EXCESS CREDIT

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
- Signature from Dean

STEPS

1) From the webpage, click the name of the form to begin. A window will open.

   1A. Enter your name & MSU email.

   1B. Click Begin Signing.

2) Enter the required information.

   2A. Enter your student ID & today's 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 the chairperson for your major. *A list of active chairpersons can be found on page 2.*

   2E. Select the dean for your school. *A list of active deans can be found on page 3.*

   2F. 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.**