

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Special Permit for Enrollment in Classes with Overlapping Meeting Times

Revision Date: 12/96

Responsible Area: Student Services

Responsible Office: Admissions and Records

Policy Reference: Approved by Instruction Council 12/11/96

College of the Siskiyou offers many courses which meet the requirements for Associate Degrees, Certificates, and transfer prerequisites. At times a student may need two classes which have overlapping meeting times. This policy allows the instructors to determine alternative meeting times for either/both classes and allows the student to register in the needed classes.

The following steps are required to complete the Special Permit for Enrollment in Classes with Overlapping Meeting Times:

1. Student obtains the “Special Permit for Enrollment in Classes with Overlapping Meeting Time” form from the Admissions and Records Office (A&R), completes the form and meets with both instructors of the classes involved.
2. After completion by the student and the Instructors, the form will be submitted to the Area Director for his/her approval/disapproval.
3. Upon approval the student returns the form to A&R Office with the appropriate Application/Enrollment or Add/Drop form.
4. The three part form is distributed as follows: WHITE – Instructor; YELLOW – Admissions & Records; PINK – Student
5. At the end of the semester/class, the Instructor will return his copy of the form with a log file showing dates/times of the made up class meetings.
6. The form and log file will be filed in the Instructor’s grade backup file maintained in the Admissions and Records Office.