

INSTRUCTIONAL SERVICES

**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 no overlap of sections.

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

- The Request for Approval of Overlapping Classes (form) is completed
- The student provides a valid justification, other than mere scheduling convenience, of the need for a partial overlapping schedule
- The student, the instructor, the department chair, and the division dean must approve the request
- The student must make up any missed class time 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: Instructional Services