

# College of Engineering Time Conflict Permission

**Complete this form to request permission to add courses with time conflict. Departmental and instructor permissions required. Instructions for submission:**

- 1) Complete the top portion, including your plan to resolve the time conflict.
- 2) Instructor approval from both classes is required as well as departmental approval from the undergraduate program coordinator of the second course being added. Without both instructor's approval and departmental coordinator approval your form may be rejected. An email attached to this form is sufficient.
- 3) Classes must not conflict with more than one enrolled class or class section.
- 4) The conflict must be a graduation requirement and not offered again before you graduate.
- 5) Email completed form to [eng\\_registrar@cornell.edu](mailto:eng_registrar@cornell.edu). Please note instructor and departmental approvals may be submitted via e-mail to this address if necessary.

Student Name: \_\_\_\_\_ CUID#: \_\_\_\_\_ Net ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Graduation Year: \_\_\_\_\_

**I am requesting permission to enroll in the two courses with time conflict:**

(Note: course overlaps are allowed only in extenuating circumstances)

**CLASS #1 (Currently enrolled):**

Subject/Catalog# \_\_\_\_\_ (e.g. ECON 1110)

Class#: \_\_\_\_\_ (e.g. #17582)

Dis/Lab#: \_\_\_\_\_

Class Meeting Time: \_\_\_\_\_

**CLASS #2: (Requesting to enroll):**

Subject/Catalog#: \_\_\_\_\_ (e.g. CS 1110)

Class#: \_\_\_\_\_ Dis/Lab#: \_\_\_\_\_

Grade Opt: \_\_\_\_\_ # of Credits \_\_\_\_\_

Class Meeting Time: \_\_\_\_\_

**Plan to manage conflict to successfully complete both courses and your extenuating circumstance(s) for requesting conflicting classes:**


**To be completed by the instructors/department (required):**

**Instructor for Class #1 (Currently enrolled):**

This student has permission to enroll in the above class. I approve the student's plan.

Instructor Name (print): \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructor & Department for Class #2**

**(Requesting to enroll):**

This student has permission to enroll in the above class. I approve the student's plan.

Instructor Name (print): \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Approval (to add): \_\_\_\_\_

**By submitting this enrollment request, I acknowledge that I am enrolling in two classes with a time conflict. I understand that it is my responsibility to satisfy all of the requirements of both classes.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_