

20 Credit Enrollment Limit
Waiver Procedure

- 1) Go to SMSU Website – Menu – Registration and Records – Student Course Petition Form
- 2) Complete the form
 - a. Enter StarID and Password
 - b. Under “More Information”, select “No”, “No”, “No”, and an option of “Other” should appear
 - c. Under Rule: enter Request to enroll in over 20 credits
 - d. Under Reason: explain your reasons for the request and any justification you may have. You may also add attachments by clicking on the “Attachments” button at the bottom of the page.
 - e. Enter your StarID password and check the box that you agree to the terms
 - f. Click Submit Form button
- 3) The petition is sent to the student’s academic advisor and appropriate Academic Dean for approval.
- 4) Once approvals are received, an override will be processed for the student to enroll in over 20 credits and the student will be notified.

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