

Class Time Conflict Form

Students may not enroll themselves in classes that conflict in time. Students are advised to enroll in an alternate section of the class that does not conflict with other classes on their schedule. If the faculty members of conflicting courses support a student's ability to participate fully and attend the classes, the student must obtain the signature of **both** instructors, and state the reasons why this is possible.

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 of BOTH classes.
3. Submit the completed form to the Registrar's Office, Sage Hall.

Name Student ID

Phone E-mail

Please indicate term of conflict:

How many units are you currently enrolled for this semester? Are you currently on Academic probation?

COURSES IN CONFLICT:

Class Number	Subject	Course Number	Section Number	Units	Instructor Name (Print)	Instructor Signature	Date
1234	MATH	100	02	3	<i>Example</i>	<i>Example</i>	

Instructor Comments

Student's Signature Date

Please submit form to the Registrar's Office in Sage Hall for processing

Administrative Use Only- Registrar's Office

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