OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM OVERLAPPING ENROLLMENT APPROVAL FORM

OFFICE OF INSTRUCTION/#3100/REVISED, FEBRUARY 2018

California Title V Regulations §55007. Multiple and Overlapping Enrollments

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.

Overlapping Enrollment is not available after the 2nd week of instruction of the overlapping class

PART I: T	O BE COMPLE	TED B'	Y STUDENT											
Student						Student					Semester			
Name:	1		E'mat		C-1-11-	La fict a L	ID:				Year			
Last First Middle Initial														
SECTION NUMBER	COURSE NAME	BEGIN/END CLASS DATES		CLASS DAYS		CLASS TIMES		INSTRUCTOR		√ CLASS TO BE MADE UP		WEEKLY TIME TO BE MADE UP		
Example: 1234	KINE-24C	8/23/	8/23/XX-12/17/XX		ттн		11:00-12:15		. Nguyen v		15 minu		ninutes	
Example: 5678	MATH-C	8/23/	XX-12/17/XX	M W 1	ГН F	12:	00-12:50	A. M	artinez					
										†				
Justification for the request: (Note: Scheduling convenience is not sufficient justification. Attach additional pages if necessary.) Required for graduation in the current semester and no alternate sections are available (attach study plan and unofficial transcripts) Class is a single course offering between campuses Class is an infrequent class offering Other (list reason below) Course overlaps with an online course orientation and/or exam dates (list day(s) and time(s) below:														
			V INIOTENIA TO D											
PART II: TO BE COMPLETED BY INSTRUCTOR OF OVERLAPPING CLASS: A. As instructor of the overlapping class, I understand that I am required under California Title V Regulation 55007 B3, to provide documentation "that the student made up the hours of overlap." Instructor Initials														
B. I will meet	neet with the student to make up Classroom tir		up Classroom time	ne lost in Cou		ırse Name		Se		ection #		as follows:		3:
Day(s) (Ex	ample: Mondays, or M, W	Time	e(S)	2:40pm)	Locat	ion, _	Example: Room	# VOC-1	3)		Ins	tructo	or Initial:	S
C. I will maintain Form MC3101, Log of Meetings-Official Record of Attendance, complete with my signature and that of the student, noting that missed time must be made up in the same week in which it occurs. Instructor Initials											,			
D. I understand that the completed and signed log, Form MC3101, Log of Meeting-Official Record of Attendance, is an official record of attendance and must be submitted to the Area Dean by the last day of the semester Instructor Initials														
Signature of In	structor of Overla	pping Cl	ass	Date	!	Sig	nature of St	tudent					Date	
PART III: AUTHORIZING SIGNATURE:														
Signature of A	rea Dean			Date	;									

OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM

LOG OF MEETINGS – OFFICIAL RECORD OF ATTENDANCE

OFFICE OF INSTRUCTION/#3101/REVISED, FEBRUARY 2018

PART IV: LOG OF MEETINGS

The overlapping instructor must maintain the log below, list dates, start and end times, and number of minutes met with student. Student and instructor will sign the form following each meeting. Instructor will submit the form to the Area Dean on the last day of the semester. Once completed and signed, this log will be the official record of attendance.

Samastar

Student				Student		Ocilicatei			
Name:				ID:		Year			
	Last	First	Middle I	nitial	l .	1	1		
I will meet with th	ne student to make up	Classroom time I	ost in Course I	Name	, Secti	ion a	as follows:		
(Example: Moi	ndays, or M, W, F)	(Example: 2:30 pm to 2:40	Location, _ Opm)	(Example: Room # VOC-13))	mstructor n	illiais		
Meeting Dat	leeting Date Start Time		Minutes*	Signature of S	tudent	Signature of Instructor			
Example: 10/17/XX	2:30	2:40	10	Signatur	·e	Signature			

ROUTING PROCEDURE: Instructor sends completed log to Area Dean by the last day of the semester > Dean keeps file copy

^{*}Minutes must be at least equal to the overlapping minutes missed during the semester, noting that missed time must be made up in the same week in which it occurs. (Use more pages if necessary)