

### 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 division chair 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 division chair 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 Signature: \_\_\_\_\_ or email attached

Division Chair 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

Division Chair 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 \_\_\_\_\_