



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Multiple and Overlapping Enrollment
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Office	Instruction

### **Overlapping Enrollment**

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 Overlapping Enrollment:

1. Student obtains the "Overlapping Classes Permit" form from Admissions & Records, completes the student section of 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 Dean/Director for their approval/disapproval.
3. Upon approval the student returns the form to Admissions & Records with the appropriate Application/Enrollment or Add/Drop form.
4. At the end of the semester/class, the instructor will return their copy of the form with a log file showing dates/times of the made-up class meetings.
5. The form and log file will be filed in the instructor's grade backup file maintained in Admissions & Records.

### **Multiple Enrollment**

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

*This administrative procedure was approved by Dr. Char Perlas, Superintendent/President, on May 15, 2024.*