



Office of the University Registrar
 Student Union 1, Room 2101
 4400 University Drive, MS 3D1
 Fairfax, VA 22030
 (703) 993-2441, Fax (703) 993-4668

TIME CONFLICT

The Office of the University Registrar does not typically permit students to register for courses that are scheduled to meet at concurrent times or that overlap in meeting times. Both instructors must approve this request.

In order to register for a course that results in a time conflict of 15 minutes or less, follow the instructions below. Time conflicts of more than 15 minutes may be approved with special permission or during the Summer term.

Complete all information on the form and obtain signatures from both instructors.

Submit the completed form to the Office of the University Registrar located in Student Union Building I, Room 2101 by the last day to add for the semester.

Student Information

Name: _____ G#: _____

Email Address: _____

Student Signature: _____ Semester/Year: _____/_____

Course Information

Course #1				
CRN	Subject	Course #	Section	Day and Time
Instructor's Signature				

Course #2				
CRN	Subject	Course #	Section	Day and Time
Instructor's Signature				

Registrar's Office: _____/_____