



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4226 ENROLLMENT OVERLAP AND TIME CONFLICTS

The College authorizes the Dean of Enrollment Services or designee to permit limited overlapping schedules subject to the limitations of Education Code Section 70902. As a general rule, students cannot enroll in courses which meet at the same or overlapping time, since FTEs cannot be claimed for attendance in classes that overlap. The College may also restrict enrollment in consecutive classes if, in the College's estimation, the student would fail to arrive on time to the second course due to distance traveled between the campuses/locations or due to the scheduled meeting time of the class. Exceptions may be considered by petition as described herein, provided the petition is submitted by the refund deadline for the class. The time conflict petition is posted on the Admissions and Records website.

Required Enrollment Gaps

Students may enroll freely, space permitting, in consecutive classes that have an enrollment gap of at least:

- a. 10-minutes for same-campus classes, or
- b. 30-minutes for classes meeting at different campuses/locations.
- c. 45-minutes for classes meeting in the Malibu Campus

This minimum enrollment gap allows for reasonable travel time from one class to the next.

Students wishing to enroll in consecutive classes with a shorter enrollment gap may submit a time conflict petition documenting how they will be able to get from one class to the next within the time gap.

Enrollments in Overlapping Classes

Students may request an exception to enroll in classes that overlap by up to and including 15 minutes, using the time conflict petition. The student must secure approval from the instructor whose class is impacted, and the approval is subject to verification by the Admissions and Records Office. The impacted instructor is under no obligation to approve the student's request. Petitions must be submitted to the Admissions and Records Office by the refund deadline. The petition must state a reasonable explanation for why the overlapping schedule should be approved.

A petition may be approved under the following conditions:

- a. The student provides a sound justification, other than scheduling convenience, of the need for the overlapping schedule.
- b. The faculty member and the Dean of Enrollment Services or designee approves the request.
- c. The student will make-up the missed time at some other time during the same week under that faculty member's supervision. The instructor will verify at the end of the term that the student has made up the required time (Enrollment Conflict Attendance Log).

- d. The College maintains documentation describing the justification for the overlapping schedule and how the student made-up the missed contact hours.

For classes that overlap by more than 15 minutes, the time conflict petition will be automatically denied.

Students may request an exception to enroll in classes that overlap by up to and including 15 minutes, using the time conflict petition. The instructor whose class time is impacted is under no obligation to approve the student's request. Petitions must be submitted to the Admissions and Records Office by the deadline. The petition must state a reasonable explanation for why the overlapping schedule should be approved. The completed form must include the impacted class instructor's approval, subject to verification by the Admissions and Records Office.

A petition may be approved under the following conditions:

- a. The student provides a sound justification, other than scheduling convenience, of the need for the overlapping schedule.
- b. The faculty member and the Dean of Enrollment Services or designee approves the schedule.
- c. The student will make-up the missed time at some other time during the same week under that faculty member's supervision. The instructor will verify at the end of the term that the student has made up the required time.
- d. The College maintains documentation describing the justification for the overlapping schedule and how the student made-up the missed contact hours.

For classes that overlap by more than 15 minutes, the time conflict petition will be automatically denied.

References:

Education Code Section 70902;
Title 5 Sections 55007 and 58030

Approved: April 29, 2003

Revised: September 23, 2015; December 10, 2019; 5/26/2026