

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 registraroffice@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.