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.

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.
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.