



How to Request an Overload for a Course that is Currently Full/Closed

1. If a course is full, it will typically show up with a red bar in the course listings. The course may appear open, without the red bar, but it is still closed for various reasons. You will need to contact the program chair or the designated faculty/staff member in that department to request overload approval for the course. Use the tables below to match the course subject to the appropriate college and identify the correct contact person.
2. Compose an email to the department Chair or designated faculty staff to submit the overload request. The email should include the reason you need to enroll in the specific course you are requesting. For example, you may need it because it is the only course that fits in your current schedule. You can see an example email below.

Subject: Request to Enroll in [Course Name & Number]

Dear [Program Chair/Designated Faculty/Staff Member],

My name is [Your Full Name], and my MU ID is [Your MU ID]. I am currently majoring in [Your Major].

I am writing to request enrollment in [Course Name & CRN Number], which I understand is currently full. This course is important to me because [briefly explain your reason—e.g., it is a required course for my degree, it fits my academic plan, or the online section is the only option that works with my schedule].

If applicable, please note that I am specifically interested in the online section of the course because [reason—e.g., it is the only format that accommodates my work or class schedule].

Thank you for considering my request. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Full Name]

3. If your request is approved by the chair/designated faculty/staff, forward that to your advisor, and they can enroll you in the course directly. Please forward the email directly; do not send a screenshot to your advisor. We need a direct email for documentation.

***FYI**

Permission to join a course that is full or closed is at the discretion of the Program Chair/Designated Faculty/Staff member. Please allow at least 2 days to receive a response from the instructor/program Chair. If your request to join the course is not approved, you will need to select an alternate course. You can work with your advisor to choose an alternate course.

Course Subject	Course Number	Name of Course
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HP 210 - Sem: Appalachain Health

CRN	SEC	CREDITS	DAYS	TIME	LOCATION	INSTI
3361	203	3			ONLINE ASYNC	Logan, Georgiana

CRN NUMBER

ASYNCHRONOUS ONLINE (AO): NO CLASS MEETINGS, INCLUDING EXAMS
MORE INFO: <http://www.marshall.edu/OEC/COURSE-MODALITIES>
ATTRIBUTES: (Asynchronous Online) (No Textbook Required)

Program Chair Contact Information

<u>College</u>	<u>Department</u>	<u>Chair</u>	<u>Email</u>
College of Engineering and Computer Science			
CECS	Civil Engineering	Isaac Wait	wait@marshall.edu
CECS	Computer Science & Electrical Engineering	Haroon Malik	malikh@marshall.edu
CECS	Mechanical & Industrial Engineering	James D. McIntosh	mcintoshj@marshall.edu
CECS	Biomedical, Mechanical & Engineering Ecology (BMEE)	Prabir Patra	patrap@marshall.edu
College of Business			
COB	Lead Advisor (Overloads can be requested here)	Lacie Bittenger	bittenger@marshall.edu
College of Health Professions			
COHP	Public Health	Anthony T. Woart	woarta@marshall.edu
COHP	Clinical Lab Science	Jennifer Perry	jennifer.perry@marshall.edu
COHP	Athletic Training	Zach Garrett, DHSc, ATC	garrett46@marshall.edu
COHP	Biomechanics	Suzanne Konz, PhD	konz@marshall.edu
COHP	Exercise Science	Dr. Robert Powell	powellro@marshall.edu
COHP	Communication Disorders	Dr. Pamela Holland	holland@marshall.edu
COHP	Department of Nutrition and Dietetics	Dr. Kelli Williams	williamsk@marshall.edu
COHP	Social Work (BSW)	Dr. Debra Young	young141@marshall.edu
College of Liberal Arts			
COLA	Political Science	C. Damien Arthur	arthur133@marshall.edu
COLA	Classical Studies	Dr E. Del Chrol	chrol@marshall.edu
COLA	Philosophy	Dr Jeremy Barris	barris@marshall.edu
COLA	Religious Studies	Dr. Jeffrey C. Ruff	ruff@marshall.edu
COLA	Communication Studies	Dr. Richard Jones	jonesri@marshall.edu
COLA	English	Jana Tigchelaar	tigchelaar@marshall.edu
COLA	Geography	James Leonard, Ph. D.	geography@marshall.edu
College of Education and Professional Development			
COEPD	Counseling	Dr Erica Beeson	beeson@marshall.edu
COEPD	Curriculum and Instruction	Dr. Lisa Heaton	heaton@marshall.edu
COEPD	Leadership Studies/Adult Continuing Education/School Psy	Dr. Conrae Lucas-Adkins	lucas26@marshall.edu
COEPD	Undergraduate Teacher Education	Dr. Paula Lucas	whitep@marshall.edu
College of Science			
COS	Biological Sciences	Brian Antonsen	antonsenb@marshall.edu
COS	Biology	Brian Antonsen	antonsenb@marshall.edu
COS	Chemistry	Laura McCunn	mccunn@marshall.edu
COS	Criminal Justice, Criminology, and Forensic Sciences	Dr. Bru Bora	bora@marshall.edu
COS	Cyber Forensics & Security	Bill Gardner	gardner62@marshall.edu
COS	Mathematics & Physics	Alfred Akinsete	akinsete@marshall.edu

