## TIME CONFLICT REQUEST - Math126, 127, 128, 151, 152, 153, 172, 251, 254

**DUE:** Wednesday January 13, 2016 - Winter 2016

- **ONLY ONE TIME CONFLICT INVOLVING TWO COURSES PER QUARTER – NO EXCEPTIONS.**
- **Submit request to Office of the Registrar (01-222) by 8th day of term.**
- **Student must not have registration holds, and have paid registration fees for term indicated on request.**
- **This form does not override the 16 UNIT MAXIMUM during the 1st Round of the registration period.**

### Student Information

- **STUDENT ID#**
- **CURRENT MAJOR:**

### Student Name

- **Print:**
- **Last**
- **First**
- **Middle**

### Phone / Email

- **STUDENT STATEMENT:** Describe reason(s) for the time conflict request. Use attachments if necessary.

### Enrolled

<table>
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<tr>
<th>Course &amp; Section</th>
<th>Grading (circle one)</th>
<th>Class #</th>
<th>Units</th>
<th>Term / Year</th>
<th>Day / Time</th>
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**BOTH INSTRUCTORS MUST SIGN**

- Instructor Signature (Lecture)  
- Date
- Instructor Signature (Co-Req: Lab/Act/Sem)  
- Date

**INSTRUCTOR’S STATEMENT** (Below, describe how missed time will be resolved): **REQUIRED**

### Adding

<table>
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**BOTH INSTRUCTORS MUST SIGN**

- Instructor Signature (Lecture)  
- Date
- Instructor Signature (Co-Req: Lab/Act/Sem)  
- Date

**STUDENT DEPARTMENT HEAD/CHAIR & DEAN MUST SIGN.**

- **Yes**  
- **NO** Override enrollment exceeding 22 unit maximum.

- **Recommend**  
- **Denied**  
- **Approved**  
- **Denied**

**DEPARTMENT HEAD / CHAIR SIGNATURE**  
**DATE**

**DEAN SIGNATURE**  
**DATE**
POSSIBLE SCENARIOS FOR APPROVING CLASS TIME CONFLICTS

- Music ensemble courses (examples from the 2015-17 catalog include MU 170 and MU 370).

- Courses that do not meet at their regularly scheduled times (examples from the 2013-15 catalog include senior project courses, POLS 111, SCM 150).

- Students who have registered for a course with a lecture/laboratory combination, but who have already passed the laboratory component of the course (so-called "ghost labs") and have a time conflict with the scheduled laboratory time.

- Students who have registered for a course with a lecture/laboratory combination and have a time conflict with the schedule laboratory time, but who can complete the laboratory component with another section of the course.

- Undergraduate students who, in order to facilitate graduation, have no other option, are within three quarters of graduation, and, in the process, do not circumvent other University policies, procedures, or deadlines.

- Graduate students who, in order to facilitate graduation, have no other option, and, in the process, do not circumvent other University policies, procedures, or deadlines.