



**REQUEST FOR EXCESS UNITS**

Name \_\_\_\_\_ CWID/SSN \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Major \_\_\_\_\_ Class level \_\_\_\_\_

Requested study plan:

**Policy**

A student, whose academic record justifies a study list of more than 3 units, must request approval. In general, only students with superior academic records are allowed to enroll for more than 3 units. In addition, the need to enroll for extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student's health should be considered in planning a study program.

CSUF students:  
Declared majors must get approval from their academic advisor **and** department chair of their major.  
Undeclared majors must get approval from the Academic Advisement Office, UH-123.  
If the excess units are General Education (GE) units, students must get approval from the Academic Advisement Office, UH-123

Open University (non-CSUF) students:  
Open University students must get approval from the Open University Advisor in the Academic Advisement Office, UH-123.

**Completed form must be submitted in person at CP-100**  
**Session A: 12/16/2009**  
**Session B: 12/23/2009**

Course \_\_\_\_\_ Session \_\_\_\_\_ Class No. \_\_\_\_\_ Units \_\_\_\_\_  
Course \_\_\_\_\_ Session \_\_\_\_\_ Class No. \_\_\_\_\_ Units \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ (Refer to your TITAN Online account for GPA)

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approval signature(s) are required and boxes must be checked for approval or denial.*

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_

Print Advisor Name \_\_\_\_\_

Print Department Chair Name \_\_\_\_\_

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied

Approved  Denied

## UNDERGRADUATE ACADEMIC ADVISEMENT

The university encourages all students to seek advisement each semester, well in advance of registration. Advisors in each major department and in the Academic Advisement Center (UH-123) assist students in making appropriate course selections and in planning a course of study.

Students have the responsibility for taking advantage of opportunities for academic advisement provided by the various university offices and programs.

### GENERAL EDUCATION ADVISEMENT

Students may obtain information about general education requirements at the Academic Advisement Center (AAC). The AAC is also the academic home of the undeclared student.

- Students who began as freshmen at CSUF should bring their General Education Worksheets if they have received prior advisement in the AAC and/or their TITAN Degree Audit to each advisement session.
- Transfer students should always bring their *Titan Degree Audit or Final Evaluation Summary of Units sheet*.

The *Final Evaluation and Summary of Units* (blue sheet) was mailed to transfer students admitted prior to fall 2009.

### MAJOR ADVISEMENT

Students who have declared a major should consult their departmental advisor well in advance of registration. Students who wish to explore the majors offered by a specific college should contact the appropriate college advisement office.

### COLLEGE ADVISEMENT OFFICES

	Location	Dept. Phone
<b>College of the Arts</b>	VA-199	(657) 278-3256
<b>College of Business and Economics</b> Business Advising Center	SGMH 1201	(657) 278-2211
<b>College of Communications</b> College Advisement Center	CP-425	(657) 278-7620
<b>College of Education</b> Aimee Nelson, Assistant Dean, Student Affairs	CP-500	(657) 278-4161
<b>College of Engineering and Computer Science</b>	CS-503	(657) 278-7161
<b>College of Health and Human Development</b> Dr. Lea Beth Lewis, Assistant Dean, Student Affairs	EC-612	(657) 278-4471
<b>College of Humanities and Social Sciences</b>	H-211	(657) 278-3528
<b>College of Natural Sciences and Mathematics</b>	MH-166	(657) 278-2638
<b>Irvine Campus</b> Marsha Daughetee, Assistant Dean, Student Affairs	IRVC-101	(657) 278-1655
<b>Undeclared Majors</b> Academic Advisement Center Julia Cappelli, Coordinator, Undeclared Advisement	UH-123	(657) 278-2239
<b>Open University (Non-CSUF Students)</b> Linda Richie-Walker, Open University Advisor	UH-123	(657) 278-7645

IMPORTANT ACCESS INFORMATION	
University Operator	(657) 278-2011
After Hours Directory	(657) 278-2200
CSU Homepage	<a href="http://www.calstate.edu">www.calstate.edu</a>
CSUF Homepage	<a href="http://www.fullerton.edu">www.fullerton.edu</a>
Academic Advisement Center Homepage	<a href="http://www.fullerton.edu/aac">www.fullerton.edu/aac</a>
My CSUF	<a href="http://www.my.fullerton.edu">www.my.fullerton.edu</a>