

## **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 request for overlay classes is completed in Admissions and Records.
- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The overlapping time between classes is not to exceed 15 minutes per day, no more than 30 minutes per week.
- The student, instructor, and School Dean must sign the form. The Director, Admissions and Records or his/her designee 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 for the duration of the overlapping period.

Office of Primary Responsibility: Admissions and Records