NAME: E.X. Ceed

DAY PHONE: (916) 867-5309
DATE: 6/1/16

*Students must have ADD SLIP or LATE ADD PETITION. Students will be notified of petition outcome via your LRCCD Email Address.*

*Enrollment must be completed in person.*

1. Notice to Student: Eighteen (18) units per semester is the maximum load for the fall/spring semesters and eight (8) units per semester is the maximum load for the summer session. This limit is district-wide. One hour of classroom work is equal to two hours of outside study as a minimum of twelve (12) units or more per semester is considered full-time. Please attach documentation showing that you have successfully completed a unit load above 12 units (full-time).

2. Course Information (see instructions on page two) *ARC Course Only*

Semester/Term Applicable: ☑ Fall
Year: 2016
Total Units Desired: 21

3. Student’s Justification of Request (be specific and attach supporting documentation)
I have successfully completed 18 units in the past and I feel like I can handle the class load.

Student’s Signature: E.X. Ceed
Date: 6/1/16

4. Required Additional Signature (see instructions on page two)

Counselor’s Recommendation: I recommend for approval

Counselor’s Signature: Seller, Count
Date: 6/1/16

ENROLLMENT SERVICES ADMINISTRATOR USE ONLY

Your petition has been reviewed and your request has been: ☑ Approved ☑ Denied ☑ No Action

Administrator’s Signature (Enrollment Service Only) __________________________ Date ____________
American River College
Exceed Unit Petition Instructions

PURPOSE OF THE EXCEED UNIT PETITION
The Exceed Unit Petition provides students an opportunity to exceed the maximum unit load for a term.

INSTRUCTIONS
- Complete the student information section at the top of the form.
- Section ① - Carefully read the Notice to Student.
- Section ② - Complete this section detailing your request.
- Section ③ - Explain the reason you are requesting to exceed the unit max.
- Section ④ - A counselor’s signature is required. Any petition without a counselor’s signature will not be accepted for processing.
- Submit this form at the ARC Enrollment Services Office or the e-Services Registration Lab.

PLEASE NOTE
- If the enrollment in the course that would have put you over the unit max will occur after the “Last Day to Enroll”, a Student Petition for a Late Add must be completed and turned in with this petition. Otherwise, an add slip must be completed and turned in with this petition.
- This form is available at the ARC Enrollment Services Office, the eServices Registration Lab, and on the ARC website. An example of a completed form is available on the website for use by staff, faculty and students.
- Submit this form at the ARC Enrollment Services Office or the e-Services Registration Lab.
- Fax and email submission will not be accepted.

You will be notified by e-mail of action taken approximately 10 business days after you have submitted your Petition.