

Instructions to Student

1. Complete the form below with all the required information. Inaccurate or partial information will delay registration.
2. Completed forms should be submitted to the Vice Rector's Office for approval.
3. Please ensure that there are **no class and exam timetable clashes** with requested module.
4. **Note:** A regular academic load is between 18 - 22MCs per semester, or 4 YNC modules.

Section A:

STUDENT INFORMATION			
Name:		Student ID:	A
Email:		Phone #:	
Date:		Signature:	

Section B:

Please briefly describe your academic performance so far and the grades you are expected to obtain this semester.

Please describe your extra- and co-curricular commitments. Will this change next semester?

Have you overloaded/underloaded in previous semesters?

Have you dropped an overload in the past? If so, why?

If you are requesting to underload, please describe your reasons for doing so and explain how you will fulfill graduation requirements.

What is the total number of credits you will have this semester after the overload/underload? _____

Section C:

PROPOSED MODULE TO OVERLOAD/UNDERLOAD			
Module Host Division	Module Code	Academic Year	Semester
Module Title:			
Professor:			

VICE RECTOR'S OFFICE	
Vice Rector:	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Comments:	
Vice Rector's Signature:	

ADMINISTRATION USE ONLY	
Name: _____	Signature: _____
Request type:	
<input type="checkbox"/> Yale-NUS Module (Processed by Vice Rector)	<input type="checkbox"/> NUS Module (Processed by Registry)

Overload Advice for Students

Form

For overloading, you need to complete the overload form. You can get one at the Residential College Office.

Consideration

What is more important is to think about what does an overload means. It means that you'll have to make time for it. What are you giving up to accommodate your overload –is it sleep, student orgs, part-time work, social life, personal time etc. It will be good to think this through before making a decision. It's not necessary to overload if you want to experience college in its entirety. Bear in mind that you may be doing summer courses as well and will have transferable credits from that too.

Overloading with language course

There is a lot of work involved in taking up a language course and also for the language to be useful, students often find that they have to keep up with it by taking it in the next semester and the next etc so that they can move progressively in their competency of the language. So, the question would be to ask yourself. Do you want to overload with language courses every semester?

In addition, another point to consider is that you can learn language on your own i.e. through online courses etc at your own pace and therefore, you may wish to overload on other courses that are not offered elsewhere.

What happens if the overload is too much?

Drop the module and you can overload in subsequent semesters. There is no penalty.

What is the max no of credits that you can overload with?

There is no max no. of credits. However VR has approved up to till 30 credits.

Underload Advice to Students

Form

For underloading, you need to complete the Overload/Underload form from your respective residential college office.

Procedures

You will need your Vice Rector's approval to underload until 15 MCs. If you are underloading below 15 MCs, you will need to petition to the committee of academic standards. Please get a copy of the petition guidelines at your residential college office.