Instructions - UGRD

- Below are the Spring 2016 unit caps for undergraduate students. These caps will automatically update at the beginning of each registration cycle. There is no need to petition if these caps are sufficient for your schedule.
  Early Registration beginning Nov 30th: 15 units
  Open Registration beginning Jan 11th: 18 units

- Use this petition if you are an undergraduate student with a minimum 2.75 cumulative GPA and need a unit cap greater than 18 units beginning January 11th.

- Petitions must be signed by your major advisor, department chair, and college dean. Bring completed and signed petitions to the Registrar’s Office in Lassen 2000 no later than Friday, February 5th.

- A Sac State Message will be sent to your account within 2 business days notifying you of the Registrar’s Office decision. Approval of courses on this petition does not add you into the courses. You must register in all courses in the usual manner.
SPRING 2016 UNDERGRADUATE STUDENT
PETITION TO CARRY IN EXCESS OF 18 UNITS

Continuing undergraduate students who wish to enroll in more than 18 units must establish their need for an
exception, and must have a cumulative grade point average of 2.75 or better at the time of submitting this
petition.

Petitions require the signature of the student’s major advisor, department chairperson, and college dean.
Submit approved petitions to the Office of the University Registrar, Lassen Hall 2000.

The deadline to submit this petition is Friday, February 5th, 2016.

NOTE: Approval of courses on this petition does not add you into the courses. You must register in all courses in the
usual manner. You will be notified of the University’s decision via MySacState Message.

THIS FORM IS FILLABLE USING ADOBE ACROBAT. USE BLUE OR BLACK INK ONLY. NO PENCIL.

NAME: ___________________________ LAST                                                         FIRST                                                                    MI

CONTACT PHONE #: ____________________________

SEASON: ☐ FALL  ☑ SPRING  ☐ SUMMER

YEAR 2016

STUDENT ID NUMBER: ____________________________

MAJOR: ____________________________

CUM. GPA: _____ _____ LAST SEMESTER GPA: _____ _____

COMPLETED UNITS

HAVE YOU APPLIED TO GRADUATE: ☐ YES ☐ NO

EXPECTED TERM OF GRADUATION: ____________________________

CONTACT EMAIL: ____________________________

LIST ALL COURSES AND UNITS to be attempted (at Sacramento State and other institutions):

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TOTAL UNIT CAP REQUESTED: ______

REASON FOR REQUEST: (Explain your need and ability to attempt an overload)

I have read and understand the instruction sheet attached.

Student’s Signature: ____________________________ Date: ____________________________

I recommend this student enroll in _________ total units.

Advisor’s signature ____________________________ Date: ____________________________

Department Chair’s signature ____________________________ Date: ____________________________

Dean’s signature ____________________________ Date: ____________________________

University Approval ____________________________ Date: ____________________________