

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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**BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

The Superintendent/President shall establish procedures to ensure that students may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time. Multiple enrollments for noncredit courses are limited to ESL.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Reference: Title 5 Section 55007

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

### **Multiple Enrollments**

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more noncredit sections of the same noncredit course during the same term with the exception of ESL courses. Enrollment in multiple ESL sections will require submission of a petition to a noncredit Admissions and Records staff member using the timelines and processes outlined on the approved petition form.

### **Overlapping Enrollments**

According to Title 5 Section 55007, students are not allowed to enroll in two or more courses, which meet at the same or overlapping times. However, overlap in student schedules may be allowed if:

- (1) the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
- (2) the instructor and the Director, Admissions and Records, or designee, approves the conflict and make-up 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.

Students who believe these conditions can be met, must submit a completed Petition to Allow Credit Student Schedule Conflicts to the Director, Admissions and Records. The instructor of the course that permits the student to attend the other course must complete the instructor portion of the form indicating approval as well as the time conflict make-up schedule. It is imperative that this information is complete and accurate. If applicable, the student must meet the prerequisite(s) for the course(s) in which he/she/they is requesting time conflict approval.

The student's petition will be reviewed within one (1) business day. Students will not be permitted to enroll in classes for which a schedule conflict exists until the petition is approved.

An Admissions and Records staff member will contact the student regarding the outcome of the petition.

If approved, the student must register and pay appropriate fees by the last day to add classes as published in the schedule of classes.

If the student wishes to appeal the decision of the Director, Admissions and Records, he/she/they may make an appointment to see the Vice President, Student Services.

Reference: Title 5 Section 55007

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