INSTRUCTIONS: Refer to the back of this form for specific guidelines.

1. Complete form explaining how missed class time will be made up. 
   Note: there should be no more than a 10 minute overlap. Some longer exceptions may be approved if there is no loss of in-person instructional time. Note that Lecture Capture does not count as in-person instructional time.

2. Obtain instructor signatures for both classes indicating approval of the arrangement.

3. Obtain final approval signature from the Office of the Dean of the College. Deans who can grant approval are: Christopher Dennis, 207 University Hall; Carol Cohen, 201 University Hall; and Yolanda Rome, 201 University Hall.

4. Return completed form, with all signatures, to the Registrar’s Office for final processing.

SEMESTER: __________, 20_____ - 20 _____

Student Name: _________________________________________________________________________ Banner ID: ______________________

Course 1: __________________________________________________________________________________________
Meeting Times: __________________________________________________________________________________________

Course 2: __________________________________________________________________________________________
Meeting Times: __________________________________________________________________________________________

Description of overlap (state clearly how missed time will be made-up)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

As part of this agreement, the student agrees to participate in all components of both courses and to fulfill all requirements expected of the students registered for them. By signing this agreement, the student is assuming full responsibility for whatever academic risks this arrangement might entail.

Instructor 1st course: Signature: ___________________________ Date: _______________

Instructor 2nd course: Signature: ___________________________ Date: _______________

Student: Signature: ___________________________ Date: _______________

DOC Approval: Signature: ___________________________ Date: _______________

Registrar’s Office Use Only:

Course Registered: 

Date Registered: ___________________________ Processed by: ___________________________
Banner does not allow students to register for courses with meeting times that overlap. Students who want to register for courses with meeting times that overlap to a limited degree may use this form to petition for permission to enroll in the courses. Examples of course registrations that might be approved are as follows:

- a course that begins close to the end of a multi-hour lab that does not take the entire time to complete
- a course, one of whose meetings gathers at a time other than its formally scheduled hour
- a course that begins less than 10 minutes after the earlier course ends (Banner enforces a ten-minute gap between classes.)

Courses with meeting times that overlap to a significant degree, or in which the student will miss substantial portions of one or the other course’s meetings that cannot be made up in some appropriate manner, will not be approved. The College Curriculum Council does not allow students to register for such courses.

For questions contact:

The Office of the Dean of the College
2nd Floor, University Hall
401 863 9800