CONTACT: registration@morgan.edu

PURPOSE: This form is used to request permission to register for more credits in a semester than currently allotted.

PROCESSING TIME: 1-3 Business days

REQUIREMENTS:

- Valid government-issued photo ID or MSU Bear card
- MSU email account
- Signature from Chairpersons (please click here for a list of active chairpersons)
- Signature from Dean (please click here for a list of active deans)

STEPS

1) From the webpage, click the name of the form to begin. A window will open.
   1A. Enter your name & MSU email.
   1B. Enter the name and email of your chairperson and dean. Click Begin Signing.

2) Enter the required information.
   2A. Enter your student ID & the date.
   2B. Attach your MSU Bearcard or government-issued photo ID.
   2C. Select your student status, course information, semester and year, total credits, and sign.
   2D. Select “Finish”. The window will automatically close if all information has been entered correctly.

3) The form will automatically route to all parties to review and approve. The Office of the Registrar is the last approver and typically processes within 1-3 business days. You will receive an email once the form has been completed. You must register for the excess course(s) on your own in Websis.