



Credit Overloads

Granting Credit Overloads

1. Go to www.purchase.edu/faculty-and-staff/
2. Go to **Academics**
3. Go to **MyHeliotrope** and login with your Purchase College ID and password
4. Go to **Faculty Services**
5. Under **Additional Resources**, select **Grant Credit Overload**
 - Please note this page may take a few moments to load.
6. Go to the **Credit Overload** tab
7. Select the **Term** and enter the **Student ID** if you have it, or click **Get Info** to view all of your advisees for the registration term.
8. Click the student's name. A new box will appear under the **Advisees** label.
9. Ensure that the **Term** chosen is correct.
10. Enter the **New Max** and click **Confirm**.
11. After confirming, you will receive a confirmation reading "Updated credit info."

Credit Overload

- Select your advisee from the list below
- Enter the new maximum credit load in the Max Credits box
 - A maximum of 24 credits are allowed for BA/BS students
 - A maximum of 30 credits are allowed for BFA/MusB students
- Click **Confirm**

Select Term **Student ID**

Fall 2025

Updated credit info.

Advisees

Student ID	Name	Term	Current Max	New Max
P00251389		Fall 2025		<input type="text"/>
<input type="button" value="Confirm"/>				

Max. Hrs	Min. Hrs	First Name	Last Name	Student Id	Hrs ETerm
24	18	Muad'dib	Student1	P00251389	20.000