**LACCD** **TIME CONFLICT ENROLLMENT FORM**

**This form is to request enrollment in classes with conflicting times based on the following conditions:**

**CLASS TYPE #1** – Online with Live Class - conducted online with **REQUIRED** virtual scheduled meeting = Synchronous

**CLASS TYPE #2** - Online with Live Class - conducted online with **SOME REQUIRED** virtual scheduled meeting = Synchronous & Asynchronous

**CLASS TYPE #3** - Online with NO Live Class - conducted online with **NO REQUIRED** virtual scheduled meeting = Asynchronous

|  |  |
| --- | --- |
| **ACCEPTED COMBINATION** | **NOT-ACCEPTED COMBINATIONS** |
| Class Type #1 & #3 | Class Type #1 & #1 |
| Class Type #2 & #3 | Class Type #1 & #2 |
| Class Type #3 & #3 | Class Type #2 & #2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Last Name | First Name | Student ID # | Semester/Term |  Year |  |
|  |  |  |  |  |
|  | Class Type # | Course name & number I am currently enrolled in | Class Number (five digits) |  |
|  |  |  |  |  |  |
|  | Class Type # | Course I request to be enrolled in – it has time conflict with the above class I am currently enrolled in | Class Number | Permission Number is required after class starts |  |
|  |  |  |  |
|  | Student’s Signature | Date |  |
|  |  |  |  |

**DIRECTIONS FOR STUDENTS**

1. **For faster service,** using Firefox or Chrome, the Time Conflict Enrollment Form can be uploaded when chatting live with Admissions and Records. To chat with Admissions & Records, click on the Online Counseling & Live Chat tile on your student homepage.
2. Email the Time Conflict Enrollment Form to the College’s Admission’s Office directly from your @student.LACCD ac­­­­­­count. Student will be notified once the request is processed; approximately three business days.