

CLASS TIME CONFLICT FORM

Students may not enroll in classes that conflict in time. If the faculty members involved believe a student may participate fully and attend two classes that conflict in time in the schedule, the student must obtain the signature of both instructors for these classes, and state the reasons why this is possible. Students are advised to enroll in an alternate section of the class that does not conflict with other classes on their schedule.

Use this form to obtain permission to register for two classes which overlap in scheduled meeting times. The form must be submitted no later than the **last day of the add/drop period. Petitions will not be considered after the deadline.** Please review Late Registration/Change of Program calendar for important deadlines.

Steps for adding classes with time conflicts:

1. Register for one of the classes online before classes begin.
2. Obtain approval and signatures from instructors and Department Chairs of BOTH classes.
3. Submit the completed form to Enrollment Services, Sage Hall.

Student's Name: _____ Student ID #: _____

Daytime Phone Number: _____ Message Phone Number: _____

Please indicate term of conflict: FALL _____ SUMMER _____ SPRING _____

How many units are you currently enrolled for this semester? _____

Are you currently on Academic probation? Yes No

COURSES IN CONFLICT:

CLASS NUMBER	DEPARTMENT	COURSE NUMBER	SECTION NUMBER	UNITS	SIGNATURE OF INSTRUCTOR	DATE	SIGNATURE OF PROGRAM CHAIR REQUIRED WEEK 4-10	DATE

Instructors' Comments/Department Chair's Comments:

PLEASE SUBMIT PETITION TO ENROLLMENT SERVICES FOR PROCESSING

Administrative Use Only-Records and Registration

Processed by _____ PS Update: _____
(Staff Initials) (Date)