



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: \_\_\_\_\_