Norco College
Approval for Overlapping Classes

TO BE COMPLETED BY STUDENT:

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Date</th>
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<tr>
<td>☐ Fall</td>
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<td>☐ Winter</td>
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<td>☐ Summer</td>
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Name___________________________________________
Student Number                  Last                            First                            Middle

#1 Section No.___________ Course Name_________________ Time______________ Day__________ Instructor_______________

#2 Section No. ___________ Course Name_________________ Time______________ Day__________ Instructor_______________

Class To Be Made Up_______________

TO BE COMPLETED BY INSTRUCTOR: Must specify exact days/times student is to meet with instructor of class to be made up.
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

☐ FOR ESL/CNED CLASSES ONLY: Attendance will not be claimed for overlapping portion of CNED class (positive attendance.) During overlapping time period, student will attend:

Section Course No. ________________________________

*Student Attendance Accounting Manual. The college may permit the overlapping schedule if:

a) Rational justification on a student-by-student basis can be established and can be documented, and

b) The College maintains documentation that each student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under appropriate supervision.

____________________________________  Student Signature

__________________________________  Instructor’s Signature (class to be made up)

_________________________________  Dean of Instructions’s Signature