

**EXCESS UNIT REQUEST** 

**DIAGRAM** 

# \*\* Point of Reference

There are two paths for completing the Excess Unit Request form.

The black arrows denote a seamless enrollment. The blue broken line denotes enrollment from the waitlist with added steps

# STEP 1:

The **student** schedules an appointment with a counselor to complete the Excess Unit Request form to enroll for 22-25 units

STEP 2:

### STEP 6:

The Assistant to the Vice
President of Student
Services/Designee
Assistant notifies the
student and forwards the
signed request to the
Admissions & Records
Office for processing

# STEP 5:

The student and counselor meet to
review and complete the Excess Unit Request form

The Vice President of Student Services/Designee reviews the request and supporting documentation, renders a decision, signs the request, and forwards

# STEP 3:

# The counselor submits the Excess Unit Request form along with a copy of the student's unofficial transcript and Student Education Plan to the Assistant of the Vice President of Student Services/Designee for

review

## STEP 4:

to their assistant

The Assistant to the Vice President of Student Services/Designee verifies all documentation is attached and forwards to the Vice President of Student Services/Designee for review and signature

wards the t to the Records

# STEP 7:

The Admissions & Records
Office enrolls
the student in the listed course/s and into the approved units on the signed Excess Unit Request form.

\*\*Student is added to the waitlist if the course is at capacity

# STEP 7B:

If added to the waitlist, the

Admission & Records Office will

notify the student of the
enrollment outcome and provide
next step instructions for adding
from the waitlist

### STEP 7A:

The Admission & Records Office notifies the student of the enrollment outcome and refers them to the Bursar/Cashier's Office, for payment of fees or to Financial Aid Office. Fees can also be paid online

# STEP 7C:

The **Student** contacts the instructor to request a permission number

# STEP 7D:

The **Instructor** provides the student with a permission number

# STEP 7E:

The **Student** forwards the permission number received from the instructor to the Admissions & Record Office to complete their enrollment

# STEP 8:

The student pays their fees at the Bursar/Cashier's Office, online through their Student Campus Solutions page

The Excess Unit Request form is available in the Counseling and Admissions & Records Offices https://web.peralta.edu/admissions/files/2021/04/PERALTA-COLLEGE-EXCESS-UNIT-REQUEST-FORM-3.pdf

<sup>\*\*</sup>Students must receive authorization from the Vice President of Student Services/Designee to enroll for 22 – 25 units

<sup>\*\*</sup>Student must obtain authorization from the President for enrollment between 25 – 26 units