

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Multiple and Overlapping Enrollment

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**Responsible Area:** Vice President, Academic Affairs

**Responsible Office:** ~~Vice President, Student Learning Office~~ **Instruction**

**Policy Reference:** Title 5 Section 55007

**Overlapping Enrollment**

College of the Siskiyous 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 Enrollment Services, 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 his/her approval/disapproval.
3. Upon approval the student returns the form to Enrollment Services with the appropriate Application/Enrollment or Add/Drop form.
4. At the end of the semester/class, the instructor will return his/her 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 Enrollment Services.

**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.