COS	Natural Resources & Earth Sciences	Mindy Armstead	m.armstead@marshall.edu
COS	Geology	Aley El-Shazly	elshazly@marshall.edu
College of Arts and Media			
CAM	Lead Advisor	Susan Midkiff	midkiff53@marshall.edu
CAM	School of Art and Design	Dr. Mark Zanter	zanter@marshall.edu
CAM	Photography	Daniel Kaufmann	kaufmann@marshall.edu
CAM	Director of the School of Music	Dr. Martin Saunders	saunders35@marshall.edu
CAM	Journalism & Mass Communications	Dr. Rob Quicke	quicke@marshall.edu
CAM	Theatre and Dance	Jack Colclough	colclough@marshall.edu
College of Pharmacy			
PHARM	Director of Progressions/Advising	Megan Jude Russell	megan.russell@marshall.edu
Honors College			
HON	Lead Advisor	Heather Brooks	brooks6@marshall.edu

Subject Codes by Academic College

Subject Code	Subject Name	College/School
AM	Arts and Media	College of Arts and Media
ART	Art	College of Arts and Media
DAN	Dance	College of Arts and Media
JMC	Journalism & Mass Comm.	College of Arts and Media
MUS	Music	College of Arts and Media
MUSA	Applied Music	College of Arts and Media
MUSE	Music Ensembles	College of Arts and Media
MUSP	Music Program	College of Arts and Media
THE	Theatre	College of Arts and Media
ACE	Adult and Continuing Education	College of Education and Professional Development
CI	Curriculum & Instruction	College of Education and Professional Development
CISP	Curr Inst Special Ed	College of Education and Professional Development
COUN	Counseling	College of Education and Professional Development
ECE	Early Childhood Education	College of Education and Professional Development
EDF	Educational Foundations	College of Education and Professional Development
ITL	Instruct Tech-Library Science	College of Education and Professional Development
SOS	Social Studies	College of Education and Professional Development
WELL	Wellness	College of Education and Professional Development
BME	Biomedical Engineering	College of Engineering and Computer Sciences

CE	Civil Engineering	College of Engineering and Computer Sciences
CIT	Computer Information Tech	College of Engineering and Computer Sciences
CS	Computer Science	College of Engineering and Computer Sciences
EE	Electrical Engineering	College of Engineering and Computer Sciences
EG	General Engineering	College of Engineering and Computer Sciences
ENGR	Engineering & Science	College of Engineering and Computer Sciences
IE	Industrial Engineering	College of Engineering and Computer Sciences
ME	Mechanical Engineering	College of Engineering and Computer Sciences
MSF	Mine Safety	College of Engineering and Computer Sciences
SFT	Safety Technology	College of Engineering and Computer Sciences
CD	Communication Disorders	College of Health Professions
CLS	Clinical Lab Sciences	College of Health Professions
DTS	Dietetics	College of Health Professions
ESS	Exercise Science and Sport	College of Health Professions
HE	Health Education	College of Health Professions
HP	Health Professions	College of Health Professions
HS	Health Science	College of Health Professions
MI	Medical Imaging	College of Health Professions
NUR	Nursing	College of Health Professions
PEL	Phys Ed Lifetime Activities	College of Health Professions
PH	Public Health	College of Health Professions
RSP	Respiratory Care	College of Health Professions
SONO	Sonography	College of Health Professions
SWK	Social Work	College of Health Professions
ANT	Anthropology	College of Liberal Arts
CL	Classics	College of Liberal Arts
CMM	Communication Studies	College of Liberal Arts
DH	Digital Humanities	College of Liberal Arts
ENG	English	College of Liberal Arts
FRN	French	College of Liberal Arts
GEO	Geography	College of Liberal Arts
GER	German	College of Liberal Arts
GRK	Greek	College of Liberal Arts
HST	History	College of Liberal Arts
INT	International Affairs	College of Liberal Arts
JPN	Japanese	College of Liberal Arts
LAT	Latin	College of Liberal Arts
MDL	Modern Languages	College of Liberal Arts
PHL	Philosophy	College of Liberal Arts

PSC	Political Science	College of Liberal Arts
PSY	Psychology	College of Liberal Arts
RST	Religious Studies	College of Liberal Arts
SOC	Sociology	College of Liberal Arts
SPN	Spanish	College of Liberal Arts
WGS	Women Gender Sexuality	College of Liberal Arts
WS	Women's Studies	College of Liberal Arts
BSC	Biological Sciences	College of Science
CFS	Cyber Forensics and Security	College of Science
CHM	Chemistry	College of Science
CJ	Criminal Justice	College of Science
CYBR	Computer & Info Security	College of Science
DS	Data Science	College of Science
ES	Environmental Science	College of Science
FSC	Forensic Science	College of Science
GLY	Geology	College of Science
MTH	Mathematics	College of Science
NRE	Nat Resources & Environment	College of Science
NRRM	Natural Res Rec Mgt	College of Science
PHY	Physics	College of Science
PS	Physical Science	College of Science
STA	Statistics	College of Science
AMT	Aviation Maintenance Technology	Division of Aviation
AVSC	Aviation Sciences	Division of Aviation
HON	Honors	Honors College
ACC	Accountancy	Lewis College of Business
BUSN	Business-LCOB	Lewis College of Business
ECN	Economics	Lewis College of Business
ENT	Entrepreneurship	Lewis College of Business
FIN	Finance	Lewis College of Business
LE	Legal Environment	Lewis College of Business
MGT	Management	Lewis College of Business
MIS	Management Information Systems	Lewis College of Business
MKT	Marketing	Lewis College of Business
STHM	Sport Tourism Hospitality Mgt	Lewis College of Business
BSPS	B.S. in Pharmaceutical Sciences	School of Pharmacy
FYS	First-Year Seminar	University College
MS	Military Science	University College
SA	Studies Abroad	University College
SCLA	Special College Liberal Arts	University College
UNI	University Studies	University College