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 the Registrar’s Office.

(1) Seek approval from both instructors where the time conflict occurs.
(2) Submit this form to the Associate Dean for review.
(3) If approved, bring the completed form to the Registrar’s Office to register.

Student Name: ____________________________________________  Student ID: C00 __________________________

Major: ___________________________  Semester: □ Fall □ Winter  □ Spring  □ Summer  20_________

COURSE 1

CRN: _______  Subject: _______  Number: _______  Section: _______  Title: ______________________

☐ M ☐ T ☐ W ☐ R ☐ F  Start: _______  End: _______

Instructor Signature: ____________________________________________

COURSE 2

CRN: _______  Subject: _______  Number: _______  Section: _______  Title: ______________________

☐ M ☐ T ☐ W ☐ R ☐ F  Start: _______  End: _______

Instructor Signature: ____________________________________________

Student Signature: ____________________________________________ Date: _______________________

Associate Dean’s Signature: _____________________________________ Date: _______________________

Notes:

Reg Office Only: Processed By: __________________________ Date: ______________ Notes: _______________________

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Phone: (607) 753-4702 • Fax: (607) 753-2959 • E-mail: registrar@cortland.edu