**Time Conflict/Class Overlap Petition**

Please complete the following. PRINT legibly and clearly.

**NAME**  

**T.M. Conflict**

**DAY PHONE**  

(916) 867-5309

**DATE**  

6/1/16

*Students must have ADD SLIP or LATE ADD PETITION attached. You will be notified of petition outcome via your LRCCD Email Address.*

*Enrollment must be completed in person.*

**Notice to Student:** California Education code (also known as Title 5, section 55007) states the following:

1. 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 procedure 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; and
   2. The college maintains documentation describing the justification for the overlapping schedule and showing that the student made up the hours of the overlap in the course partially or wholly not attended as schedule of same other time during the same week under the supervision of the instructor of the course.

<table>
<thead>
<tr>
<th>Course Code (e.g. 11111)</th>
<th>Course Title (e.g. BIOL 102)</th>
<th>Meeting Days (e.g. M/W/F)</th>
<th>Time of Course (Start &amp; End)</th>
<th>Term (Fall 2016)</th>
<th>Instructor’s Name (print)</th>
<th>Number of minutes missed per week (e.g. 30 min/wk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111</td>
<td>Bio102</td>
<td>M/W</td>
<td>8-11am</td>
<td>Fal6</td>
<td>Darwin</td>
<td>60 minutes</td>
</tr>
<tr>
<td>22222</td>
<td>AT 100</td>
<td>W</td>
<td>10am-12pm</td>
<td>Fal6</td>
<td>Ford</td>
<td></td>
</tr>
</tbody>
</table>

**Student’s Extenuating Circumstances for Request:**

I understand that it is my responsibility to fulfill the requirements of each class as I will be receiving full credit for both of them.

Student Signature:  

T.M. Conflict  

Date:  

6/1/16

**NOTICE TO INSTRUCTORS ONLY:** A time conflict between your course and another course of the student’s choice exists. In order for the college to receive FTES funding for this student’s enrollment in your class, the college may permit the overlapping schedule if (a) rational justification (scheduling convenience is not acceptable) on a student by student basis can be established. (b) Faculty maintains documentation that the student made up the hours of overlap in the course missed, partially or wholly, at some other time during the same week under appropriate supervision. See Education Code listed above. If you are willing to allow this student to enroll in your course with this conflict, (scheduling convenience is not acceptable) check appropriate box below:

☐ I am authorizing the overlapping time conflict in my college class (listed above). I certify that I will make arrangements with the student to make up the hours of overlap (time not attended) at another time during the same week under supervision. (Note: in a Positive Attendance class, count ALL hours of attendance for reporting on the Grade Input Roster).

☐ I do not authorize the overlapping time conflict in my college class listed above.

Instructor’s Signature/Date:  

Darwin, C  

Area Dean’s Signature/Date:  

Dean, Area

**ENROLLMENT SERVICES ADMINISTRATOR USE ONLY**

Your petition has been reviewed and your request has been:  

☐ Approved  

☐ Denied  

☐ No Action

Administrator’s Signature (Enrollment Service Only)  

Date

**ACTION TAKEN**

☐ Tracking Log  

☐ Processed  

☐ Phone  

☐ Not Processed

Processed By/Date:  

Comments:

**ADDITIONAL ITEMS NEEDED TO COMPLETE PROCESS**

☐ Add Slip  

☐ Late Add Petition

☐ Repeat Petition  

☐ Exceed Unit Petition

☐ Pre-Requisite Equivalency Form

☐ Other:
American River College
Time Conflict/Class Overlap Petition Instructions

Purpose of the Time Conflict/Class Overlap Petition
The Time Conflict/Class Overlap Petition provides students an opportunity to request enrollment in a course which occurs at the same time as another course.

Instructions
- Complete the student information section at the top of the form.
- Section ① - Carefully read the Notice to Student. Fill in the course information for the two courses that are conflicting. Approximate the number of minutes that you will be unable to attend during the normal hours of instruction (this is the time you will need to make up weekly).
- Section ② - Explain what extenuating circumstances apply to this request. Be thorough, attaching additional explanation or documents as needed. Please note that mere scheduling convenience is not a valid reason to request a Time Conflict/Class Overlap Petition. Sign and date this section.
- Section ③ - Instructors: Please carefully read this section and check the appropriate box. If you have any questions, please contact the Enrollment Services Office at 984-8261. Area Deans: Your signature is required in order for this petition to be processed. A petition without both signatures will not be accepted for processing. Reminder: The instructor and dean signature required only from the class that you will miss the time from.
- Submit this form at the ARC Enrollment Services Office or the e-Services Registration Lab.

Please Note
- If the enrollment in the second course will occur after the ‘Last Day to Enroll’, a Late Add must be completed and turned in with this petition. Otherwise, an add slip must be completed and turned in with this petition.
- This form is available at the ARC Enrollment Services Office, the eServices Registration Lab, and on the ARC website. An example of a completed form is available on the website for use by staff, faculty and students.
- Submit this form at the ARC Enrollment Services Office or the e-Services Registration Lab.
- Fax and email submission will not be accepted.

You will be notified by e-mail of action taken approximately 10 business days after you have submitted your Petition.