



## 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