



Excess Unit Approval Request Guide

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Introduction

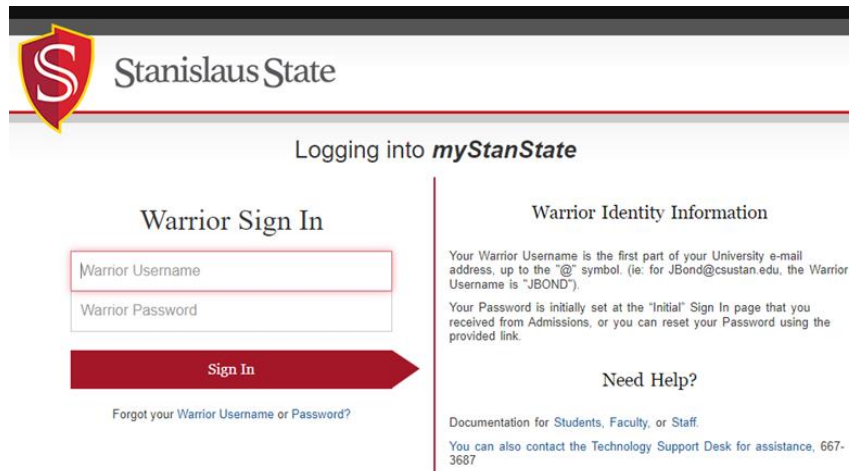
This guide outlines the process for students to submit a request for an Excess Unit Approval Request through their Student Center within PeopleSoft.

Excess Unit Approval allows a student to enroll in more units than the maximum number of units per term. Justification is required for submitting an Excess Unit Approval request.

Navigating to PeopleSoft

The Student Center is accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState dashboard**.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.



The screenshot shows the Stanislaus State login page. At the top left is the Stanislaus State logo. The main heading is "Logging into myStanState". Below this, there are two columns. The left column is titled "Warrior Sign In" and contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a red arrow button labeled "Sign In". Underneath the button is a link: "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains two paragraphs of text explaining the username and password requirements. Below the text is a "Need Help?" section with a link: "Documentation for Students, Faculty, or Staff." and another link: "You can also contact the Technology Support Desk for assistance, 667-3687".

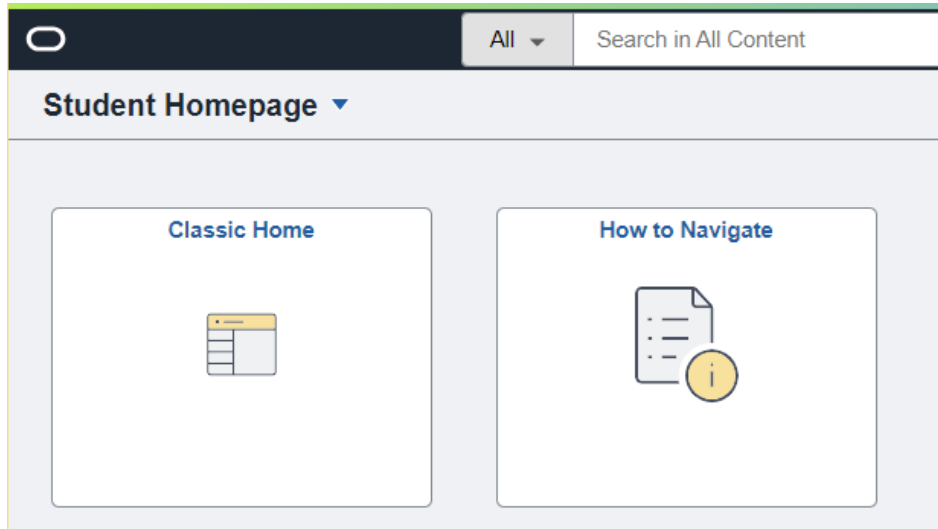
Upon logging in, you will see your **Dashboard**. Scroll down and locate the box within your **Dashboard** with the header labeled **PeopleSoft**. Within the **Peoplesoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.



Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

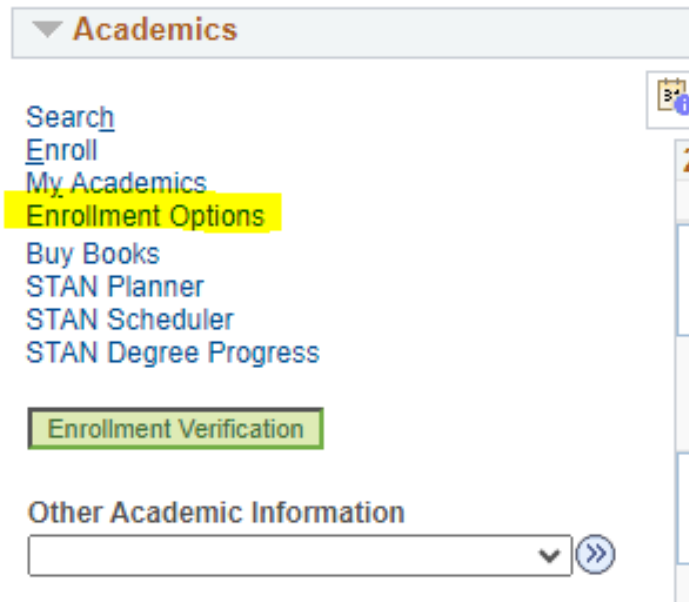
Navigating to the Enrollment Options Page

Once logged into PeopleSoft, you will land on your **Homepage**. Click the tile on the left labeled **Classic Home** to access the **Student Center**.



