Per LACCD guidelines, students are allowed to register district wide in 19 units maximum per semester. ELAC students who wish to add additional units (19.5-23 units) must receive approval by a counselor based on the criteria listed below. A student may add short-term courses as long as the student does not exceed 19 active units within the semester.

The ELAC student must have a 3.0 GPA or better and meet at least one of the following conditions*:

A.

1. ☐ The student needs the courses/units to qualify for an Associate Degree or Certificate of Achievement by the end of semester in which the unit overload is requested.
2. ☐ The student needs the courses/units to meet transfer requirements by the end of semester in which the unit overload is requested.
3. ☐ The student needs a major course that is only offered once per year or every other year (e.g., engineering, architecture or literature courses).
4. ☐ The student is currently enrolled in an Honors course when he or she requests the Unit Overload.
5. ☐ The student needs to complete the course to fulfill a math, English, or science sequence to transfer (e.g., Biology 6, Chemistry 101, 211; English 101; Math 261, 262; Physics 1, 6, 21).
6. ☐ The student needs to meet NCAA & NAIA transfer guidelines and policy requirements.

*Note: A counselor may consider a student’s request for an exception to the minimum 3.0 GPA requirement if the student meets at least one condition in A1 to A6 above and provides his or her (1) current GPA and (2) a specific reason for requesting the exception.

Students who are given add permits by their professors must come to the Counseling Department for unit overload approval. If a counselor determines that the student qualifies, the counselor will sign and approve the Petition to Enroll in More than 19 Units.

Counselors will confer with department chairs and/or program directors in approving unit overloads should other situations arise.
INSTRUCTIONS:

1. Present this completed petition along with instructor approved course ADD PERMITS to the Counseling Department (E1-127 or South Gate) for review.
2. If approved by the counselor, submit the completed petition along with the instructor approved course add permits to the Admissions and Records Office (E1-105 or South Gate Admissions) for final processing.
3. This approved petition must be submitted to the Admissions and Records Office adhering to the add deadline dates.

Last Name: ______________________  First: ___________________  SiD No. 88 - ____________

I wish to petition for permission to enroll in a total of _______ units for the:

☐ Fall Semester  ☐ Spring Semester  Year: ____________

☐ I have a 3.00 GPA or better and meet one of conditions in A1 to A6 as listed above.

☐ I do NOT have a 3.00 GPA but have met with the counselor and meet the conditions listed above.

Counselor enter specific reasons for the exception: _________________________________

__________________________________________________________________________

__________________________________________________________________________

List the following courses requested:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Counselor Approval</th>
<th>Date</th>
<th>Dept. Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: __________________________________________  Date: __________________

________________________________________________________________________________

FOR ADMISSIONS OFFICE USE ONLY

Processed Staff Initials: __________  Date: __________

Not Processed: ________________________________________

Senate approved 12-13-11; Effective date: spring 2012

Revised 04/21/15 and 05/12/15; Effective date: fall 2015

Unit Overload.semesters.09/01/2015