



Petition to Allow Schedule Time Conflicts

Please print using a blue or black pen

Semester and year: _____

The student must bring this entire packet, completed and signed, along with documentation to explain the justification, the signed ADD slip for the class they wish to attend that causes the time conflict to the Admissions Office.

Student's Name: _____ Date: _____

Student ID Number: **A** _____ Student Phone Number: _____

Enter the course information for both courses in which you wish to enroll or are enrolled in:

COURSE SECTION #	COURSE NAME	CLASS DAY AND HOUR	
EXACT MINUTES OF CONFLICT (NOT TO EXCEED 15 MINUTES)		LOCATION (BLDG & ROOM #)	SEMESTER/YEAR
Currently Enrolled? Yes or No			

COURSE SECTION #	COURSE NAME	CLASS DAY AND HOUR	
EXACT MINUTES OF CONFLICT (NOT TO EXCEED 15 MINUTES)		LOCATION (BLDG & ROOM #)	SEMESTER/YEAR
Currently Enrolled? Yes or No			

To be completed by the student

Please explain in detail why you must take these courses at these times. *(Please type or print legibly)*

Student's signature

Date

To be completed by Instructor

A time conflict exists between your class and another course of the above student's choice. The college may permit the overlapping schedule, if:

- 1) Rational justification (*scheduling convenience is not one*) on a student-by-student basis, can be established and can be documented by the instructor; and
- 2) The instructor maintains documentation that the student made up the hours of overlap in the course partially or wholly at some other time during the same week, under appropriate supervision or other special approved arrangements.

Please specifically state how the student will make up the hours missed from your class. You must also complete the contract for time conflict make up schedule.

Do NOT leave this area blank.

Instructor's signature

TC extension

Date

Instructors please note: California Education Code Section 88240 and Title 5 Section 58056 require that hours to be made up outside of class be under the supervision and control of a certificated employee.

The Admissions and Records office requires accurate documentation for each of the overlapping hours, which are not attended at the regularly scheduled time. Time "made up" must be done under appropriate supervision. A rational justification on a student-by-student basis must be established. Justification that will be considered is that the student needs the "conflicting" course in order to complete his/her course of studies in a reasonable period of time.

Office Use only:

<p>_____ Counselor</p>	<p>_____ Date</p>	<p><input type="checkbox"/> Approved</p>	<p><input type="checkbox"/> Denied</p>
<p>_____ Instructor</p>	<p>_____ Date</p>	<p><input type="checkbox"/> Approved</p>	<p><input type="checkbox"/> Denied</p>
<p>_____ Division Chair</p>	<p>_____ Date</p>	<p><input type="checkbox"/> Approved</p>	<p><input type="checkbox"/> Denied</p>
<p>_____ Registrar/Director of Admissions</p>	<p>_____ Date</p>	<p><input type="checkbox"/> Approved</p>	<p><input type="checkbox"/> Denied</p>
<p>_____ Vice President of Instruction</p>	<p>_____ Date</p>	<p><input type="checkbox"/> Approved</p>	<p><input type="checkbox"/> Denied</p>

CONTRACT FOR TIME CONFLICT

MAKE UP SCHEDULE

(To be completed and signed by the instructor of record or department chair)

Print clearly, using a blue or black pen

Student's Name: _____ Date _____

TC's Student Id Number: A _____

CRN	Class	Day	Time
_____	_____	_____	_____
_____	_____	_____	_____

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Time "made up" must be done under appropriate supervision

The instructor is also required to keep a separate attendance roster to account for the made up time and turned into the Admissions Office at the end of the class.

Instructor Signature: _____

Student Signature: _____



TO: Students with Schedule Conflicts
FROM: Registrar/Director of Admission
SUBJECT: Time Schedule Conflicts

According to state guidelines, students are not allowed to enroll in two or more credit courses, which meet at the same or overlapping times.

However, overlap in student schedules may be allowed if there is:

1. rational justification for the overlap, and
2. class time missed is made up in another section of the same class during the same week under appropriate supervision or by special, approved arrangements.

If you feel these two conditions can be met, complete both sides of the time conflict form. The instructor of the course that you are missing time from, to attend the other course must complete the instructor portion, and the time conflict make-up schedule. It is imperative that this information is complete and accurate.

The student's petition for a schedule conflict will be reviewed and approved/disapproved. **You will not be allowed to enroll in classes for which a student schedule conflict exists until this petition is approved.**

The student's petition will be reviewed within 48 hours. It is **the student's** responsibility to contact the Admissions and Records office in the Student Services Building to learn if the petition was approved or denied. The student may make contact in person or by phone. Please contact the Registrar/Director of Admissions at (661) 763-7870.

If approved, the student must register and pay appropriate fees **by the last day to add classes** as published in the schedule of classes.