For more information on navigating the Homepage and Nav Bar, please refer to the [Fluid Nav Campus Guide](#).

From your Student Center, select the link titled **Enrollment Options** under the Academics menu to the left of the screen.





Excess Unit Approval

There is a maximum number of units you may enroll in for each term (see [Official Program Limits](#)). If you wish to enroll in more than the maximum number of units for a term, you must submit a request for a **Excess Unit Approval**.

Exceptions are considered only if you have both a demonstrated need for the overload (usually to avoid undue delay in graduation) and the demonstrated ability to succeed in a heavy course load. A minimum 3.0 GPA is required.

You will be required to provide justification that explains why the overload is necessary.

Select "Create New Request" to continue.

Create New Request

Return to Student Center

The **Enrollment Options** page contains both the Excess Unit Approval form as well as the Time Conflict and Withdrawal forms. Navigate to the Excess Unit Approval page by selecting **Excess Unit Approval** from the menu located just below the navigation tabs at the top of the page.

The **Excess Unit Approval** page will display pertinent information relevant to submission of an Excess Unit Approval request. Review the provided information and then select the button labeled **Create New Request** to start a new request.

Creating and Submitting a Request

Upon clicking the Create New Request button, you will be prompted to select the Term for which you are requesting additional units.

Excess Unit Approval

Select term for which you are requesting additional units:

From the terms available, select the one relevant to you and click the button labeled **Next**.

Excess Unit Approval

Petition Term Information

Term	2023 Fall
College	College of Science
Program	Undergraduate Degree Seeking
Plan	Psychology
Standing	Junior

Email

In which term do you expect to graduate from Stan State?

What is the total number of Stan State units you will be taking?

On the Excess Unit Approval form, confirm the Petition Term Information displayed before continuing. Input your Stanislaus State email (ending in “csustan.edu”) in the **Email** field.

You will also be prompted to indicate the total number of Stan State units you will be taking in the provided field. This number should **include the excess units** you intend to take.

The **Planned Courses** table below will display the courses you are already enrolled in. Please use the **Add Course** button to add your additional courses. Populate the fields within the row with the information indicated by each column heading:

- **CSUSTAN/Outside CSUSTAN:** Mark one of the radio buttons in these columns depending on the institution where your additional course is being offered.
- **Course:** Enter the course subject, number, and title of the additional course. For example, “MATH 1600 Statistics”
- **Units:** Enter the number of units for your additional course. The number of units across all your entered courses, both enrolled and additional, should add up to the **total** number of units entered.
- **Session Dates:** Enter the start date and end date for your additional course. If you do not know the session dates for the course, you may leave this field blank and continue with the rest of the request form.

Click the **Add Course** button to add additional courses and use the **Garbage Can Icon** to remove unnecessary rows.

Planned Courses						
	CSUSTAN	Outside CSUSTAN	Course	Units	Session Dates	
1	<input checked="" type="radio"/>	<input type="radio"/>	PSYC4810 (SEM) - Intimate Relationships	3.0	08/21/2023 - 12/15/2023	
2	<input checked="" type="radio"/>	<input type="radio"/>	PSYC4300 (LEC) - Addiction and Its Treatment	3.0	08/21/2023 - 12/15/2023	
3	<input checked="" type="radio"/>	<input type="radio"/>	PSYC4120 (LAB) - Human Development Res Sem (WP)	0.0	08/21/2023 - 12/15/2023	
4	<input checked="" type="radio"/>	<input type="radio"/>	PSYC4120 (SEM) - Human Development Res Sem (WP)	3.0	08/21/2023 - 12/15/2023	
5	<input checked="" type="radio"/>	<input type="radio"/>	PSYC3610 (LAB) - Applied Beh Analysis Res Sem	2.0	08/21/2023 - 12/15/2023	
6	<input checked="" type="radio"/>	<input type="radio"/>	CDEV4000 (LEC) - Child Dev Research Methods	3.0	08/21/2023 - 12/15/2023	
7	<input checked="" type="radio"/>	<input type="radio"/>	CDEV3180 (LEC) - Early Social and Emotional Dev	3.0	08/21/2023 - 12/15/2023	
8	<input checked="" type="radio"/>	<input type="radio"/>	CDEV 4180 (Lec)	3.0	08/21/2023 - 12/15/2023	
9	<input checked="" type="radio"/>	<input type="radio"/>	CDEV 4180 (Lab)	0.0	08/21/2023 - 12/15/2023	

You will also be required to provide a **Personal Statement** justifying the request for excess units. If you have additional documents to support your request, you can attach them by clicking the **Add Attachment** button below the Personal Statement area.

Provide a personal statement that explains why the overload is necessary.
You may also attach supporting documents.


Personal Statement

Attachments

No Attachments

The Personal Statement is a required part of the request form. You will not be able to submit the request without including one. Adding supporting documentation is not required.

When you have finished providing all the necessary information, click the button labeled **Submit** to finalize and submit your request.

Attachments 
No Attachments

Add Attachment

Back

Submit

For questions or assistance, contact Enrollment Services (209) 667-3264