

- A Heavy Academic Load is defined as:
 - 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 all, with their approval or denial. ***Make sure your advisor knows this.*** After the Registrar's Office receives advisor approval, your heavy academic load will be processed. Make sure to notify the Registrar's Office of the course ID/class that is giving you a heavy academic load, so you can be manually registered.