

Students are unable to register for classes that result in a scheduling conflict. However, if two required classes conflict while instruction is primarily online, you may petition the Dean of the area for overlap approval. The overlap in instruction should not exceed 10-15 minutes. You must be enrolled in one of the overlapping course for consideration.

What are the steps for requesting a Course Overlap?

1. Complete Course Overlap Request Petition
2. Submit the Course Overlap Request Petition to the Dean over the discipline area for review.
3. The Dean will return the form to the Admissions and Records office for processing **IF APPROVED**.

IVC Student ID #: _____

Date of Birth: _____

Student's Name: _____
Last

First

Middle

Email address: _____ @ _____

Daytime/Cell Phone: _____

List the conflicting courses you wish to have reviewed:

Term:

Enrolled Course Title: _____

Ticket #: _____

Overlapping Course Title: _____

Ticket #: _____

I understand that IF the course is approved, I will be registered for the requested course. I am responsible for dropping the course by the withdrawal date posted in the class schedule if I decide to not continue with the course.

Student Signature: _____

Date: _____

Dean/Designee's Signature: _____

Date: _____

Received By: _____	Date: _____
Processed By: _____	Date: _____