



Time Conflict Override Request Form

Completed forms must be submitted to the College Dean for approval. If approved, the Dean of the College will submit the completed form to the Registrar to enroll the student in Course B.

Student Instructions:

- 1. Register for all other classes, including Course A, via Self-Service.
2. Complete Sections 1 and 4.
3. Obtain a description of how work will be made up for each course and signatures from each instructor in Sections 2 and 3.
4. Submit this form to your College Dean before the last day to register for courses.
5. If approved, the OPSU Registrar will register you for Course B.

College/Instructor Instructions:

- 1. Do NOT approve this request without a description of how the student will make up missed contact hours.
2. The Dean shall designate approval or denial and sign the form in Section 5.
3. The Dean will deliver the completed form to the Office of the Registrar.

Section 1: Student Information

Name (Print) Banner ID Email @opsu.edu

Term: Fall Spring Summer Year

College of Major Current Credit Hours (without Course B)

Justification of need to take overlapping courses: (required)

Section 2: Course A Information (the student should register for this class in Self-Service before seeking instructor approval)

Course Prefix & Number Name CRN Dates: M T W R F Time (circle)

Date(s) and Time(s) of Conflict: M T W R F Time(s) (circle)

Detailed description of how the student will make up the missed contact hours for this course each week: (required)

Instructor Signature Date

Section 3: Course B Information (if approved, the OPSU Registrar will enroll the student in this class)

Course Prefix & Number Name CRN Dates: M T W R F Time (circle)

Date(s) and Time(s) of Conflict: M T W R F Time(s) (circle)

Detailed description of how the student will make up the missed contact hours for this course each week: (required)

Instructor Signature Date

Section 4: Student Signature

I request registration in both courses indicated above and clearly understand the requirements/conditions of enrollment.

Student's Signature Date

Section 5: College Dean Approval

Approved Denied Signature Date

Dean's Notes: (if any)

OPSU REGISTRAR OFFICE USE ONLY
Verified by Date