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, <u>including</u> 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 <u>and</u> 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. 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 two courses with a time conflict:
(Note: course overlaps are allowed only in extenuating circumstances)

CLASS #1 (Currently enrolled):	**CLASS #2: (Requesting to enroll):**
Subject/Catalog# _____ (e.g. ECON 1110)	Subject/Catalog#: _____ (e.g. CS 1110)
Class#: _____ (e.g. #17582)	Class#: _____ Dis/Lab#: _____
Dis/Lab#: _____	Grade Opt: _____ # of Credits _____
Class Meeting Time: _____	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: _____

Return this form to eng_registrar@cornell.edu

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