

Request for Unit Increase

Directions: Students who wish to enroll in more than 18 units must file a "Request for Unit Increase" petition. Complete the following form and review it with a counselor (Bldg. 1600, Room 1616 or via E-Counseling).

Name (Last, First)	Today's Date
Student W Number	Email
Phone Number	Major

Degree: AA/AS AS-T/AA-T Certificate Other: _____

Semester Requested: Fall Spring Summer Year: _____

I wish to increase my units to: _____

Are you attending another college/university? No Yes

If so, how many units are you currently enrolled in? _____

List below the requested course(s) you wish to add:

Course	Title	CRN #	Unit(s)
Math 40 (Example)	Statistics and Probability	32150	4

Please Note: Approval of the petition does not guarantee enrollment in desired course.

Provide your reason for the increase in unit load below:

Student Signature: _____ Date: _____

For Counseling Office use only:

Overall GPA: _____	Total Units Completed: _____	Hold(s) on Record: _____
Counselor Comments:		
Decision: Approved <input type="checkbox"/> Denied		Total Units Approved from: _____ to: _____
Counselor Name: (Print)	Counselor Signature: (Print)	Date:

Admissions & Records Office use only:

Entered in Banner by:	Date Entered:
A&R Administrator / Designee signature:	Date:
Student Notified: <input type="checkbox"/>	Date: