



# EAST LOS ANGELES COLLEGE

## COUNSELING DEPARTMENT

### PETITION TO ENROLL IN ADDITIONAL UNITS

*Students enrolled in less than 19 active units (No Signature Required)*

Per LACCD Board Rule, students are limited to a maximum number of units during each term/session. This Board Rule limits the total units a student may enroll into prior to the start of the term/session.

- Fall, Spring: 19 units
- Summer, Winter: 9 units

East Los Angeles College may allow students to enroll in additional units. Students requesting overload units must obtain approval by an ELAC counselor based on the criteria listed below.

- **Fall, Spring Semester:** Any requests for 19.5-23 units active units must be approved. A student may add additional short-term courses as long as it does not exceed 19 active units within the semester.
- **Summer Session:** A student may request to enroll in more than 9 units (9.5-14 units) if a second session is offered and the student does not enroll in more than 9 units in one session.
- **Winter Session:** Requests for additional units requires approval by the Counseling Department Chair.

#### **Criteria for Unit Overload Approval:**

The ELAC student must have a minimum 3.0 GPA\* and meet at least one of the conditions:

1. The student needs the courses/units to complete an Associate Degree or Certificate of Achievement by the end of the term in which the overload is requested.
2. The student needs the courses/units to meet transfer requirements by the end of the term in which the 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 a member of the Honors Program and enrolled in an Honors course in the term in which the overload is requested.
5. The student needs to complete the course to fulfill a math, English, or science sequence to transfer (e.g., Biology 6, Chemistry 101; English 101; Math 261; Physics 101, 6, 21).
6. The student needs the courses/units to meet NCAA & NAIA transfer guidelines and policy requirements.

\*A counselor may consider a request for an exception to the minimum 3.0 GPA requirement if the student meets at least one condition above and provides (1) the student's current GPA and (2) the specific reason for requesting the exception.

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

#### **Instructions:**

1. Students may only register for the additional units once the term has begun but before the deadline to add for full term and short term courses.
2. Present the petition along with the instructor course permission number to a Counselor for review.



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3. If approved, submit the petition to the Admissions and Records Office (E1-105 or South Gate Admissions) adhering to the add deadline dates.

### PETITION TO ENROLL IN ADDITIONAL UNITS

Term:  Fall     Winter     Spring     Summer One     Summer Two    Year: \_\_\_\_\_

Student ID: \_\_\_\_\_    DOB: \_\_\_\_\_

Last Name: \_\_\_\_\_    First Name: \_\_\_\_\_

**Counselor Check all those that apply (form will not be processed if left blank):**

Total Units for the Term/Session: \_\_\_\_\_    Cumulative GPA: \_\_\_\_\_

- Student meets the 3.0 GPA requirement and one of the conditions below.
- Student does not meet the 3.0 GPA requirement but has met with a counselor and meets one of the conditions checked below.

**Counselor Check all those that apply:**

- The student needs the courses/units to complete an Associate Degree or Certificate of Achievement by the end of the term/session in which the overload is requested.
- The student needs the courses/units to meet transfer requirements by the end of the term/session in which the overload is requested.
- The student needs a major course that is only offered once per year or every other year (e.g., engineering, architecture or literature courses).
- The student is currently a member of the Honors Program and enrolled in an Honors course in the term/session in which the overload is requested.
- The student needs 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 101, 6, 21).
- The student needs the courses/units to meet NCAA & NAIA transfer guidelines and policy requirements.

List the additional courses requested:

| Course Name                    | Units | Counselor Name | Date | Dept. Stamp  |
|--------------------------------|-------|----------------|------|--------------|
| 1.                             |       |                |      | [Stamp Area] |
| 2.                             |       |                |      |              |
| 3.                             |       |                |      |              |
| <b>Total additional units:</b> |       |                |      |              |

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_