

Simultaneous Enrollment

If a student is registering for classes at CSUSB whose meeting times overlap, a petition for simultaneous enrollment must be completed. Five signatures are required: the student, both instructors, the Graduate Coordinator, and the Associate Dean of Graduate Studies.

Instructions:

1. Complete and sign the attached “Simultaneous Enrollment” form.
2. Gather the necessary signatures:
 - Instructor for Course #1*
 - Instructor for Course #2*
3. Submit the form to your graduate coordinator for review and signature.
4. Your graduate coordinator should then send the form to Graduate Studies (gradstud@csusb.edu) for review.
5. Once your request has been reviewed, you will receive an email and copy of the form via Adobe Sign. You may download the form for your records.
6. The form will automatically be sent to the Office of the Registrar for final processing and you will be enrolled in the second course.

****Each instructor must sign the form and explain how the course requirements will be met. This explanation should include the student’s arrival and departure times and describe how missed work/class time will be made up.***

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
POSTBACCALAUREATE / GRADUATE PETITION FOR SIMULTANEOUS ENROLLMENT

Name _____ Date _____
Street Address _____ Telephone _____
City, State, Zip _____ Coyote ID# _____
Campus Email _____

Enrolled in the following degree: _____

Course Overlap Information

Term: _____ Year: _____

1. Course #1: Meeting Time: _____ Days: _____ Time of Overlap: _____

Course # and Name: _____ Class Schedule #: _____

Instructor: _____

Arrangements: (Explain how the student will meet the course requirements and days/times listed above):

2. Course #2: Meeting Time: _____ Days: _____ Time of Overlap: _____

Course # and Name: _____ Class Schedule #: _____

Instructor: _____

Arrangements: (Explain how the student will meet the course requirements and days/times listed above):

Both Instructors' Verification (Approval) of Special Arrangements:

Instructor Signature (Course #1)

Instructor Signature (Course #2)

Student Signature

Date Graduate Coordinator Signature

Date Associate Dean of Graduate Studies