MPC | MONTEREY PENINSULA COLLEGE

ADMISSIONS AND RECORDS OFFICE HOURS (831) 646-4002/4007
Monday – Thursday: 8:00am – 6:30pm Friday: 8:00am – 2:30pm

# REQUEST TO ENROLL IN CONFLICTING COURSES

**To Be Completed By Student**

Student's Name: _____ ID#:_____/_____/_____
Last First Middle

Semester/Year: _____

Conflicting Courses: _____ _____
Department /Number and Section# Instructor

_____
Days and Time

_____ _____
Department / Number and Section# Instructor

_____
Days and Time

I request that I be allowed to register in conflicting courses for the following reason(s):_____

_____

I understand that it is my responsibility to make up the time missed as defined by the instructor of the class from which I will be excused.

_____ _____
Student's Signature Date

---

**To be completed by the instructor who will be excusing student from scheduled class time**

Incomplete forms will not be accepted. I verify that the above student has been authorized to be excused from my course.

_____ _____
Department and Section Number Instructor

Days & Times Excused: _____

I further verify that the hours missed will be made up under my supervision during the specific days and hours listed below and that I will record the student's attendance on my Class Roster.

Make-up schedule _____

_____

Instructor's Signature_____Date_____

A&R 7/10