

Initial Date _____

COLLEGE OF THE CANYONS
Admissions & Records
Overlapping Classes

(All correspondence referring to this petition will be communicated via your My Canyons Email Account)

Last Name

First Name

Student ID Number

Email

@my.canyons.edu

Telephone Number

Course Creating Overlap:

Course Name: _____

Section # _____

20 ___ WI SP SS FA Start Date _____ End Date _____

M T W TH F S SU TIME _____AM/PM

Course Creating Overlap:

Course Name: _____

Section # _____

Start Date _____ End Date _____

M T W TH F S SU TIME _____AM/PM

The student will miss _____ minutes each week, for a total of _____ hours for the duration of the course, (min. x mtgs. divided by 60).

- Complete one overlap form for each class.
- Review and approval of this form will be done by the Dean over the "Course Creating the Overlap". An outcome will be given within seven to ten (7-10) business days.
- This form must outline how the missed time will be made up during the week in which the time was missed. Time made up must be synchronous time with the student and instructor, not extra assignments. Please use the space below, or attach how/when the time will be made up. (Example: Student will attend instructors office hours.)

"I agree to the above overlap and to meet synchronously with the student outside of the class each week for the amount of time the student will miss during the normal class meeting. In addition, my signature below approves this student to add my course and verifies the student's first date of attendance is prior to the add deadline".

Instructor's Signature

Date

First date of attendance

"I agree to the above overlap and to meet with the instructor outside of class each week synchronously for the amount of time I will miss during the normal class period. I agree to be added into the course and will pay at the time I am registered."

Student's Signature

Date

Office Use Only

Dean Signature

Date

School Dean Action: Approved Denied

Admission & Records Technician

Date

Date Enrolled _____

Waitlisted # _____

Has Add Authorization _____