

TIME CONFLICT APPROVAL

Students are not able to enroll simultaneously in classes meeting during the same time period. Students may petition the Associate Dean for approval to register for courses that have a time conflict. If approval is given you must register for the course through Student Registration and Record Services.

- (1) Seek approval from both instructors where the time conflict occurs. Be sure to obtain signatures for both instructors.
- (2) Submit this form to the Associate Dean for review.
- (3) If approved, submit the completed form to Student Registration and Record Services.
- (4) You will be notified once you are eligible to register. Be sure all other applicable course restrictions have been lifted by the department.

Student Name: _____ Cortland ID Number: C00-_____

Major: _____ Semester: _____ Year: _____

This student has permission to register for the following two courses that have a time conflict:

	Class Meeting Time	CRN	Course Prefix	Course Num.	Section	Title	Cr. Hrs.
Course 1							
Course 2							

Instructor's 1 Signature: _____ Date: _____

Instructor's 2 Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Advisor / Associate Dean Comments:

SRRS'S OFFICE USE ONLY:

Processed By: _____ Date: _____

Notes: