Subject: Schedule Adjustment Period unit increase

Dear Advisors,

During the August Schedule Adjustment period for Fall 2015, **undergraduate** students will be able to register for up to 20 units **without a petition to exceed the unit cap**. Students who plan to register for more than 20 units will still need to fill out the petition to exceed the unit cap and will need to obtain signatures from an advisor, the department chair, the Dean, and Academic Programs. **This change made after consultation with the Academic Senate will be effective Fall 2015 only until the Academic Senate has sufficient time to review a referral related to Registration Units Limits.**

Please note: Graduate students will continue to be limited to 16 units as prescribed in the University Catalog.

The higher limit will allow continuing students to add additional classes they may need to complete degree requirements. In the current process, students who wish to enroll in 20 units must receive written permission. The procedure was judged to be a hardship for students not living in close proximity to the campus during summer quarter.

The Registrar’s Office will be communicating this change to students August 13 with the following email:

The Schedule Adjustment Period for Fall 2015 begins Monday, August 24.  Access your account to view your appointment.

IMPORTANT CHANGE FOR UNDERGRADUATES:

For Fall 2015 quarter only, you will be able to register for up to 20 units without a petition. This is a temporary change in procedure to eliminate the need to go to the Registrar’s Office to register for more than 17/18 units (depending on your major).

As you are making adjustments to your schedule, be sure to utilize Poly Prep, CPP’s Schedule Planner.  You can access this application from your Student Center. It provides you with an easier way to search for specific classes that fit the preliminary Fall schedule you have assembled. Click the [Poly Prep](http://www.cpp.edu/~registrar/registration/poly-prep.shtml) page for more details.

Deadline to Pay Fall 2015 Fees – Tuesday, September 8

Sincerely,

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