST 

nintex@workflowcloud.com <nintex@workflowcloud.com>
to me ▾

[THIS IS A SYSTEM GENERATED EMAIL AND THE EMAIL IS NOT MONITORED]

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To confirm that you've submitted this request, please reply 'YES' to this email.

REQUEST DETAILS

LATE ADD/DROP REQUEST FROM Jeni Jung

If the details of the request are incorrect, the student should reply “NO” to the email and submit a new request by completing a new online form.

If there are errors in this form, please reply 'NO' and submit a new request.

Once the “YES” reply has been sent, the student will receive the following email message:

SUCCESS - Your Late Add/Drop Request has been **SUCCESSFULLY SUBMITTED**

nintex@workflowcloud.com <nintex@workflowcloud.com>
to me ▾

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Dear Jeni Jung,

Thank you for confirming your request, the LATE ADD/DROP REQUEST has been SUBMITTED.

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Registrar's Office
University of Redlands

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