Request an Enrollment Overload in myWCU

Students who wish to enroll in more than 18 credits for the fall/spring term or over 7 credits in summer/winter can request an overload through myWCU. Students must have a cumulative GPA of at least 2.75 to enroll in an overload.

Request an Enrollment Overload through "Change Academic Load" link

- Log-in to your myWCU account: https://my.wcupa.edu

- Click on the **"Change Academic Load"** link, located under "**Useful Links**".

- <u>Select the term</u> in which you want to request an enrollment overload from the drop down menu.

- From the drop down menu <u>select the credit range: 12+ credits – Full-time.</u>

- <u>Click the box</u> to **"Request an enrollment overload"**.

  - o If you do not meet the minimum GPA requirement you will not be able to proceed with the enrollment overload request.

- Read the message and <u>click the box</u> to accept responsibility for additional tuition charges.

- Click the green **"Submit"** button.

Request an Enrollment Overload through "Enroll in a Class" link

- Log-in to your myWCU account: https://my.wcupa.edu

- Click on the **"Enroll in a Class"** link.

- <u>Select the term</u> in which you want to enroll in an overload and click the green **"Continue"** button.

- Click on the link **"Click Here to Change Load"**

- From the drop down menu <u>select the credit range: 12+ credits – Full-time.</u>

- <u>Click the box</u> to **"Request an enrollment overload"**.

  - o If you do not meet the minimum GPA requirement you will not be able to proceed with your enrollment overload request.

- Read the message and <u>click the box</u> to accept responsibility for additional tuition charges.

- Click the green **"Submit"** button.

- Continue to search and select classes to add to your schedule.