

## Time Conflict Enrollment Petition

**CSUN Policy:** Students are not permitted to enroll simultaneously in classes meeting during the same time period. Students are advised to enroll in alternative classes that will not conflict with their current class schedule. Exceptions to this policy will be permitted only if one of the classes does not meet on a regular basis. **Students must submit a completed Time Conflict Petition in person to Admissions and Records. Students attending classes through The Tseng College of Extended Learning must submit this form to BK 100.**

**Deadline: No later than Friday of the 4th week of classes.**

—If you have exceeded your maximum number of enrolled units, this Time Conflict Enrollment Petition request will not be processed without an approved Extra Unit Authorization form.

—If the course you are wishing to enroll in (the conflicting course) is being repeated for the 3rd time or is being repeated due to a major requirement, then an approved 3rd repeat form will be required along with this Time Conflict Enrollment Petition.

Date \_\_\_\_\_

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Address \_\_\_\_\_

Term and Year \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

On Academic Probation:  Yes  No      Number of units student is currently enrolled in: \_\_\_\_\_

**List course currently enrolled:**

Class Number: \_\_\_\_\_ Course (e.g., Biol 100): \_\_\_\_\_ Meeting Day and Time: \_\_\_\_\_

\_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_ Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**List course "to add" that conflicts with course listed above:**

Class Number: \_\_\_\_\_ Course (e.g., Biol 235): \_\_\_\_\_ Meeting Day and Time: \_\_\_\_\_

Grading Basis:  Letter Grade  Credit or No Credit

\_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_ Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**For Admissions and Records Office Use Only**

\_\_\_\_\_

Approved / Processed \_\_\_\_\_ Date \_\_\_\_\_