



Credit Overload Petition Form

Freshmen are limited to **17 credits** per semester. **Sophomore, Junior and Senior** students are limited to **18 credits** each semester. **All students** have the following credit limits for the summer semester: Summer Session I **4 credits** Summer Session II **7 credits** Summer Session III **7 credits**

STEP 1: Complete Student Information

Name _____ NSHE ID _____
Last First Middle

Email _____@unlv.nevada.edu Phone _____

STEP 2: Identify requested semester Fall Spring Summer I Summer II Summer III Year _____

STEP 3: Please list all courses you intend to take

Use for Fall or Spring only		Use for Summer sessions only					
Course	Credit	SUI		SUII		SUIII	
Course	Credit	Course	Credit	Course	Credit	Course	Credit
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total Credits	_____	Total credits	_____	Total credits	_____	Total credits	_____
		Overload Course 5 Digit Call Number	_____	Overload Course 5 Digit Call Number	_____	Overload Course 5 Digit Call Number	_____

STEP 4: Justification

I am requesting a credit overload because:

Student Signature Date

STEP 5: Drop off completed petition to appropriate academic advising center of your major or Department for signatures.

Official Use Only:

College _____ Major _____ Current GPA _____

Approved Disapproved Signature Date

Academic Advisor _____

Chair or Designee _____

Dean or Designee _____

Comments:

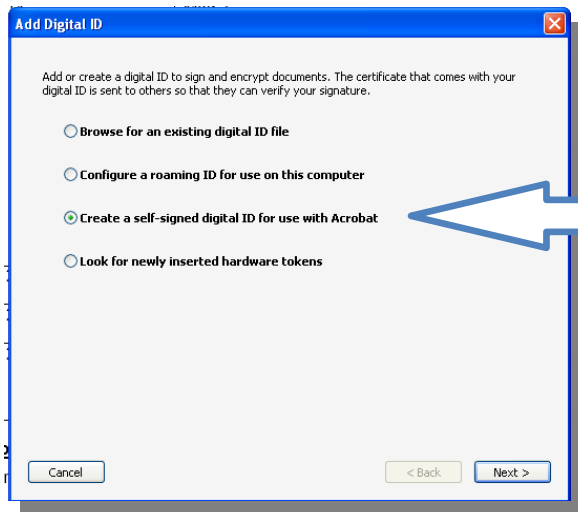
STEP 6: Completed **Fall** and **Spring** credit overload petitions must be emailed to **registrar@unlv.edu** to be processed.

Completed **Summer term** credit overload petitions must be delivered **in person** by the student with **photo ID** to the UNLV Registrar's Office, SSC Building C.

Creating a Digital ID to Sign Documents Electronically

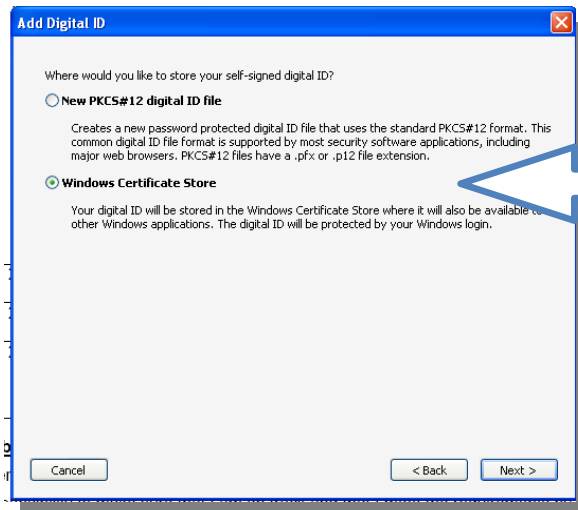
In order to fill in and sign forms electronically, you will need to download Acrobat Reader and create a Digital ID.

1. You can download a free version of Acrobat Reader on this page: <http://get.adobe.com/reader/>
2. If you do not have a Digital ID already, you will need to create one. To create a “Digital ID,” please do the following:
 - a) Click on this “Digital Signature”:
 - b) If you do not have a Digital ID already, the screen below will pop up.



Select “Create a self-signed digital ID for use with Acrobat” and click on the “Next” button.

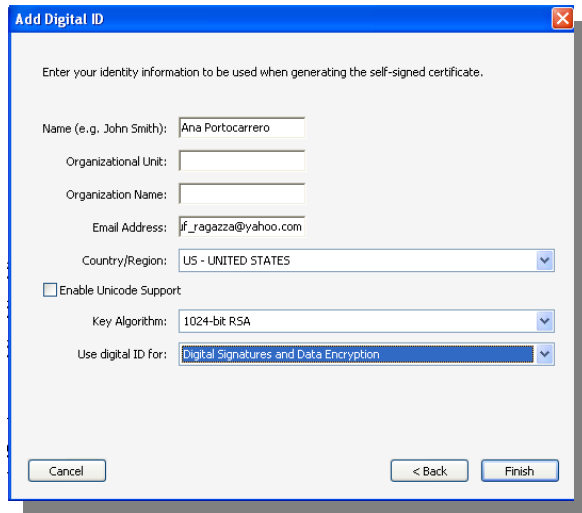
- c) You will need to decide where you would like to store your self-signed digital ID. Please select one of the options below and click on the “Next” button.



If you want to create a password protected file, you may want to store your signature as a “New PKCS#12 digital ID file”.

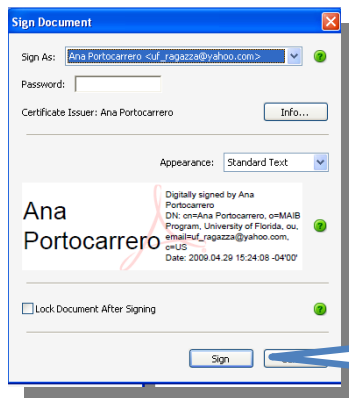
If you do not want to enter a password every time, you can select the “Windows Certificate Store” option.

- d) You will need to enter your Identity Information (e.g. Name & Email) for your digital signature. Click on the “Finish” button to complete the process.



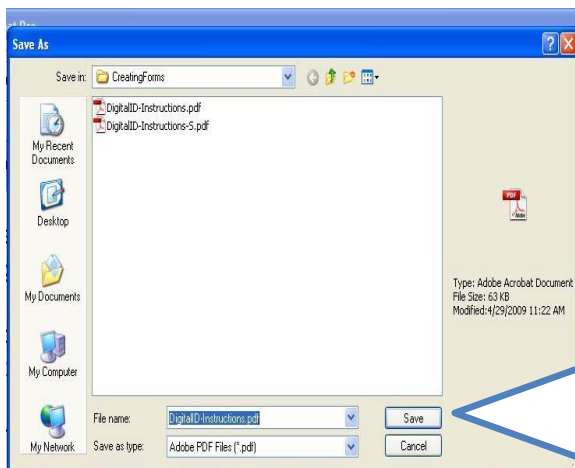
3. After you create and store your Digital ID on your computer, you should get the screen below when you click on the “Digital Signature” field.

NOTE: If you use a different computer, you will need to create a new Digital ID!



Click on the “Sign” button to sign the document electronically.

4. When you sign a document, you are making changes to the original document. You will have to save a copy of the document that you signed.



If you want to keep a copy of the original document (without the signature), as well as the signed copy, you will need to change the file name so that it doesn't replace the original document. (HINT: You could add “-S” after the original file name)