

Time Conflict Form

Students must be declared in a CBCS major to use this form.

Return this form via fax (974-4699), scan in and email (scrochunis@usf.edu or jlestourgeon@usf.edu) or you can physically bring it in to our office in MHC 1143.

Except in rare circumstances, the University of South Florida does not permit students to register for courses that are scheduled to meet at the same times or that overlap in meeting times. In order to be permitted to register for or add courses that result in a time conflict, follow instructions below.

1.) Complete all information through student signature on the form below.

2.) Take the form to the individual department offering the courses for approval. Locations of the departmental offices are listed in the Schedule of Classes (See table of contents, "Directory of Important Offices"). You will need a departmental stamp and instructor signature for each course.

3.) Present completed form with required approval(s) to MHC 1143 for processing.

4.) It is the student's responsibility to notify/remind personally each instructor of a scheduled time conflict at the first class meeting. If an instructor objects, the student is obligated to modify his/her schedule. After the 5th day of classes in any term, the student is feeliable for all registered courses. The Limited Drop policy applies to all courses dropped after the 5th day of classes.

Name	ame		Student ID #		Major	
LIST COURSES IN T	IME CONFLICT	ſ				
1.)	DEPT	PREFIX	COURSE#	SECTION	DAYS & TIME	
KEFEKENCE #	DEPT	PREFIX	COURSE#	SECTION	DATS & TIME	
2.)						
REFERENCE #	DEPT	PREFIX	COURSE#	SECTION	DAYS & TIME	
** Student is responsi	ble for completion	n of Ouizzes, Tests an	d Exams at scheduled til	nes. The Instructor	is in no way obligated to	
			missed due to time con		<i></i>	
(Student Signature)			(Date)			
1.)						
(Instructor's signature)				(Departmental stamp)		
2.)						
2.) (Instructor's signature) ************************************				(Departmental stamp)		
			l advised the student to n			
	-					

(Faculty Signature)

(Date)