REQUEST FOR OVERLOAD OF UNITS
Imperial Valley College – Counseling Center

Minimum Requirement: 2.50 Cumulative GPA (Overall GPA)

Instructions: Form to be used by students requesting permission to register for more than 19 units in the Fall or Spring, or 9 units in Summer. Make an appointment to meet with a counselor to discuss the request and review your academic history. If approved, take completed form with Counselor's approval to the Admissions and Records Office on campus to register. Approval and registration must be completed by the deadline to register. **Please note this request will not be processed until the open priority registration period following all priorities. Refer to current class schedule for date.**

Social Security/Student ID #_____ **Date**_____

Name_____ **Home phone**_____
Last, First, Middle

Address_____ **Work phone**_____
Street or PO Box #

_____ **Cell phone**_____
City, State, Zip

Request for (check 1): ☐ Fall_____ ☐ Winter_____ ☐ Spring_____ ☐ Summer_____
Year Year Year Year

I am asking permission for an overload of units to add the following course(s) to my schedule of classes: _____ _____ _____

Student's signature_____ **Date submitted**_____

Counselor's Use Only

☐ Overall GPA_____ ☐ Most recent term GPA_____

☐ Max. # units completed in any semester_____

☐ All planned courses this semester required for student's program of study

☐ Alternatives for student other than taking overload (e.g. drop something else, delay to next term)

☐ Student understands total workload if request is granted

☐ Consequences for student if not approved (last term before graduating)

Counselor comments:

☐ **Request Denied**

☐ **Request approved to maximum of _____ units. Not restricted to specific courses.**

☐ **Request approved to maximum of _____ units for following courses only:**

_____

Counselor's signature_____ **Date**_____

Admissions and Records Office Use Only

Computer updated on _____ By (staff initials)_____ 7/14