

UNIVERSITY OF SOUTHERN MISSISSIPPI
INTER-OFFICE CORRESPONDENCE

To: Dr. Siltanen, Director of Graduate Studies

From: Jennifer Shank
Coordinator of Graduate Studies
School of Music

Date: _____

Re: _____ . EMPLID _____

This memo is to request permission for the graduate student named above to be enrolled in an overload of _____ hours for the _____ semester.

The School of Music classes that are on the students' schedule are needed for his/her graduate program in Music and include academic courses and ensemble participation. In addition, many courses are offered only once in a two-year rotation.

Please allow the above named student to register for these hours so that he/she may complete the needed degree requirements. **He/she has been advised that they are responsible for any overload fees.**

Please call me at 266-6458 should I be able to assist you in this matter.

Thank you very much.