

TIME CONFLICT REQUEST - FALL 2011

Student First Name	Last Name	Student ID or Social Security Number	Phone
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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:

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:

Prefix/Number: _____ Course Number: _____ Credit Audit Times/dates class meets: _____

Instructor Signature: _____ or email approval attached

Division Chair Signature: _____ 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
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