

OFFICIAL USE ONLY	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Initials _____	Date _____	

Full Legal Name _____ CR ID# _____

Instructor & Student – Review All Pages Prior To Filling Out This Form

Reason for Request (required): Provide a clear explanation of why enrollment in two overlapping courses is necessary. The justification must reflect a compelling academic requirement that cannot be resolved through alternative scheduling options and must demonstrate that the overlap is unavoidable within your academic plan.
Note: Personal preference, convenience, or work-schedule conflicts do not meet Title 5 requirements.

EXPLANATION: _____

COURSE ATTENDED IN FULL (NO TIME MISSED)

Term & Year <i>Ex: Spring 2026</i>	Course <i>Ex: COMM-1</i>	Section # <i>Ex: E4251</i>	Meeting Days & Times <i>Ex: M & W 12:00pm-1:05pm</i>

COURSE ATTENDED PARTIALLY (TIME MISSED DUE TO CONFLICT)

Term & Year <i>Ex: Spring 2026</i>	Course <i>Ex: ENGL-C1000</i>	Section # <i>Ex: E0212</i>	Meeting Days & Times <i>Ex: M & W 1:00pm-2:00pm</i>

TOTAL TIME MISSED DUE TO OVERLAP

Minutes/hours missed per meeting day: _____ (*Ex: 5 Minutes / Day*)

Total weekly instructional time missed: _____ (*Ex: 10 Minutes / Week*)

REQUIRED WEEKLY MAKE-UP SCHEDULE – Instructor + Student Agreement

Specify Exact Days and Times Each Week when the missed instructional minutes will be made up.
The times listed must occur within the same week of the absence to comply with Title 5 Laws

Instructor Name	Make-Up Days & Times: <i>Ex: M from 2:00pm-2:10pm</i>	Total Time Made Up: <i>Ex: (10 minutes per week)</i>

By signing below, I am agreeing to the terms and conditions detailed on this form and to the regulations set forth in Title 5 Education Code, Section 5507.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Information about Title 5 Requirements and Course Conflicts

Title 5 Education Code, Section 55007: Requires the student to provide sound justification other than mere scheduling Convenience. Additionally, all missed time is required to be made up the same week it was missed and must occur under the supervision of the instructor responsible for the course.

What Does Not Meet Title 5 Section 55007 Requirements

These are the types of explanations that **do not** qualify as “sound justification” under the law. They fail because they reflect convenience, preference, or avoidable circumstances.

Not acceptable (common denials):

- **Work schedule conflicts**
(e.g., “I work during the other section,” “My job won’t let me take the class at another time.”)
- **Personal scheduling preferences**
(e.g., “I prefer morning classes,” “I don’t want to take night classes.”)
- **Transportation or childcare convenience**
(e.g., “It’s easier for me to come only on certain days.”)
- **Desire to stay with a preferred instructor or friend group**
(e.g., “I want this teacher,” “My friends are in this section.”)
- **Avoiding a waitlist or wanting to get into a full class**
(e.g., “The other section is full,” “I don’t want to be waitlisted.”)
- **General time-management issues**
(e.g., “This is the only time that fits my schedule,” “I’m too busy on other days.”)
- **Convenience-based reasons of any kind**
Title 5 explicitly prohibits approval for “mere scheduling convenience.”

These reasons fail because they do not demonstrate that the conflict is **academically unavoidable**.

What Does Meet Title 5 Section 55007 Requirements

A “sound justification” must show that the overlap is **unavoidable within the student’s academic plan** and that **no alternative enrollment option exists**.

Acceptable (meets Title 5 intent):

- **The course is required for graduation in the current or next term**
The student cannot delay the course without delaying graduation.
- **The course is only offered once per academic year or once per term**
No alternative section exists now or in the near future.
- **The conflicting section is the only available section that satisfies a specific requirement**
For example, a required lab or a course with a prerequisite chain that would otherwise delay progress.
- **The conflict is unavoidable due to program sequencing**
Particularly relevant for CTE programs, cohort-based programs, or sequential courses.
- **The student has exhausted all non-conflicting options**
Demonstrated through advising or enrollment records.



ADD/DROP CARD

OFFICIAL USE ONLY			
<input type="checkbox"/> RGN	<input type="checkbox"/> STNC	Initials _____	Date _____
<input type="checkbox"/> #App	<input type="checkbox"/> Debt	<input type="checkbox"/> 3 rd /Final	<input type="checkbox"/> #Pre/coreq(s) _____
<input type="checkbox"/> No Sig/ID#/Sect	<input type="checkbox"/> OVRLD	<input type="checkbox"/> CRSE Conflict _____	
Emailed / Called		Initials _____	Date _____

Full Legal Name _____ CR ID# _____

Date of Birth _____ Phone / Email _____

°Submit this Card to the Admissions and Records Office. °All fees are due at time of registration. °All requirements and deadlines must be met for successful enrollment.					Required to Add After Semester Begins	
Circle One	Circle One	Course	Section	Units	1 st Date Of Attendance	Instructor's Signature
Add/Drop	Summer/Fall/Spring					
Add/Drop	Summer/Fall/Spring					
Add/Drop	Summer/Fall/Spring					
Add/Drop	Summer/Fall/Spring					
Add/Drop	Summer/Fall/Spring					

Student's Signature _____ Date _____

DEAN'S SIGNATURE REQUIRED TO ADD AFTER CENSUS DATE

Dean's Signature _____ Date _____
