

**OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM  
OVERLAPPING ENROLLMENT APPROVAL FORM  
OFFICE OF INSTRUCTION/#3100/REVISED, FEBRUARY 2018**

**California Title V Regulations §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.**

**Overlapping Enrollment is not available after the 2<sup>nd</sup> week of instruction of the overlapping class**

**PART I: TO BE COMPLETED BY STUDENT**

<b>Student Name:</b>				<b>Student ID:</b>		<b>Semester</b>	
	Last	First	Middle Initial			Year	

SECTION NUMBER	COURSE NAME	BEGIN/END CLASS DATES	CLASS DAYS	CLASS TIMES	INSTRUCTOR	√ CLASS TO BE MADE UP	WEEKLY TIME TO BE MADE UP
<b>Example: 1234</b>	<b>KINE-24C</b>	<b>8/23/XX-12/17/XX</b>	<b>T TH</b>	<b>11:00-12:15</b>	<b>M. Nguyen</b>	<b>√</b>	<b>15 minutes</b>
<b>Example: 5678</b>	<b>MATH-C</b>	<b>8/23/XX-12/17/XX</b>	<b>M W TH F</b>	<b>12:00-12:50</b>	<b>A. Martinez</b>		

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

Required for graduation in the current semester and no alternate sections are available (attach study plan and unofficial transcripts)

Class is a single course offering between campuses       Class is an infrequent class offering       Other (list reason below)

Course overlaps with an online course orientation and/or exam dates (list day(s) and time(s) below:

**PART II: TO BE COMPLETED BY INSTRUCTOR OF OVERLAPPING CLASS:**

- A. As instructor of the overlapping class, I understand that I am required under **California Title V Regulation 55007 B3**, to provide documentation **“that the student made up the hours of overlap.”** \_\_\_\_\_ **Instructor Initials**
- B. I will meet with the student to make up Classroom time lost in Course Name \_\_\_\_\_ Section # \_\_\_\_\_ as follows:  
 Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ Location, \_\_\_\_\_ **Instructor Initials**  
(Example: Mondays, or M, W, F)      (Example: 2:30 pm to 2:40pm)      (Example: Room # VOC-13)
- C. I will maintain Form MC3101, *Log of Meetings-Official Record of Attendance*, complete with my signature and that of the student, noting that missed time must be made up in the same week in which it occurs.  
 \_\_\_\_\_ **Instructor Initials**
- D. I understand that the completed and signed log, Form MC3101, *Log of Meeting-Official Record of Attendance*, is an official record of attendance and must be submitted to the Area Dean by the last day of the semester. \_\_\_\_\_ **Instructor Initials**

\_\_\_\_\_  
Signature of Instructor of Overlapping Class      Date      Signature of Student      Date

**PART III: AUTHORIZING SIGNATURE:**

\_\_\_\_\_  
Signature of Area Dean      Date

