



Credit Overloads

Granting Credit Overloads

1. Go to my.purchase.edu.
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. Login with your Purchase College ID and password.
7. Enter the ID of the student you are granting access for.

1. Student's ID (ex: P00111111):

8. Enter their last and first names

2. Student's Last name*

3. Student's First Name*

9. Enter the maximum amount of credits the student is allowed to take.

4. Maximum credits students is allowed to take.

(up to 24 for BA / BS students)

(up to 30 for BFA / MusB students)* The value must be less than or equal to 30.

10. Click the **Done** button.