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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.

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 tiled Enrollment Options under the Academics menu to the left of the screen.
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:

2023 Fall

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

Excess Unit Approval

Petition Term Information

<table>
<thead>
<tr>
<th>Term</th>
<th>2023 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>College of Science</td>
</tr>
<tr>
<td>Program</td>
<td>Undergraduate Degree Seeking</td>
</tr>
<tr>
<td>Plan</td>
<td>Psychology</td>
</tr>
<tr>
<td>Standing</td>
<td>Junior</td>
</tr>
</tbody>
</table>

Email

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

2024 Spring

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

20.00

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.

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.
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.

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