



PETITION TO REGISTER FOR EXCESS UNITS

Complete to apply for excess units. A counselor will review and you will be notified by Zone e-mail or phone. **ALL ENTRIES MUST BE MADE IN BLUE OR BLACK INK AND ANY ALTERATIONS NOTED BY COUNSELOR INITIALS.** The student must already be

enrolled in the maximum allowable units BEFORE submitting Petition. The student will need to pick up the approved petition in Counseling and enroll for the excess units in person at Admissions & Records.

Name: _____ W#: _____

E-mail: _____ Phone Number: _____

1. Petition to register for excess units for the following semester/term:
 Summer Fall Spring Year: _____
2. Academic goal (required): _____
3. Major (required): _____
4. Your cumulative GPA (required): _____
5. Reason excess units are needed (required): _____

COURSES IN WHICH YOU ARE CURRENTLY ENROLLED

| CRN (i.e. 30333) | Course (i.e. Business) | Number (i.e. 1A) | Section (i.e. 001) | Units (i.e. 4 units) | Meeting Days & Time (i.e. Tue, Thr, 9-9:50 am) |
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TOTAL UNITS ENROLLED →

EXCESS UNITS—COURSE(S) WHICH WOULD EXCEED MAXIMUM UNITS ALLOWABLE

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TOTAL UNITS ENROLLED PLUS REQUESTED →

Student Signature: _____ Date: _____

| OFFICE USE ONLY | |
|--|-------------------|
| Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO | Date: _____ |
| Rationale: _____ | |
| Counselor Authorization Signature: _____ | Print Name: _____ |

If denied approval for excess units, you may appeal the decision in writing to the Dean of Counseling.