

Glendale Community College

AUTHORIZED OVERRIDE- TIME CONFLICT

****AR 4226 Multiple and Overlapping Enrollments only permits requests for time conflicts of no more than 15 minutes.**

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 – Course currently enrolled in

Course Number # _____	Course Name: _____	Days/Time: _____
Please indicate how many minutes you will be missing from this class: _____		
Instructor use only		
Will the student be missing any time from your class? ☐ Yes ☐ 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- Course with time conflict

Course Number # _____	Course Name: _____	Days/Time: _____
Instructor use only		
Will the student be missing any time from your class? ☐ Yes ☐ 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. Instructors must document how the student made up the hours.

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

Office Use Only

☐ **Approved** ☐ **Denied**

Director of Admissions and Records signature: _____ **Date:** _____