

## **Simultaneous Enrollment**

If a student is registering for classes at CSUSB whose meeting times overlap, a petition for simultaneous enrollment must be completed. Without an approved petition, MyCoyote will not allow the student to register for both classes. Five signatures are required: the student, both instructors, the Graduate Program Coordinator, the Director of Graduate Studies.

Follow the instructions below and on the next page for submitting this request through AdobeSign on MyCoyote.

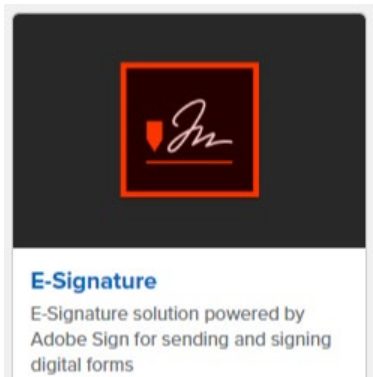
### **Instructions**

- Each instructor must approve the request 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.
- Once the request is submitted, the form will be sent to the instructors for signatures and then to your program coordinator. Once approved by your program coordinator, the form will be routed to Graduate Studies for review and final approval. If approved, the form will be routed to the office of the registrar and you will then be enrolled into the second course.

CSUSB Office of Graduate Studies  
College of Education Building - CE 356  
Phone: (909) 537-5058

## How to Submit a Request for Simultaneous Enrollment

This process is now digital; the student initiates the process, and enters the emails for the instructors and their [Program Coordinator](#). If the instructors and the Program Coordinator approves the request, they will sign the document through AdobeSign and the form will automatically be routed to Office of Graduate Studies for final review. If approved, the form will be routed to the Office of the Register and all parties will receive a copy via email. **The progress of your request can be viewed within your Adobe Sign account.**



Click on E-Signature (in your MyCoyote portal) and enter your on-campus student email address:

### Sign in

New user? [Create an account](#)

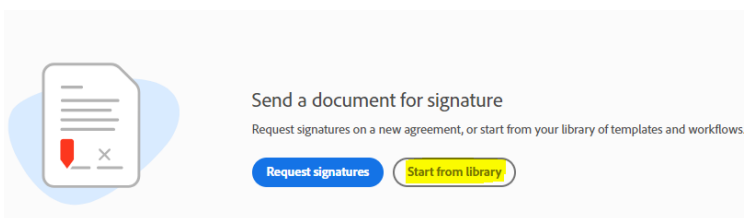
Email address

[Continue](#)

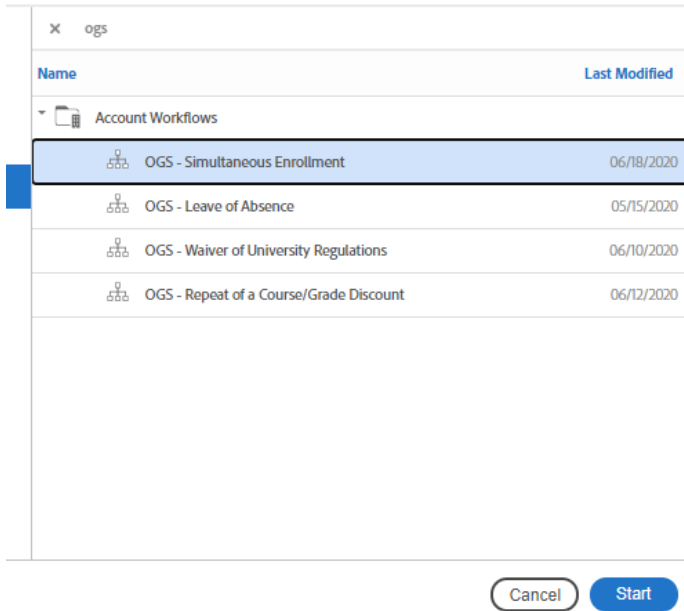
Or

*Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: "myCoyote" → "My Personal Information" → "Email Addresses" → You must use your "On-Campus" email address (not the email address that is beings with your [coyoteidnumber@coyote.csusb.edu](mailto:coyoteidnumber@coyote.csusb.edu)).*

Click "Start from Library"



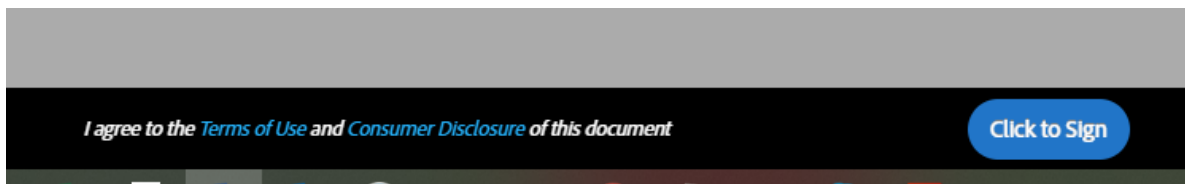
Select “Workflows” and type “OGS” into the search bar. You should see the Simultaneous Enrollment form:



Click on the form and select “Start”

Enter the instructor’s and your Program Coordinator’s email addresses. If desired, type a message in the message box as to why you feel this request should be granted or you can attach a document with your statement. Click “Send”.

You will be taken to the Simultaneous Enrollment Request form. Complete the required fields, and then select “Click to Sign”:



The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.