College of Engineering
Time Conflict Permission

Complete this form to request permission to add courses with time conflict. Departmental and instructor permissions required. Instructions for submission:
1) Complete the top portion, including your plan to resolve the time conflict.
2) Email instructors for both courses to obtain approval of your plan to resolve the time conflict, and the undergraduate program coordinator to obtain departmental approval to add the second course.
3) Email completed form to eng_registrar@cornell.edu. Instructor and departmental approvals can be submitted via e-mail to this address if necessary.

Student Name: ____________________________ CUID#: ____________ Net ID: ____________
Major(s): ____________________________ Graduation Year: ____________________________

I am requesting permission to enroll in the two courses with time conflict:
(Note: course overlaps are allowed only in extenuating circumstances)

CLASS #1 (Currently enrolled):
Subject/Catalog#: ______________________ (e.g. ECON 1110)
Class#: ______________________ (e.g. #17582)
Dis/Lab#: ______________________
Class Meeting Time: ______________________

CLASS #2: (Requesting to enroll):
Subject/Catalog#: ______________________ (e.g. CS 1110)
Class#: ______________________ Dis/Lab#: ______________________
Grade Opt: ______________________ # of Credits ______________________
Class Meeting Time: ______________________

Plan to manage conflict to successfully complete both courses and your extenuating circumstance(s) for requesting conflicting classes:


To be completed by the instructors/department (required):

Instructor for Class #1 (Currently enrolled):
This student has permission to enroll in the above class. I approve the student's plan.

Instructor Name (print): ______________________
Instructor Signature: ______________________
Date: ______________________

Instructor & Department for Class #2
(Requesting to enroll):
This student has permission to enroll in the above class. I approve the student's plan.

Instructor Name (print): ______________________
Instructor Signature: ______________________
Date: ______________________
Dept. Approval (to add): ______________________

By submitting this enrollment request, I acknowledge that I am enrolling in two classes with a time conflict. I understand that it is my responsibility to satisfy all of the requirements of both classes.

Student Signature: ______________________
Date: ______________________

Return this form to eng_registrar@cornell.edu

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