

CLASS TIME CONFLICT WORKFLOW

A QUICK START GUIDE FOR INSTRUCTORS



UNIVERSITY OF MINNESOTA

The Class Time Conflict workflow is a student-initiated process used to request permission to register for classes whose meeting times overlap. Students will input instructor information (Internet ID/x.500) into the form which will generate an email to you (the reviewer) to launch the form.

From: <wfoen-pr@umn.edu>
Date: Wed, Aug 10, 2016 at 9:15 AM
Subject: Please review: Class Time Conflict request 25353
To: Ima Professor <email@umn.edu>

A pending Class Time Conflict request is ready for your review. [You can view the request here.](#)

Name: Goldy Gopher
Student ID: 0000000
Email: ggopher@umn.edu
Course: jour 8201

See the [quick start guide](#) for approving workflows. If you encounter issues with processing a request, please contact [pwf-team@umn.edu](#).
Please do not reply to this message. Replies to this message are routed to an [unmonitored](#) mailbox.

Click on **you can view the request here** to launch the form and review the student's request. The form will provide you with a copy of what the student has submitted as well as their proposed solution for addressing the time conflict.

Class conflicts

First class

Course subject (for example: HIST) jour Course Number 8201

Factors Affecting Communication Strategy

Class	Section	Days & Times	Room	Instructor	Meeting Dates
15743	001-LEC Regular	Th 05:30 pm-08:00 pm	Murphy Hall 228	Professor, Ima - imaprof@umn.edu	06-SEP-16 - 14-DEC-16

Credits 3

Grade basis(A-F or S/N) A-F

Instructor's Internet ID/x.500 eeklund

Are you registered for this class?

No

Second class

Course subject (for example: HIST) jour Course Number 1001

Introduction to Mass Communication

Class	Section	Days & Times	Room	Instructor	Meeting Dates
17023	002-LEC Regular	Tu,Th 01:00 pm-02:15 pm	Blegen Hall 5	Instructor, Mee - instructor@umn.edu	06-SEP-16 - 14-DEC-16

Credits 3

Grade basis(A-F or S/N) A-F

Instructor's Internet ID/x.500 eeklund

Are you registered for this class?

No

Proposed Solution

Please briefly explain the class conflict and your proposed solution. This information will be included in the review of your request.

I need to register for these courses in order to complete my degree requirements. I plan to be late to JOUR 1001 and will meet with the instructor as needed after class to ensure I did not miss any critical information at the start of class.

If you would like to further discuss this request with the student before submitting a decision, contact the student directly. The link in your notification email can be used to access the request until a decision has been submitted. To return to this request at a later time, close out of this window without submitting a decision.

Note: A denied request can't be reactivated.

If you believe you have received this request in error, deny the request and note that you are not the correct point of contact.

- Approve - By approving this request, you are authorizing permission, class limit, and requisite overrides for this student. All decisions will be routed to imaging and become part of the student's record.
- Deny

Please briefly explain your decision to approve or deny this request. This information will be shared with the student.

Submit Cancel

Action is taken in the Instructor Review section where you will indicate approval or denial of the request along with a brief explanation. If you are not ready to take action on the request and require additional communication with the student, you may re-launch the form from the original email when you are ready.