

OnLine Reduced Course Load (RCL) Student Instructions:

1. Before you submit your request, arrange to discuss your situation with your academic adviser. Your academic adviser cannot make a decision on your Reduced Course Load request before you have this discussion. Failure to do so will result in serious delays in processing your request. **A student should submit an RCL only one time per semester.**
2. Click on the Reduced Course Load Link.
3. Complete all required fields (marked by *)
 - A. Choose month & year that you will graduate.

Indicate the month and year you expect to graduate.

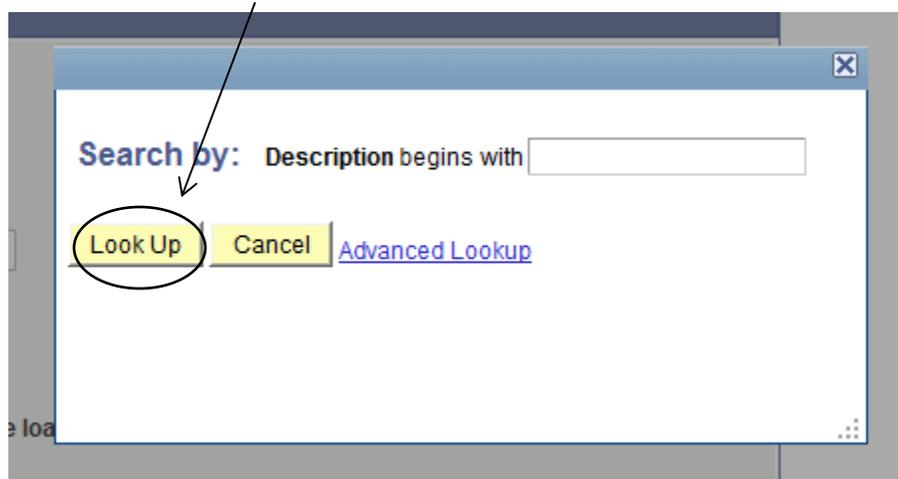
*Month: *Year:

- B. Choose the term for which you are requesting the Reduced course Load. First, click on the spyglass.

Indicate the term for which you are requesting a reduced course load. (This form is valid for one semester only.)

*Term: 

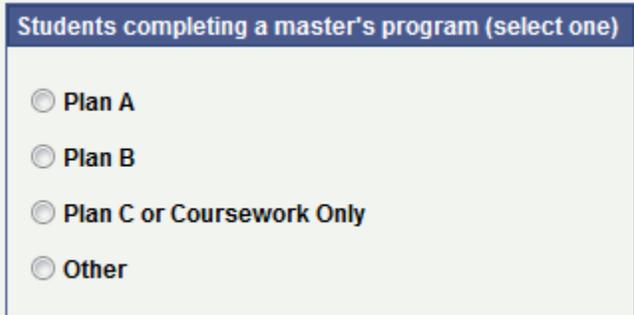
Second, click on "Look Up."



A screenshot of a search window. The window has a title bar with a close button. Inside, it says "Search by: Description begins with" followed by a text input field. Below the input field are three buttons: "Look Up" (highlighted with a yellow background and circled), "Cancel" (highlighted with a yellow background), and "Advanced Lookup" (a blue hyperlink). An arrow points from the "Look Up" button in this screenshot to the spyglass icon in the previous screenshot.

Third, the available terms will appear. Choose the correct one.

- C. If you are a master's student, choose your program (Plan A, Plan B, or Plan C). Contact your academic department if you are unsure which type of program you are enrolled in.



Students completing a master's program (select one)

Plan A

Plan B

Plan C or Coursework Only

Other

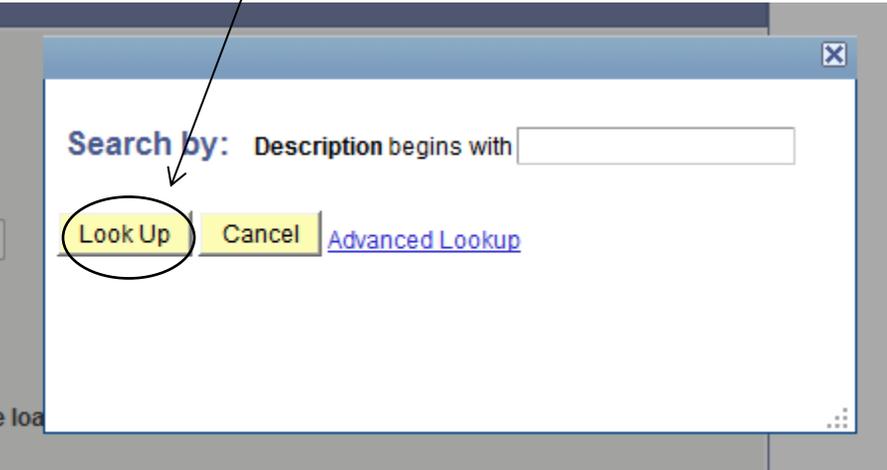
- D. Choose the reason for the reduced course load. First, click on the spyglass.



Indicate the reason for your reduced course load (choose one):



Second, click on "Look Up."



Search by: Description begins with

[Advanced Lookup](#)

Third, the available list of reasons will appear. Choose the correct one.

- E. Fill in the total number of credits you will be registered for after your request has been approved. Indicate the number of online credits.

Indicate the total number of credits you will be taking during the requested semester.

Of those credits, also indicate how many of those credits are online.

***Note:** If you are a Graduate student and will enroll in 0 credits you MUST enroll for Grad 999 before submitting this form. Graduate students enrolled in Professional Schools are not required to register for Grad 999. All students are required to enroll in the Student Health Benefit Plan (UM health insurance).

Total Number of Credits for Term:

Number of Online Credits:

- F. Select your *adviser from the list by clicking on the spyglass.

Select your Academic Adviser:



***Note:** If you met to discuss your situation with a walk-in undergraduate academic adviser, a Director of Graduate Studies (DGS), or Department Head, select their name from the list in place of your academic adviser.

If you cannot find your adviser in the list, enter your adviser's UMN.edu email address in the next field.

If your Academic Adviser is not in the list

enter their Email here:

- G. Hit "Submit". An email will go to your adviser asking him/her to review your request and either deny or approve it. When a decision has been made, ISSS will be sent an email. Once ISSS has made a decision, you will receive an email letting you know if your Reduced Course Load has been approved or denied.

Submit