PLEASE PRINT

Name: ___________________________ ID #: ___________________________

Last ___________________________ First ___________________________ Maiden or Middle ___________________________

E-mail Address: ___________________________ Phone Number: ___________________________

Semester: ___________________________ Year: ___________________________ GPA: ___________________________

Total Number of Units This Semester: ___________________________ (including excess units)

Declared Major(s): ___________________________

Briefly explain your justification for the overload:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student Signature: ___________________________ Date: ___________________________

Undergraduate Students

If you do not have the necessary grade point average to qualify for enrollment in excess units (2.5 for 19 units, 3.0 for 20-22 units) you must follow the procedure listed below. CBE (credit by examination) units, audit units, or UDWE (Upper Division Writing Exam) do not count toward your total units.

1. Go to the department chairperson of your major. Undeclared majors please go to the Office of Advising Services, Joyal Admin. Bldg., Room 224. Secure the chairperson’s signature and turn this form in to Admissions and Records, Joyal Admin. Bldg., North Lobby by the end of the second week of instruction. Signature indicates verification of justification by the department chair.

Approved: ___________________________ Department ___________________________

______________________________ Chairperson’s Name ___________________________

______________________________ Chairperson’s Signature ___________________________

______________________________ Date ___________________________

2. An absolute limit of 22 units is enforced. If you wish to take more than 22 units, you may discuss this with the Dean of the School/College of your major and the Dean of Undergraduate Studies. If permission is secured, turn this form in to the Student Services Center, Joyal Administration Building, North Lobby.

Approved: ___________________________ School/College ___________________________

______________________________ Dean or Designee’s Name ___________________________

______________________________ Dean or Designee’s Signature ___________________________

______________________________ Date ___________________________

Approved: ___________________________ Dean of Undergraduate Studies (Library, 4TH Floor, Room 4160) ___________________________

______________________________ Date ___________________________

Credential / Post-Baccalaureate Students

A credential student or a post-baccalaureate student seeking a second baccalaureate degree wishing to enroll in excess units requires the signature of their program/major advisor.

Approved: ___________________________ Department ___________________________

______________________________ Advisor’s Name ___________________________

______________________________ Advisor’s Signature ___________________________

______________________________ Date ___________________________

12/21/2017