Credit Overloads

Granting Credit Overloads

1. Go to www.purchase.edu/faculty-and-staff/

2. Click on **myHeliotrope** and login with your Purchase College ID and password.

3. Click **Faculty Services.**

4. Click **Advising Menu.**

5. Click **Grant Credit Overload.**

6. Select the **Term** and enter the **Student ID** if you have it or click **Get Info** to view all declared students.

7. Click the student's name, a new box should appear under the **Advisees** label.

8. Ensure that the **Term** chosen is correct.

Student ID	Name	Term	Current Max	New Max
P00251390	Father,LukeIAmYour	Sprir ▼	18.000	
				Confirm

9. Enter the **New Max**, and click **Confirm.**

10. There isn't a confirmation notification, but the **New Max** entered will disappear upon completion.

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