



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 4226 – Multiple and Overlapping Enrollments

Approved by Leadership: May 2014

Reference: Title 5 Sections 55007

Multiple Enrollments

A student may not enroll in two or more sections of the same credit course during the same.

Overlapping Enrollments

As a general rule, enrollment cannot be allowed for a student's attendance in two or more courses at the same or overlapping time. However, an overlapping schedule may be permitted if:

- rational justification on an individual student basis can be established and can be documented. Schedule convenience is not a legitimate justification.
- the College maintains documentation that each student made up the hours of overlap in the course not attended as scheduled at some other time during the same week under instructor supervision.
- All overlapping enrollments require approval by instructor, dean, and the Vice President for Instruction. Time conflicts will be analyzed to determine if the make-up time is reasonable and justifiable.

The student requesting enrollment in an overlapping section will fill out a Contract for Overlapping Classes form and obtain appropriate signatures.

The student will record and instructor will sign a timesheet provided by Admissions & Records with the weekly make-up times and final grade. The timesheet will be submitted by the instructor to A&R at the end of the course. Failure to turn in a completed timesheet will result in the withholding of the student's grade.