Excess Unit Approval Request Guide
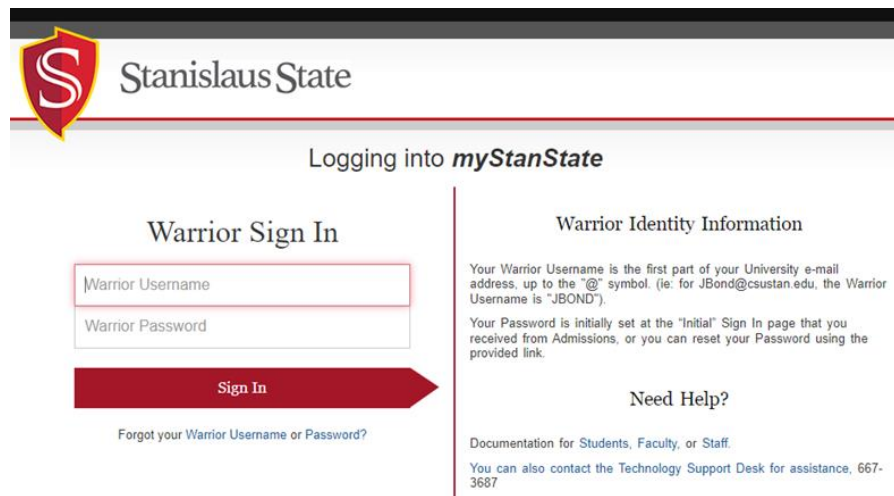
Contents

Introduction

This guide outlines the process for faculty to review **Excess Unit Approval** requests submitted by students within their Faculty Center in 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.
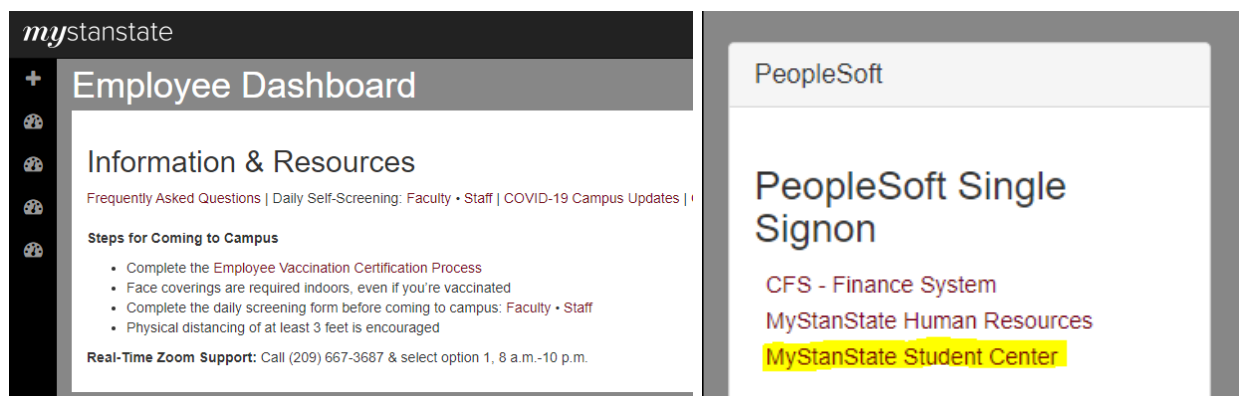
Navigating to PeopleSoft

The requests are located within the **Worklist** and are 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 **Employee Dashboard.** Scroll down and locate the box within your **Employee 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 in order to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

Navigating to the Worklist

After logging into PeopleSoft, you will land on the **Instructor Homepage**. Click on the **Worklist** icon on your homepage to navigate to the worklist page.
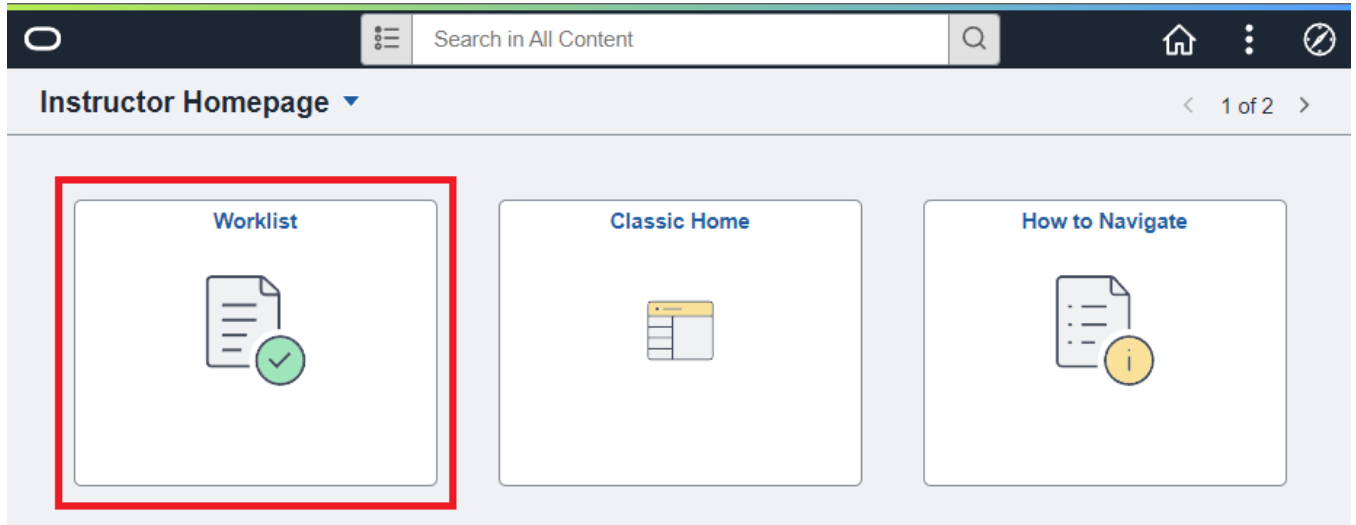
You can also use the NavBar in the upper left corner to navigate to the worklist:
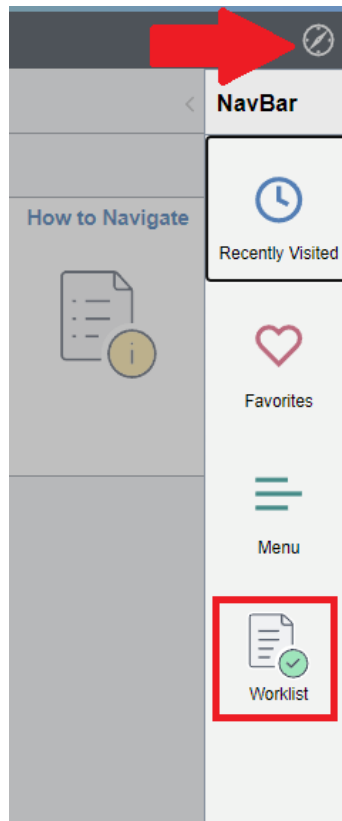
'My Worklist' Page

