

CNS Course Overload Request Process

As the College of Natural Sciences is operating in a remote/virtual modality, the Office of the Registrar has directed us to use *an email-chain process* for students to submit their Course Overload requests. This email-chain process is similar to the paper forms we typically use in the sense that they ask students to provide the same types of information and require approvals from the instructor, department chair, and Office of the Dean.

The Office of the Registrar is currently developing an online process for Course Overload requests. Until this is finalized and launched, here is a process that we have adapted to suit the needs of the College of Natural Sciences.

Course Overload Requests

STUDENTS

1. Please send an email to the instructor of the class you are trying to add, and indicate that you are submitting a Course Overload request. Use your official CSUSB email. If you do not know the instructor's email, this information can be looked up via the [CSUSB Campus Directory](#).
2. Use “**Course Overload Request**” in the **subject** heading to make the email's intent clear to the instructor.
3. Please include the following information in the email:
 - Your name
 - Your Coyote ID#
 - The course(s) that will constitute an overload. Include Class #, Course # and Section #, Course Title, and Number of Units. (Example: #42656, NSCI 306-04, Expository Writing, 4 units)
 - The term and year of the course that will constitute an overload (example: Spring 2020)
 - If you are an undergraduate, are you a first-year student, sophomore, junior, or senior? If you are a graduate or post-baccalaureate student, are you enrolled in a master's (MA/MS), a credential, a second bachelor's degree, or certificate program?
 - Major and concentration
 - Total units currently enrolled in
 - Expected term and year of graduation (example: Spring 2021)

4. Your Course Overload request will be reviewed by the instructor, department chair, and the Office of the Dean. If it is approved, the request will be forwarded to the Office of the Registrar for final processing. Once the Office of the Registrar receives your approved request, they will enroll you in the class and send you a confirmation email to you and the Office of the Dean. If the request is not approved, you will be notified by either the instructor, department chair, or Office of the Dean via email.

INSTRUCTORS

1. Please review the student's Course Overload request as soon as possible. Time is of the essence. If any information is missing, you may choose to ask the student to provide it, look it up in PeopleSoft, or request that an ASC/ASA look up that information.
2. If you approve the request:
 - Forward the email chain to the department chair, clearly indicating to the chair that you have approved the request and copy the student.
 - If the department chair does not approve the request, the chair will notify you of this and provide you the reason(s) for their disapproval via the email chain, and copy the student.
 - [Note: When the Office of the Registrar receives a student's request that has been approved by the instructor, department chair, and Office of the Dean, the Registrar will enroll the student in the class and send the student and the Office of the Dean a confirmation email.]
3. If you disapprove the request, please communicate that to the student via the email chain. Please provide the student the reason(s) for your disapproval.

DEPARTMENT CHAIRS

1. Please review the instructor's approval and determine if you approve or disapprove of the request as soon as possible. Time is of the essence.
2. If you approve the request, forward that email chain to the Office of the Dean using the cns@csusb.edu email, clearly indicating your approval in the email chain, and copy the student. *Please do NOT email the request to the Dean or any specific member of the Office of the Dean staff.* The email chain will be routed to a member of the Office of the Dean staff before it is sent to the Associate Dean or Designee for final review.

3. If you disapprove the request, please clearly indicate the disapproval and the reason(s) for the disapproval in the email chain and copy the instructor and the student.

OFFICE OF THE DEAN

1. *If the request is from a CNS student seeking approval for a CNS or NSCI course*, once the Office of the Dean receives the email chain from the department chair through the cns@csusb.edu email, the request will be routed to a staff member who will:
 - Review the request and information, and confirm appropriate signatures.
 - Look up the student's GPA and add it (and any missing info) to the email chain.
 - Forward the email chain to the Designee or the Associate Dean if the Designee is not available.
 - Log the request and all actions taken.

The Designee or the Associate Dean must review the request and email chain and decide whether to approve or disapprove the request.

- If the Designee (or Associate Dean) approves the request, they will forward the email chain back to the same Office of the Dean staff member who received the request, and they will then forward the email chain to the Office of the Registrar (via registrationhelp@csusb.edu) for final processing, and copy the student.
 - When the Office of the Registrar receives a student's request that has been approved by the instructor, department chair, and Office of the Dean, they will enroll the student in the class and send the student and the Office of the Dean a confirmation email.
2. If the Designee (or Associate Dean) does not approve the request, please provide the reason(s) and forward the reason(s), via the email chain, back to the same Office of the Dean staff member who received the request so that they can notify the student, via the email chain, about the disapproval and the reason(s).
 3. *If the student is not a College of Natural Sciences student and is seeking approval for a CNS or NSCI course*, once the Office of the Dean receives the email chain from the department chair through the cns@csusb.edu email, it will be routed to a staff member who will:
 - Review the request and information, and confirm appropriate signatures.

- Look up the student's GPA and add it (and any missing info) to the email chain.
- Forward the email chain to the designee of the college of the student's major (For example, if the student is a Psychology major, the email chain would be forwarded to the designee in the College of Social and Behavioral Sciences) and copy the student.
- Log the request and actions taken.

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