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Time Conflict Enrollment Petition

CSUN Policy: Students are not permitted to enroll simultaneously in classes that meet 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 [Records and Registration](#). Students attending classes through [The Tseng College](#) must submit this form to **Extended University Commons (EU) 200.**

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 web form](#).

—If the course you are wishing to enroll in (the conflicting course) is being repeated for the third time or is being repeated due to a major requirement, then an approved third [Repeat Approval Request web 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 Notice: ☐ Yes ☐ No Number of units student is currently enrolled in: _____

List course currently enrolled:

Class Number: _____ Course (e.g., BIOL 100): _____ Meeting Days & Times: _____

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 Days & Times: _____

Grading Basis: ☐ Letter Grade ☐ Credit or No Credit

Instructor Signature

Date

Department Chair Signature

Date

For Records and Registration Office Use Only

Approved / Processed

Date