



**ADMISSIONS & RECORDS OFFICE**

1900 Pico Blvd. • Santa Monica, CA 90405 • Phone: 310-434-4380 • Fax: 310-434-3645

**Enrollment in Overlapping Class Attendance Log**

In compliance with Administrative Regulation 4226 (Enrollment Overlap and Time Conflicts), students who have been approved by the instructor of the impacted class and by the Dean of Enrollment Services or designee to enroll in an overlapping class will make up the missed time at some other time during the same week under that faculty member’s supervision. The instructor will record weekly attendance of the date and time when the student made up the time using this or an alternate attendance log. The instructor can submit the attendance log to the Admissions Office upon request or at the end of the semester. Logs submitted by the instructor to the Admissions Office will be archived in the student’s file and provided to state auditors when requested.

**Student Information**

Last Name:	First Name:	SMC ID:
Class:	Term:	Year
Instructor:	Overlap in Minutes:	

As the instructor of record, I attest that the student above has made up all missing time in the class, each and every week—not in bulk. Furthermore, the student was under my direct supervision when making up the missed time.

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Instructor Signature and Date

**Attendance Log – Dates when Student Made Up Class Time**

Week #	Date and Time (e.g., 10/01/19 at 11 am)	Minutes (e.g. 15 min.)	Student Signature	Instructor Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				