



Norco College
Approval for Overlapping Classes

TO BE COMPLETED BY STUDENT:

Term

Year

Date _____

☐ Fall ☐ Winter ☐ Spring ☐ Summer _____

Student Number _____ Name _____
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