

# 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.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Student

Your Name: \*  
Full Name

Your Email: \*  
Email Address

PowerForm Signer Information

INSTRUCTIONS CAN BE FOUND ON THE ONLINE FORMS PAGE BY CLICKING THE ADJACENT SIGNIFY.

Fill in your name and MSU email below. Begin completing the form.

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.

STUDENT ID

DATE

ATTACH

Major: -- select --

Classification: -- select --

Are you on Academic Probation? -- select --

What class(es) are you planning to take? credits?

Semester and year: -- select --

How many total credits are you requesting to carry?

Student Signature: Sign

Chairperson's Approval: -- select --

Dean's Approval: -- select --

Registrar Representative:

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.**