

## **ADMISSIONS & RECORDS OFFICE**

570 Golden Eagle Ave., Quincy, CA 95971 (530) 283-0202 – Fax (530) 283-9961

## **Approval for Overlapping Classes Form**

Date	FRC ID#:
Last Name	First Initial
Email:	Telephone:
Semester of Overlapping Class:	fall
<b>Course Enrolling for Full Hours:</b>	Course Overlapping (missing hours):
CourseCRN #	CRN #
Day(s)Time	Day(s)Time
the course which is a <u>total</u> ofho	inute(s) missed <u>per class</u> by the student for the duration of (s)/minute(s) missed.
INSTRUCTOR Please list dates/days and times the student	ll meet to make up the hours missed due to the overlap in your  t's schedule must be attached  Times
Total Hours Made Up:	
Instructor's Signature (missing hours	Date
CHIEF INSTRUCTIONAL OFFICER  ☐ Approved ☐ Denied	REGISTRAR
CIO's Signature  Date:	Registrar's Signature  Date:
RECORDS OFFICE USE ONLY	
Processed by	

## 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.