

Glendale Community College

AUTHORIZED OVERRIDE- TIME CONFLICT

This form must be completed and submitted with your add slip if you are registering for two classes which overlap. **Students must officially add "Time Conflict Courses" in person, at the Admissions and Records Office, Sierra Vista Building – 3rd floor, during Open Registration.**

Date: _____

Semester: _____

GCC ID: _____

Student's Name: _____
Last, First MI

Student's Signature: _____

STEP 1 - List the class for which you will have to make up time.

Course Number # _____	Course Name: _____	Days/Time: _____
Instructor use only		
Will the student be missing any time from your class? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate the amount of time the student will miss from your class, and explain how the student will make up the time missed. The time must be made up under the supervision of the instructor.		

Instructor's Signature: _____	Date: _____	

STEP 2- List the conflicting course.

Course Number # _____	Course Name: _____	Days/Time: _____
Instructor use only		
Will the student be missing any time from your class? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate the amount of time the student will miss from your class, and explain how the student will make up the time missed. The time must be made up under the supervision of the instructor.		

Instructor's Signature: _____	Date: _____	

INSTRUCTORS PLEASE NOTE: Title 5 Section 55007 require that hours be made up outside of the class be under the supervision of a certificated employee.

STEP 3 - Submit completed form to the Admissions & Records Office

Office Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Director of Admissions and Records signature: _____	Date: _____