

# EEE ALLOW TO REGISTER FOR LESS THAN 9 UNITS

Please type the following letter and submit it by email to Dr. Preetham Kumar at [kumarp@ecs.csus.edu](mailto:kumarp@ecs.csus.edu) AND the EEE Department Office at [eeeassistant@ecs.csus.edu](mailto:eeeassistant@ecs.csus.edu). The email should contain your contact information and if necessary, the name of the person you have designated to pick up the letter for you. Once we receive your letter, it will be printed on EEE Department Letterhead and given to the EEE Graduate Coordinator for signature. Incomplete or letters not completed properly will not be processed and returned to you for corrections.

Letters could take **AT LEAST THREE DAYS AFTER SUBMISSION** to be processed, especially during busy periods at the beginning and the end of each semester.

**Please be patient. You will be notified when the letter is ready for pick up via email or phone.**

## MEMORANDUM

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Coordinator  
Electrical and Electronic Engineering

SUBJECT: Status of **Mr. / Mrs. / Ms.** \_\_\_\_\_  
(*PRINT - First Name, M, Last Name*)

*Sac State ID:* \_\_\_\_\_

This letter is to certify that **Mr. / Mrs. / Ms.** \_\_\_\_\_ is enrolled as a EEE Master's student at California State University, Sacramento. **He / She** has completed \_\_\_\_\_ of the 30 units required (*# of units*) for a Master's of Science degree in Electrical and Electronic Engineering. **He / She** will be unable to fulfill the 9 unit requirement for full time student status because **he/ she** only has \_\_\_\_\_ unit/s left to complete **his / her** degree. Please waive the 9 unit requirement and allow **him / her** to register for the remaining \_\_\_\_\_ unit/s (*# of units*) for \_\_\_\_\_. (*semester & year*)

### ***IF ENROLLED FOR PLAN C, PLEASE ADD THIS SECTION***

***He / She*** has also requested the Plan C exam option as ***his / her*** culminating experience.

At this time, it is anticipated that **he / she** will graduate at the end of the \_\_\_\_\_ Semester. (*semester & year*)

Letter should look like examples below

**Example 1 – Allow to Register**

**MEMORANDUM**

September 24, 2014

TO: International Programs & Global Engagement

FROM: Dr. Preetham Kumar, Graduate Program Coordinator  
Electrical and Electronic Engineering Department

SUBJECT: Status of Mr. Curtis Lowe  
*Sac State ID: 246810121*

This letter is to certify that Mr. Lowe is enrolled as a EEE Master's student at California State University, Sacramento. He has completed 24 of the 30 units required for a Masters of Science degree in Electrical and Electronic Engineering. He will be unable to fulfill the 9 unit requirement for full time student status because he only has 6 units left to complete his degree. Please waive the 9 unit requirement and allow him to register for the remaining 6 units for Spring 2011.

**Example 2 – Allow to Register - Plan C Option**

**MEMORANDUM**

September 24, 2014

TO: International Programs & Global Engagement

FROM: Dr. Preetham Kumar, Graduate Program Coordinator  
Electrical and Electronic Engineering Department

SUBJECT: Status of Mr. Curtis Lowe  
*Sac State ID: 246810121*

This letter is to certify that Mr. Lowe is enrolled as a EEE Master's student at California State University, Sacramento. He has completed 24 of the 30 units required for a Masters of Science degree in Electrical and Electronic Engineering. He will be unable to fulfill the 9 unit requirement for full time student status because he only has 6 units left to complete his degree. Please waive the 9 unit requirement and allow him to register for the remaining 6 units for Spring 2011.

He has also requested the Plan C exam option as his culminating experience. At this time, it is anticipated that he will graduate at the end of the spring 2011 semester.