



IMPERIAL VALLEY COLLEGE

PETITION FOR ENROLLMENT IN A SECTION WITH A TIME CONFLICT

1. **Student:** Complete Part I below to request permission to register for sections whose scheduled times overlap. See important guidelines on the reverse side of this sheet.
2. **Instructor of the section in which the student will miss time:** State how, when, and where the student will make up the missed time under your supervision in Part II below.
3. Submit this petition to the **appropriate academic dean.**

PART I. TO BE COMPLETED BY STUDENT

Student Name:	Student ID: G00
Street Address:	Telephone Number:
City/State/Zip Code:	Email Address:

Section	Add	Course	Section No.	Instructor	Meeting Days	Meeting Times
Section you will attend completely	<input type="checkbox"/>				<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> Sa	
Section in which you will miss time	<input type="checkbox"/>				<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> Sa	

Provide a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule.

Student Signature _____ Date _____

PART II. TO BE COMPLETED BY INSTRUCTOR OF SECTION IN WHICH STUDENT WILL MISS TIME

An instructor who approves a section overlap is required to ensure that all missed time and work are made up by the student under his or her supervision. Clearly state detailed arrangements to make up all missed time below.

Instructor Signature _____ Date _____

This form must be completed and turned in for review by the last day to add. Any class time missed must equate to the time made up and cannot be at the same time as the Supplemental Instruction time designated for the class and student.

DATE STAMP

ADMISSIONS OFFICE USE ONLY

SFASRPO SPACMNT

Processed by _____ Date Processed _____
(Officer or Director)

IMPERIAL VALLEY COLLEGE
Guidelines for the *Petition for Enrollment in a Section with a Time Conflict*

PART III. TO BE COMPLETED BY DEAN OF ACADEMIC DIVISION IN WHICH SECTION TIME WILL BE MISSED

Per Section 55007 of Title 5 of the California Code of Regulations, students may not enroll in overlapping sections without extenuating circumstances. All time missed in one section must be made up during the same week under supervision of the instructor.

Before submitting the petition to the dean, check the box next to each **true** statement below.

- The deadline to add classes has not passed.
- There is sound justification, other than mere scheduling convenience, for the overlapping schedule.
- The petition provides explicit make-up arrangements for all time missed during the same week it is missed.
- The petition has been filled out completely, accurately, and clearly, and it has been signed by the student and the instructor.
- No lecture time will be missed.
- Time will only be missed at the end of a section.
- Only scheduled intercollegiate practice time will be missed.

Petition is Approved Denied

Dean Signature

Date

Petition is Approved Denied

CIO Signature

Date

California Code of Regulations, Title 5

§ 55007. Multiple and Overlapping Enrollments.

- (a) A community college district may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to section 58170 or supplemental learning assistance pursuant to sections 58172 and 58164.
- (b) 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.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

Administrative Procedure (AP) 4226 Multiple and Overlapping Enrollments

Reference:
Title 5, Section 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- An appropriate district official, Director of Admissions and Records, approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.