



PETITION FOR OVERLAPPING CLASSES

Admissions & Records

8045 E. Chapman Ave.
Orange, CA 92869
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Title 5 Section 55007: Multiple and Overlapping Enrollments

A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap, unless the district has established and incorporated into its attendance accounting procedures adopted pursuant to section 58030 a mechanism for ensuring that the following requirements are satisfied:

1. the student provides a **sound justification, other than mere scheduling convenience**, of the need for the overlapping schedule;
2. an appropriate district official approves the schedule;
3. the college **maintains documentation** describing the justification for the overlapping schedule and showing that the **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 the supervision of the instructor of the course.

STEP I: TO BE COMPLETED BY STUDENT

Student Name _____ Student ID Number _____

Semester _____ Year _____

SECTION NUMBER	COURSE NAME	BEGIN/END DATES OF CLASS	DAYS OF CLASS	TIMES OF CLASS	INSTRUCTOR	CHECK CLASS TO BE MADE UP	WEEKLY TIME TO BE MADE UP
Example: 12345	MATH 105	8/22/16 – 12/11/16	MW	10:00AM-12:35AM	V. Jones	X	5 minutes/day
Example: 54321	ENGL 101	8/22/16 – 12/11/16	MW	8:00AM-10:05AM	J. Sullivan		

Justification for the request (Note: Scheduling convenience is not sufficient justification. Attach additional pages if necessary.)

I acknowledge that Admissions and Records will send the results of my Petition for Overlapping classes to my email account on file.

I acknowledge that an add authorization code and/or late add petition does NOT override pre-registration holds, prerequisites, co-requisites, disqualifications, unit limitations, financial obligations, etc.

Student Signature

Date

LOG OF MEETINGS - OFFICIAL RECORD OF ATTENDANCE
TO BE SUBMITTED TO ASSISTANT DEAN OF ADMISSIONS AND RECORDS

Student Name _____ Student ID Number _____

Class: _____ Section#: _____ Term: Spring Summer Fall Year: 20 _____

The overlapping instructor must document all made up minutes/hours. Student and instructor will sign the form following each meeting. Instructor will submit the form to the Assistant Dean of Admissions and Records on the last day of the semester. Once completed and signed, this log will be the official record of attendance and be kept on file by Admissions and Records for three years (for auditing purposes).

Course: _____ Semester: _____ Year: _____ Instructor: _____

Week	Date of Meeting	Start Time	End Time	Minutes*	Signature of Student	Signature of Instructor
	Example: 01/30/15	2:30	2:35	5		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

*Minutes must be at least equal to the overlapping minutes missed during the semester. Use more pages if necessary.

I have reviewed the log and verified that the student has made up all missed time

 Instructor Signature _____
 Date