

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) Email instructors for both courses to obtain approval of your plan to resolve the time conflict, and the undergraduate program coordinator to obtain departmental approval to add the second course.
- 3) Email completed form to eng_registrar@cornell.edu. Instructor and departmental approvals can be submitted via e-mail to this address if necessary.

Student Name: _____ CUID#: _____ NetID: _____

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: _____