The worklist can be viewed in Summary View or Detail View.

As indicated by their titles, the **Summary View** provides a brief overview of tasks in the worklist, while the **Detail View** provides more information on each item.

The worklist items that require your review will be listed. Each line represents a unique Permission Request. Requests involving Excess Unit Approval are indicated by the **Excess Unit Approval** detail in the Link column towards the right of the Worklist Items table. The student's name and ID will be indicated on the request row.

Faculty Review and Action

Select one of the permission requests by clicking the hyperlinked messaging in the **Link** column. Upon selection, you will navigate to the student's Permission Request. Review the information included on the request page.

Excess Unit Approval

1 Petition Term Information

Term	2023 Fall
College	
Program	Undergraduate Degree Seeking
Plan	Music
Standing	Junior

Filed for Graduation? Yes, Graduating 2024 Spring

Email

In which term do you expect to graduate from Stan State?
2024 Spring

2 **What is the total number of Stan State units you will be taking?**
35.00

List each course you plan to take for the requested term:
- Indicate if the course is taken at Stan State, or outside Stan State.
- Include course descriptions, units, and enrollment dates.
- Add one row for each course you will be taking. Click "Add Course" to add more rows.

3 Planned Courses

	CSUSTAN	Outside CSUSTAN	Course	Units	Session Dates
1	◉	○	MUS4551 (LEC) - Instrumental Methods	3.0	08/21/2023 - 12/15/2023
2	◉	○	MUS4550 (SEM) - Instrumental Lit Seminar	2.0	08/21/2023 - 12/15/2023
3	◉	○	MUS3681 (ACT) - Woodwind Techniques	1.0	08/21/2023 - 12/15/2023
4	◉	○	MUS3410 (LEC) - History of Jazz	3.0	08/21/2023 - 12/15/2023
5	◉	○	MUS3370 (LEC) - Intro to Music Education (WP)	2.0	08/21/2023 - 12/15/2023
6	◉	○	MUS3260 (LEC) - Form and Analysis (WP)	2.0	08/21/2023 - 12/15/2023
7	◉	○	MUS3100 (LEC) - Music History and Lit II	3.0	08/21/2023 - 12/15/2023

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

4 Personal Statement

5 Attachments ⑦
No Attachments

1. Petition Information

At the top of the Excess Unit Approval request will be the petitioning student's name and ID. Within the Petition Term Information section, the student's College Program, graduation application status, College Plan, and standing will be displayed. The term applicable for the excess units will also be displayed.

Additionally, the student's provided contact email and anticipated graduation term are available beneath the Petition Term Information section.

2. Total Units

The number displayed here indicates the **total** units anticipated, **including** the excess units the student is requesting approval for.

3. Planned Courses

This section displays information for both the courses the petitioning student is currently enrolled in and the courses the student is taking that will result in excess units.

4. Personal Statement

The student is required to provide a personal statement with their Excess Unit Approval request. The statement can be reviewed within the personal statement section.

5. Attachments

If the student has supplementary documentation included with their Excess Unit Approval request, the supporting documentation can be accessed in the Attachments section. Supplementary documentation is not required of the student.

Approver Actions

If needed, you may access the student's unofficial transcript as determined by PeopleSoft access. Click the button labeled **View Unofficial Transcript** to access it.

Note: The number in the **Override Total Units** field should equal the **total sum** of the units entered in the Planned Courses section. Please confirm that this number is accurate before continuing with the request. If there is a discrepancy, you have the following options:

- **Deny the Request**: This will close the request and the student will have to submit a new request if they wish to petition again.
- **Contact Enrollment Services:** You may reach out to Enrollment Services at (209) 667-3264 for assistance with the request.

After reviewing the petitioning student's provided information via the Excess Unit Approval request, you can make your decision using the **Approve** or **Deny** button. A comment will be required if the request is denied.

If **approved**, the request link will be removed from your Worklist and the next approver will be notified to review the pending request.

If **denied**, the request will stop at this step and the student will be notified about the denial.

Once all applicable approvers have processed the request, the Office of the Registrar will be notified for final processing. A final email notification to the instructor and student will be forwarded as confirmation of final processing.

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