

Request Waiver for Academic Load Policy

1. Go to [MyPack Portal](#).

2. Within the “Student Information System” homepage select “Student Records.” Student Service Center is also accessible through the following navigational path.



> Student Information Systems > Campus Community > Student Service Center

▼ Student Information System

Student Records 	Advising 	Admissions 
Curriculum Management 	Campus Finances 	Worklist 
Reporting Tools 	SIS Setup 	Student Profile 

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Academic Career = ▼

Student Career Nbr = ▼

Unity ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Case Sensitive

[Basic Search](#)

Search for student by one of these 4 criteria.

3. Once you have located the student's record, select the "Academics" tab.

ID ★

[Student Center](#) |
 [General Info](#) |
 [Academics](#) |
 [Dashboard](#) |
 [Documents](#)

's Student Center

▼ **Grades**

Term	Subject	Catalog	Section	Grade
2018 Spring Term	TTM	585	001	
2018 Spring Term	TTM	895	001	

Term GPA: 0.000 Cum GPA: 4.000

▼ **Academics**

[My Class Schedule](#)
[My Planner](#)

i You are not enrolled in classes.

other academic...

4. Within the “Academics” tab, scroll down to the “Term Summary > Level / Load” section and select the “Detail” hyperlink for the appropriate semester.

Student Center | General Info | **Academics** | Dashboard | Documents

Institution / Career / Program

- NCSU1 - NC State University
 - GRAD - Graduate
 - 2188 - 2018 Fall Term**
 - 2187 - 2018 Summer Term 2
 - 2186 - 2018 Summer Term 1
 - 2181 - 2018 Spring Term
 - 2178 - 2017 Fall Term
 - 2171 - 2017 Spring Term
 - 2168 - 2016 Fall Term
 - 2167 - 2016 Summer Term 2
 - 2166 - 2016 Summer Term 1
 - 2161 - 2016 Spring Term
 - 2158 - 2015 Fall Term

Program TTM Textile Technology Management
 Student Career Nbr 0
 Status Active in Program as of 06/19/2015
 Admit Term 2158 2015 Fall Term
 Expected Graduation
 Approved Load Full-Time
 Load Determination Base On Units
 Level Determination Default

Plan 18TTMPHD Textile Tech Mgt-PHD
 Requirement Term 2158 2015 Fall Term

Term Summary

2018 Fall Term

Eligible to Enroll Yes
 Primary Program TTM Textile Technology Management
 Academic Standing Status Data unavailable

Level / Load

Academic Level - Projected Graduate
 Academic Level - Term Start Graduate
 Academic Level - Term End Graduate
 Approved Academic Load Full-Time

Academic Load No Unit Load **Detail**

Classes

No classes for this term.

5. Within the “Graduate Student Academic Load” pop up window, select “Request waiver of academic load policy” hyperlink.

Graduate Student Academic Load

Name: [Redacted]
 Student ID: [Redacted]
 Term: Fall '18 2188 Career: GRAD

Academic Program:	TTM	Textile Technology Management
Academic Plan:	18TTMPHD	Textile Tech Mgt-PHD
Thesis/Dissertation Status:	DR with Non-NCSU Masters	
Academic Load:	No Unit Load	
Acad. Load based on units:	No Units	
Minimum Plan Units:	54.00	
Total Units Completed:	61.00	
Minimum Full-Time Units:	3.00	
Units Taken in Term:	0.00	

Request waiver of academic load policy ←

Return Cancel

6. Read the policy regarding the Academic Load Waiver Policy and complete the required fields. Please be advised that a student must be enrolled for at least 3 credit hours and meet at least one of the conditions specified in the waiver request in order to meet full-time enrollment for GSSP purposes.

Graduate Student Certification as Half or Full-time
(Request for waiver of academic load policy)

Certain students are required to meet full or half -time academic load requirements for various purposes including, but not limited to, Loan Deferment, Financial Aid, Visa Status, Payroll Tax Withholding, Graduate Student Support Plan eligibility and Veteran's Benefits.

Although graduate students must generally be registered in accordance with the University's official [academic load policy](#) to maintain full-time or half-time status, in cases where they are not, there are exceptions. If the qualifying conditions indicated below are present, the University may certify half-time or full-time. By checking the appropriate box(es) below you are certifying this student's academic load status as either full-time or half-time. Only the student's committee chair, academic advisor or the director of their graduate program may make such a certification. This certification applies only to the academic term you have indicated.

To qualify for a waiver of the official [academic load policy](#), a student *must be enrolled for at least 3 credit hours* and meet at least one of the following conditions.

Certification: I certify that this student is engaged in the level of effort selected below toward meeting degree requirement for the academic term indicated.

Half-Time Full-Time (check one)

Based on minimum enrollment of: units

This determination is based on the following reasons (check all that apply):

- This is a master's student who is working half- or full-time on graduate research or creative component not requiring a formal thesis.
- The student has been advised to formally audit a course rather than register for additional credit hours,
- The student is working on removing incomplete grades from a previous term.
- The student is in the very last semester or summer session of the degree program and does not need to take additional credit hours to meet degree requirements.
- The student is preparing half- or full-time for graduate comprehensive or oral examinations.
- Other reasons - Written justification required.

Additional Comments (254 characters):

Save

Click to certify and submit request

Certify