Students are only permitted to enroll in classes that overlap when extenuating circumstances exist. You must bring this form to the instructor of the class that you will miss time for. If the instructor approves for you to enroll in the class, makes arrangements with you to make up the missing time, and signs off on this form, the instructor must then bring this form to their Dean for final approval. Upon final review, the Dean must then forward this form to the Enrollment & Financial Services. You will receive a notification to your college email account when this form is processed.

**STUDENT INFORMATION**

| Student Name | College ID: G0 |

**OVERLAPPING CLASSES**

In the spaces below, list the two classes that overlap. All fields must be complete and accurate. You must indicate below the class that you are currently enrolled in and the class that you will miss time for.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>NUM</th>
<th>INSTRUCTIONAL MODE</th>
<th>CRN</th>
<th>SUBJECT</th>
<th>NUM</th>
<th>INSTRUCTIONAL MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(73704)</td>
<td>(COM)</td>
<td>001</td>
<td>(INP, HYB,SON)</td>
<td>(73704)</td>
<td>(COM)</td>
<td>001</td>
<td>(INP, HYB,SON)</td>
</tr>
</tbody>
</table>

**TERM:** □ SUMMER | □ FALL | □ SPRING  
**YEAR:** 20

**REQUEST FOR ENROLLMENT**

Indicate the overlapping class that you wish to enroll in. Enrollment is conditional. This form does not guarantee enrollment into the class. It is the responsibility of the student to ensure that all prerequisites, corequisites, holds, and all other conditions of enrollment are met prior to submitting this form. If enrollment conditions are not met, you will receive an email notification to your college email account and your request will not be fulfilled until it is resolved. You must contact the Enrollment Services upon satisfaction of enrollment conditions. If enrolled, any applicable fees will be charged to your account and must be paid.

**INSTRUCTOR AND DEAN APPROVAL**

By signing below, I certify that:

> I am the instructor of the course that the student will miss class time for. I have made arrangements with the above-named student to allow the student to make up the overlapping time. I authorize the student to enroll in my course.

**ENROLLMENT & FINANCIAL SERVICES**

Received by:  
Staff:  
Date:  
Notes:
Local Governing Policy

Per Board Policy 4226 and Administrative Procedure 4226, students may not enroll in two or more classes where the meeting times overlap, unless: The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule that does not exceed 10% of class meeting time. The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

The instructor receives the request and determines if the request is feasible. Approval of this petition, by the dean, will require: (1) a rational justification (not scheduling convenience), and (2) a written plan by the faculty member assigned to the second class indicating the manner by which the student will be required to make up the time of overlap. The missed time must be made up during the same week at some other established time under appropriate supervision.