**College of Natural Sciences Simultaneous Enrollment Process**

The Office of the Registrar is currently developing an online process for Simultaneous Enrollment requests, which is typically used when a student seeks to enroll in two courses that are scheduled to meet at overlapping times. Until it is launched, the College of Natural Sciences (CNS) is employing an email chain process to review and approve such requests and meet the needs of students. This process is nearly identical to the paper form that is typically used as it asks students to provide the same information and it requires reviews and approvals from the instructors, department chairs, and the Office of the Registrar, which is responsible for final processing.

**STUDENTS**

1. Please send an email to *both instructors* of the classes you are trying to enroll in, and indicate that you are submitting a Simultaneous Enrollment request. Use your official CSUSB email. If you do not know the instructors’ emails, this information can be looked up via the [CSUSB Campus Directory](http://www.csusb.edu).  

2. Use “**Simultaneous Enrollment Request**” in the *subject* heading to make the emails’ intent clear to both instructors.

3. Please include the following information in the email:
   - Your name
   - Your Coyote ID#
   - The course that you are currently enrolled. Include Class # and Section #, Course #, Course Title, Number of Units, and Days and Times the class meets. (Example: NSCI 306-04, #42656, Expository Writing, 4 units, MWF, 8-9:50 a.m.)
   - The course that you are seeking to enroll that has a meeting time that overlaps with the course you are currently enrolled in. Include Class # and Section #, Course #, Course Title, Number of Units, and Days and Times the class meets. (Example: NSCI 306-04, #42656, Expository Writing, 4 units, MWF, 8-9:50 a.m.)

3. Your request will be reviewed by both instructors and both department chairs. If the instructors or departments chair do not approve the request, they will notify you via email. If they do approve the request, they will notify you via email and forward the approved request to the Office of the Registrar. After the Office of the Registrar receives it and completes final processing, the Office of the Registrar will send you a confirmation email.
INSTRUCTORS
1. Please review the student’s submitted Simultaneous Enrollment form as soon as possible. Time is of the essence. If any information is missing, you may choose to ask the student to provide it, look it up in PeopleSoft, or request that an ASC/ASA look up that information.

2. If you approve the request:
   • Forward email chain to the department chair (and copy the student), clearly indicating to the chair that you have approved the request and what special arrangements (if applicable) have been made with the student. If the request is for an NSCI course and you have approved it, please forward the email chain to cns@csusb.edu and copy the student. This request will be routed to the Associate Dean or the Designee for review and approval.
   • If the department chair does not approve the request, the chair will notify you of this and provide you the reason(s) for their disapproval via the email chain, and copy the student.
   • [Note: When the Office of the Registrar receives and processes a student’s request that has been approved by both instructors and both department chairs, the Registrar will enroll the student in the class and send the student a confirmation email.]

3. If you disapprove the request, please communicate that to the student via the email chain. Please provide the student the reason(s) for your disapproval.

DEPARTMENT CHAIRS
1. Please review the instructor’s approval and any applicable special arrangements and determine if you approve or disapprove of the request as soon as possible. Time is of the essence.

2. If you approve the request, forward that email chain to the Office of the Registrar at registrationhelp@csusb.edu, clearly indicating your approval in the email chain. Please copy the student and cns@csusb.edu in the email.

3. If you disapprove the request, please clearly indicate the disapproval and the reason(s) for the disapproval in the email chain and copy the instructor and the student.

OFFICE OF THE DEAN
1. For Simultaneous Enrollment forms that have been approved by all instructors and department chairs and have been copied to the cns@csusb.edu email, please note and log the request and actions taken if applicable.

[Note: When the Office of the Registrar receives and processes a student’s request that has been approved by both instructors and both department chairs, the Registrar will enroll the student in the class and send the student a confirmation email.]

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