

COLLEGE OF THE CANYONS
Admissions & Records
Contract for 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

Current Course Enrolled In:

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).

By initialing next to each bullet below I acknowledge of understand what is required of this petition.

- Both the instructor and student must sign the contract. _____
- Complete one contract for each overlapping class. _____
- Review of this contract will be done by the corresponding Division Dean and will take place within seven to ten (7-10) business days. _____
- A detailed contract must outline how the missed time will be made up during the week in which the times was missed, (time made up must be face to face time with the instructor, not extra assignments). **Explanation Below.** _____
- Any contract may not exceed forty five (45) minutes for the duration of the semester. _____

"I agree to the above contract and to meet 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 contract and to meet with the instructor outside of class each week 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

Division Dean Action: _____
 Approved Denied Date _____

Admission & Records Technician Date

Comments: _____

- Date Enrolled _____
- Pre Term Submission
- Resubmit
- Class Closed
- New Contract
- Too Much Time
- Waitlisted # _____
- Has Add Slip/Add Code # _____