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 a student to register for both classes. Five signatures are required: the student, both instructors, the Graduate Program Coordinator, the Dean of Graduate Studies.

 Follow the instructions below and on the next page for submitting this request through AdobeSign on MyCoyote. **Follow the step-by-step instructions carefully. Failure to follow the instruction may result in your request not being received and processed.**

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. IIf approved, the form will be routed to the Office of the Registrar and you will then be enrolled into the second course.
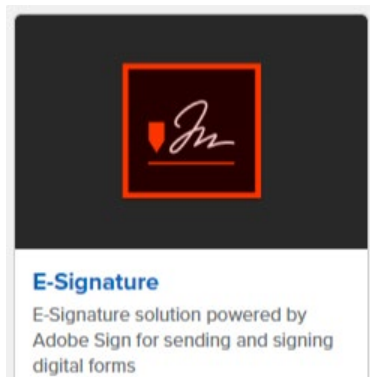
How to Submit a Request for Simultaneous Enrollment

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.**

To begin, log into your myCoyote student portal. Scroll down until you locate the "Collaborate" tile. Click the "Collaborate" tile.

Collaborate

Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more
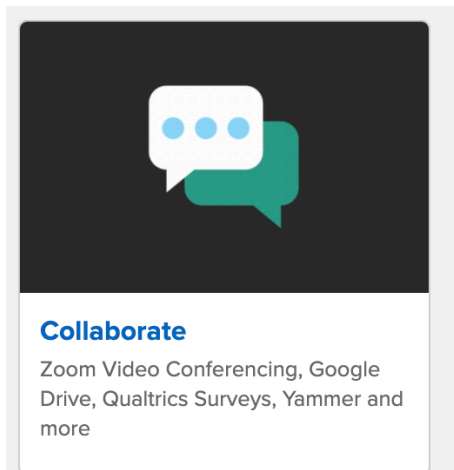
Scroll down until you locate the "E-Signature" tile. Click the "E-Signature" tile

E-Signature

E-Signature solution powered by Adobe Sign for sending and signing digital forms

Sign in using your on-campus student email address.

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).

Sign in

New user? Create an account

Email address

joecoyote2020@coyote.csusb.edu

Continue

Or

Click "Start from Library"

Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

Request signatures **Start from library**

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

Name	Last Modified
✕ ogs	
▾ 🗔 Account Workflows	
⛭ OGS - Simultaneous Enrollment	06/18/2020
⛭ OGS - Leave of Absence	05/15/2020
⛭ OGS - Waiver of University Regulations	06/10/2020
⛭ OGS - Repeat of a Course/Grade Discount	06/12/2020

Cancel   **Start**

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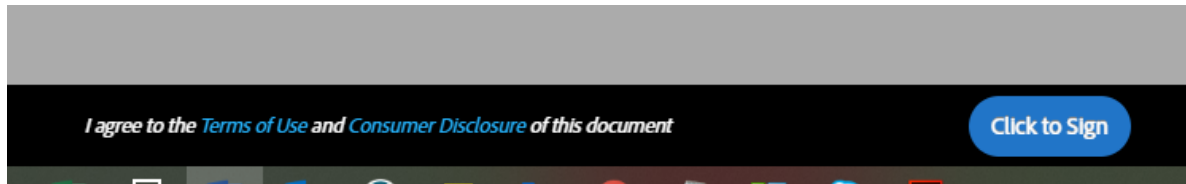
The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.