



Last Name	
First Name	
UVA ID #	
UVA e-mail	
Phone #	

TIME CONFLICT OVERRIDE REQUEST

Students in the College of Arts & Sciences may NOT enroll in two classes that meet at the same time. If you have an extenuating circumstance that requires you to enroll in courses that meet simultaneously, please complete this form. You will need the permission of **BOTH** instructors. The course action form on the back must be completed and signed by the instructor of the class in which you **CANNOT** now enroll.

Association

Are you an Echols Scholar Student Athlete (current or former) Transfer Student

If none of the above, what was your first-year residence hall at U.Va.? _____

1. Request and Proposed Resolution of Conflict:

2. Approval of Instructor #1:

Class Subject Area and Number (e.g., ANTH 1010) _____

Class Meeting Day(s) and Time(s) _____

Instructor Name _____ Instructor Department _____

Instructor Signature _____

3. Approval of Instructor #2:

Class Subject Area and Number (e.g., ANTH 1010) _____

Class Meeting Day(s) and Time(s) _____

Instructor Name _____ Instructor Department _____

Instructor Signature _____

Complete the course action form on the back for the class in which you CANNOT currently enroll.

Office use only

Decision of the College: Approved Denied

Processed in SIS

Signature

TIME CONFLICT OVERRIDE COURSE ACTION FORM

Last Name	
First Name	
UVA ID #	

Enter the **COMPLETE** information for the class you wish to add. Use the second line for discussion or lab section information, if applicable. Obtain the instructor's signature, **even if the class is currently open**.

NOTE:

You will not be added to your requested course/s if doing so will cause the course enrollment to exceed the room capacity of the assigned room. Course enrollment cannot exceed room capacity. THERE ARE NO EXCEPTIONS.

Please check your SIS Student Center regularly to see if the requested course has been added to your schedule. If you are not enrolled after four working days, it is very likely that we were unable to enroll you. You will be notified as soon as possible of the outcome of your request, but due to the volume of requests we are unable to notify you immediately or to respond to queries about the status of any individual request.

To avoid delays and challenges in finalizing your schedule, request an open course or courses if possible.

Class Number (5-digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	# of Credits	Grading Option (check ONE)		
						Grade	CR/NC	Audit

With the addition of this course, I will be enrolled in _____ credits.

Other overrides:

- Requisites/Course Restricted
 Instructor Permission Required
 Course Full

Instructors: Students with signed course action forms will be added to the specified class, whether or not all necessary overrides are selected.

Instructor Signature