



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

SMCCCD

PETITION TO ENROLL BEYOND THE MAXIMUM NUMBER OF UNITS

Check Appropriate College

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Fax: (650) 306-3113

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
Fax: (650) 574-6506

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
Fax: (650) 738-4200

Directions: Complete this form with a counselor and submit it to the appropriate office at your college. Incomplete forms will not be reviewed.

Student's ID# G: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

Total units requested _____ for Fall Spring Summer Year _____

List additional courses in which you plan to enroll:

CRN	COURSE NAME	COURSE NUMBER	# OF UNITS
81348	Elementary Algebra	MATH 110	5.0

Students should be cautious of the number of units they enroll in each term and not underestimate the time required for college studies; enrolling in too many units often jeopardizes chances of completing courses. Academic standing is based on a cumulative grade point average **and** the percentage of units completed each term. Students must carefully consider the number of hours they plan to work and their overall grade point average prior to making this request. The following guidelines are used to review and approve petitions.

Fall & Spring (More than 19 units)

Work hours/Units:

- Not Working = 15-19 units
- 10 hours = 12-15 units
- 20 hours = 9-12 units
- 30 hours = 6-9 units
- 40 hours = 1-6 units

Summer (More than 11 units)

Work hours/Units:

- Not Working = 1-11 units
- 10 hours = 1-6 units
- 20 hours = 1-4 units
- 30 hours = 1-3 units
- 40 hours = 1-3 units

Minimum Grade Point Average

- 17-19 units = 2.5 GPA
- 20-21 units = 3.0 GPA
- 22+ units = 3.75 GPA

Minimum Grade Point Average

- 6-8 units = 2.5 GPA
- 9-10 units = 3.0 GPA
- 11+ units = 3.75 GPA

How many hours do you plan to work during the term? _____ What is your GPA? _____

Number of semesters you have completed in San Mateo County Community College District? _____

Do you plan to compete in intercollegiate athletics this term? _____

List the reasons you want to enroll in more than the allowed number of units? _____

Student Signature: _____ Date: _____

Counselor's comments: Student GPA _____ Has a current SEP? YES NO

I approve a total of _____ units for the _____ Term _____ Year

I do not support enrollment of units over the maximum number _____

Counselor signature: _____ Date: _____

Dean of Counseling Services: _____ Date: _____

Processed by: _____ Date: _____