TIME CONFLICT REQUEST
DUE: Wednesday January 13, 2016 – SCM 150
✓ 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 ID# CURRENT MAJOR:

STUDENT NAME:
Print: Last
First
Middle

PHONE / E-MAIL: ____________________________

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

__________________________________________

X
Student Signature
Date

ENROLLED

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<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

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✓ BOTH INSTRUCTORS MUST SIGN

[ ] Yes [ ] NO Override enrollment capacity
[ ] Yes [ ] NO Override prerequisites.

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.