*****Print this form****

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. Follow the directions carefully: if the form is not completed correctly you will not be allowed to register for both classes.

Date:		Semester:	
GCC ID:	ID: Soc. Sec. #:		
Student's Name: _	Last,	First	MI
Student's Signatu	re:		
STEP 1 - List the class for which you will have to make up time.			
Ticket #:	Course Name:	Day	s/Time:
Instructor use only Will the student be m	issing any time from your class?	☐ Yes ☐ No	
	of time the student will miss from time must be made up under		
Instructor's Signatu	re:		Date:
mondor o orginara	ic		
STEP 2- List the	conflicting course.		
Ticket #:	Course Name:	Day	s/Time:
Instructor use only Will the student be m	issing any time from your class?	☐ Yes ☐ No	
	of time the student will miss from time must be made up under	•	•
Instructor's Signatu	re:		Date:
INSTRUCTORS PLEASE NOTE: California Education Code Section 88240 and Title V Section 58056 require that hours be made up outside of the class be under the supervision of a certificated employee.			
	completed form to the Ad	missions & Records C	Office
Office Use Only:			
Dean of Admissions	s & Records Signature:		Date: