One Stop Center
3325 Marvin Sands Drive
Canandaigua, NY 14424-8395
(585)785-1000
Email: onestop@flcc.edu

OVERLOAD PETITION

This form is used to petition to register for a course(s) over the semester limit (18cr for Fall/Spring, 12cr for Summer, and 6cr for Winter). Fill out the top section, then meet with your academic advisor (their contact information can be found at www.flcc.edu or on WebAdvisor). Once you have obtained their signature, and the signature of the AVP of Instruction and Assessment, return to the One Stop Center for processing.

Date:_____ Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20 _____

Name: _____ FLCC ID No. _____

GPA: _____ Completed Credits: _____ Anticipated Graduation Date: _____

I petition to add the below course(s) to my schedule. I understand that once my petition is approved, that the One Stop Center will be adding this course to my schedule and that I will be billed an additional charge, for each credit over the semester limit:

	Course Number/Section	Title	Credit Hours
1.			
2.			

Reason(s) for overload (required, use back of form, if necessary):

Student Signature: _____ Date: _____

Approvals

1. Academic Advisor ☐ Approved ☐ Denied Comment: _____

_____ Signature _____ Printed Name _____ Date

2. Associate Vice President of Instruction (Room 3796) ☐ Approved ☐ Denied Comment: _____

_____ Signature _____ Printed Name _____ Date

3. Instructor (if course has started, or is full) ☐ Approved ☐ Denied Comment: _____

_____ Signature _____ Printed Name _____ Date

Return completed & approved form to One Stop Center, Room 1045.

One Stop Center (Room 1045)

☐ STPE ☐ RGN ☐ e-mailed student Initials_____ Date: _____

Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.