

# ENROLL IN OVERLAPPING CLASSES



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## Check Appropriate College

Admissions  
Cañada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Click [Here](#) to Submit

Admissions  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Click [Here](#) to Submit

Admissions  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4251  
Click [Here](#) to Submit

*Approval WILL NOT be granted in synchronous courses overlapping by more than 15 minutes.*

**Indicate Term and Year:**                      Summer                      Fall                      Spring                      Year: \_\_\_\_\_

### California Title V Regulations

#### § 55007. 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.

The completed form must be submitted to the Office of Admissions and Records. If approved, the student will be registered in the class.

### PART I: STUDENT INFORMATION

Student's ID# G: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### CLASS No. 1 (Currently enrolled):

CRN	Course Name	Course Number/Section	Dates/Days/Time	Instructor's Name
31329	Elementary Algebra	MATH 110 AA	1/21-05/19 TR 11:10 - 12:25	Smith, Susan



\_\_\_\_\_  
**Signature of Instructor of Overlapping Class**

\_\_\_\_\_  
**Date:**

**I agree to make up all time missed as indicated above by the class instructor.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date:**

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**ADMISSIONS AND RECORDS OFFICE USE ONLY**

**PART III: APPROVAL** (*Signature Required*)

**Registrar/Admissions Team Signature:** \_\_\_\_\_ **Approved** **Denied Date:** \_\_\_\_\_

Comments:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

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