



AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Title 5 Section 55007

Multiple Enrollments

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 and is in compliance with the provisions of AP 4225 Course Repetition.

Overlapping Enrollments

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

1. The student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
2. The faculty member teaching the section affected completes the petition stating how the student will make up the missed time during the same week and under the faculty member's direct supervision, including specific location, day, and time of the make-up sessions;
3. The student request is reviewed and approved by the Chief Student Services Officer or designee:
 - a. Admissions & Records will review and may approve time conflicts equal to 10 minutes or less; and,
 - b. Requests for time conflicts in excess of 10 minutes will not be considered.
4. The faculty member teaching the section maintains and submits supporting documentation at the end of the semester 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.

A student seeking consideration to enroll in courses with overlapping enrollments shall complete a Petition for Time Conflict and submit for review and approval prior to the last day to add deadline, no exceptions. The Petition for Time Conflict is available at www.sbcc.edu/forms and in Admissions & Records.

Date Approved: July 28, 2015

(This procedure replaces current SBCC AP 5047)

Revised: January 11, 2016