



# TIME CONFLICT PETITION

**Approval Process:**

- Student collects signatures in order listed – see below.
- It is the student’s responsibility to take the petition to Registration (room 107) for processing after all signatures have been collected.
- After processing is completed, it is the student’s responsibility to register for the course online.

Student’s Name (Print Clearly): \_\_\_\_\_ Today’s Date: \_\_/\_\_/\_\_

Semester (circle one): Spring / Fall      Year: 20\_\_\_\_      Banner ID#: \_\_\_\_\_

Student Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Student Signature: \_\_\_\_\_

**List all courses that are conflicting:**

Course	5-Digit CRN	Day(s) & Time(s) Class Meets	Instructor

**Student explanation for the request** (other than convenience) – attach additional paper if necessary:

(Example: Need both courses for graduating on time, no other sections are available, etc.)

One time orientation conflicts with first regularly scheduled class of MUS 014 class. Would allow for all classes to be taken on same campus in Hanford.

**Instructor explanation of how the student will make up the time face-to-face in the same week the time is missed:**

*By signing below, instructor agrees: “I am aware of the time conflict and have arranged with the student to make up class time as needed. At the end of the semester I will submit separate documentation to the area dean reflecting the hours each student completed to make up the time, pursuant to Ed. Code 70901.”*

**Required Signatures:**

	Signature	Name	Date
<b># 1) Instructor with whom student will make up time (Course to be missed)</b>			
<b>#2) Academic Area Dean (Over course to be missed)</b>			
<b>#3) VP, Academic Services</b>			

**For Registration Office Use Only**

Processed by (print):	Signature:	Date:
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## Overlapping Enrollments

(Education Code Sections 66700 – 70901. Reference: Section 70901)

- b) 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.

College of the Sequoias Board Policy 4226

Division	Dean	Phone Number	Email
Agriculture	Louanna Waldner	(559) 688-3050	<a href="mailto:louannw@cos.edu">louannw@cos.edu</a>
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CFS	Jesse Wilcoxson	(559) 737-6281	<a href="mailto:jessew@cos.edu">jessew@cos.edu</a>
English	Richard Lubben	(559) 730-3735	<a href="mailto:richardl@cos.edu">richardl@cos.edu</a>
Fine Arts	Richard Lubben	(559) 730-3735	<a href="mailto:richardl@cos.edu">richardl@cos.edu</a>
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Language/Communication Studies	Richard Lubben	(559) 730-3735	<a href="mailto:richardl@cos.edu">richardl@cos.edu</a>
Math/Engineering	Francisco Banuelos	(559) 730-3942	<a href="mailto:franciscob@cos.edu">franciscob@cos.edu</a>
Nursing/Allied Health	Jonna Schengel	(559) 688-3027	<a href="mailto:jonnas@cos.edu">jonnas@cos.edu</a>
Physical Education	Brent Davis	(559) 730-3912	<a href="mailto:brentd@cos.edu">brentd@cos.edu</a>
Science	Francisco Banuelos	(559) 730-3942	<a href="mailto:franciscob@cos.edu">franciscob@cos.edu</a>
Social Science	Jesse Wilcoxson	(559) 737-6281	<a href="mailto:jessew@cos.edu">jessew@cos.edu</a>
Student Services	Jenny Sae Chao	(559) 737-5443	<a href="mailto:jennys@cos.edu">jennys@cos.edu</a>