

# CLASS TIME CONFLICT WORKFLOW

A QUICK START GUIDE FOR STUDENTS



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. Below is a sample of the online form.

The screenshot shows the 'Class Time Conflict Approval' form on the University of Minnesota website. The form is titled 'Class Time Conflict Approval' and includes sections for 'Instructions', 'Student', 'Class conflicts', and checkboxes for additional information. The 'Student' section contains fields for Date, Name, Student ID, Email, Phone, Campus, and a dropdown for 'Please select term:'. The 'Class conflicts' section has two identical blocks for 'First class' and 'Second class', each with fields for Course subject, Course Number, Credits, Grade basis, and Instructor's Internet ID. There are also radio buttons for 'Are you registered for this class?' and checkboxes for 'There is a third class involved in my time conflict.' and 'If this request is approved, I need to drop a class.'

If active on multiple campuses, you will need to select the appropriate campus before proceeding.

Select the term for which you are requesting a time conflict approval.

Enter the Course subject (e.g., HIST) and Course number.

Enter the instructor's Internet ID (x.500). If no instructor is listed for the class, please contact the offering department to obtain the Internet ID for the appropriate reviewer.

### Class conflicts

First class

Course subject (for example: HIST)  Course Number

Factors Affecting Communication Strategy - LEC - 1 sections available

Select One	Class	Section	Days & Times	Room	Instructor	Meeting Dates
<input type="radio"/>	15743	001-LEC Regular	Th 05:30 pm-08:00 pm	Murphy Hall 228	Professor, Ima - email@umn.edu	06-SEP-16 - 14-DEC-16

Please select all required components (i.e. DIS, LEC, LAB)

Credits

Grade basis(A-F or S/N)

Instructor's Internet ID/x.500

Are you registered for this class?

- Yes  
 No

### Proposed Solution

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

Select the radio button next to the correct class. If the class has multiple components, you will be prompted to select the correct discussion, lab, lecture, etc.

Provide an explanation for the class conflict and your proposed solution for addressing the conflict. Click submit to route on to the instructors identified in the Class conflicts section.