Western Nevada College
Admissions and Records

TIME CONFLICT REQUEST

_____
Student First Name   Last Name   Student ID #   Phone

MyWNC will not allow a student to register for a class that has a time conflict with a class the student is enrolled in. This form is to request to be added into a class that has a time conflict with a registered class.

- Instructor and Academic Director signature or email approval (must be attached) required for both classes.
- If after the first week of the semester, form must be submitted within 5 working days of Instructor and Academic Director approval for full-term classes.
- Prior to enrollment in full-term classes after the second week of the semester, payment in full plus a $25 late payment fee is required.
- Final deadline to submit this form and make payment (if applicable) for full-term classes is the Friday of the fourth week in the semester. Final deadline for short-term classes varies depending on length of class and is subject to approval.

Please explain your justification for your request to enroll in a class that has a time conflict with another class. Be specific in what class you will miss, and how you will make up the time/work.

Current Class that conflicts with class requested to add:

Course Registration Number (i.e. 32876) : _____   Prefix/Number (i.e. BUS 101) : _____ ☐ Credit ☐ Audit

Times/days class meets: _____

Instructor Name (print) _____ Instructor Signature: _____ or email attached ☐

Academic Director Signature: _____ or email attached ☐

Class requested to add:

Course Registration Number (i.e. 32876) : _____   Prefix/Number (i.e. BUS 101) : _____ ☐ Credit ☐ Audit
Is the class full?   ☐ Yes ☐ No   If yes, has Division approval been granted? ☐ Yes ☐ No

Times/dates class meets: _____

Instructor Name (print) _____ Instructor Signature: _____ Date: _____
or email approval attached ☐

Academic Director Signature: _____ Date: _____ or email approval attached ☐

A student signature on this form authorizes Admissions and Records staff to add a class as requested. The student is responsible to ensure that required signatures/approvals are included, payment is made (if applicable), and this form is submitted by deadlines. All enrollment requests are subject to approval; the student is responsible to check their account in myWNC to determine if the enrollment request was processed, to check for the accuracy of the enrollment (if applicable), and to make payment according to payment deadlines.

_____
Student Signature   Date