



GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar
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Course Overload Request

Any student wishing to take more than 15 hours during any Spring or Fall semester or more than 6 in any J-term (January or Summer) must receive the permission of the Associate Dean of Academic Affairs (ADAA). See instructions at bottom of this page.

Last Name: _____ First Name: _____ ID #: _____

Email: _____ Current GPA: _____

Year/Term: 20____ / _____ Hrs completed: ____ Campus: AZC BAC ONLN ONT PNWC RMC

Degree: DPDIV DPPTS DPTE DPEL DPCC DPIS DPGE

MACC MAIS MGE MTE MTS – Concentration: _____

MAEL - Concentration: _____

MDIV - Concentration/Advanced Track: _____

I am currently enrolled in the following courses for the term indicated above (use back as necessary):

COURSE #	COURSE TITLE	HRS

In addition to the courses listed above, I wish to enroll in these courses:

COURSE #	COURSE TITLE	HRS

Please explain why you feel you MUST take such a large a load this semester/term:

Instructions:

- Register in Haven for the maximum allowable number of courses.
 - ONT Students: Submit this form to the Associate Dean for Academic Affairs (greggwatson@gs.edu) in person or as an email attachment.
 - Regional campus students: This form should be forwarded to campus director for comments before forwarding to ADAA.
- Once approval is given, the student should forward form to the Registrar's Office or Regional Campus Administrative Assistant.
- The Registrar's Office will register the student in the additional course(s) only upon receipt of this form and notify the student.

Comments by Regional Campus Director (regional campus students only):

Recommend Regional Campus Director: _____ Date: _____

Approve Associate Dean for Academic Affairs: _____ Date: _____

REGISTRAR OFFICE USE ONLY

Date processed: _____ Initials: _____