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.
9. Enter the New Max, and click Confirm.
10. There isn’t a confirmation notification, but the New Max entered will disappear upon completion.