HOUGHTON COLLEGE
Registrar’s Office

Requesting a Heavy Academic Load

- Heavy Academic Load:
  - On academic guidance, but requesting 16 or 17 hours.
  - Requesting 18 hours.

- First discuss this option with your advisor.

- If your advisor approves, email the following information to registrarsoffice@houghton.edu and to your advisor.
  - Student ID number
  - Category of heavy academic load
  - Reason

- Your advisor will then need to reply to the Registrar’s Office, specifying his or her approval. **Make sure your advisor knows this.** Only then will the Request for Heavy Academic Load be accepted by the Registrar’s Office who will notify you, the student, of the approval.