

## User's Guide

### CLAS Automated Time Conflict Form

The Time Conflict process allows students to request permission to register for two courses with class times that overlap.

Please provide the course information, and amount of time missed, for both courses involved in the Time Conflict. The automated process will route the request to the instructors, chairs and Associate Deans for review.

If the request is approved, you will receive a notification that the Time Conflict Error has been lifted. You will then need to self-register for the remaining course (i.e. whichever of the two courses you have not yet registered for). If the request is denied, you will be notified by e-mail.

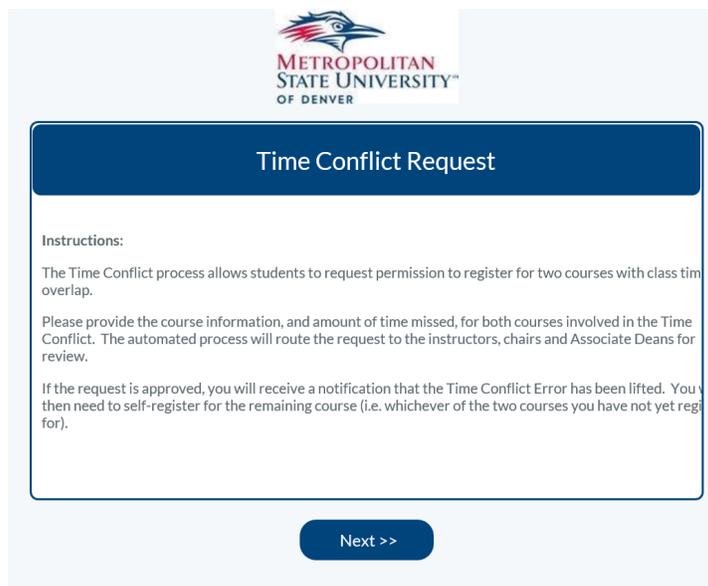
The online FormSite [Time Conflict Form](#) can be found on the [CLAS Dean's Office website/ Student Forms and Deadlines](#)/CLAS Student Forms/[Time Conflict](#).

### CLAS Student Forms

Petition for Overload	+
Time Conflict	+
Late Enrollment	+

#### Time Conflict Form Instructions

The first page includes instructions and an overview for the Time Conflict form.



The screenshot shows the 'Time Conflict Request' form page. At the top center is the Metropolitan State University of Denver logo. Below the logo is a dark blue header with the text 'Time Conflict Request'. The main content area contains the following instructions:

**Instructions:**

The Time Conflict process allows students to request permission to register for two courses with class times that overlap.

Please provide the course information, and amount of time missed, for both courses involved in the Time Conflict. The automated process will route the request to the instructors, chairs and Associate Deans for review.

If the request is approved, you will receive a notification that the Time Conflict Error has been lifted. You will then need to self-register for the remaining course (i.e. whichever of the two courses you have not yet registered for).

At the bottom center of the form is a blue button labeled 'Next >>'.

### Student Information

The student will be prompted to provide required information including name & ID number, course information, and total time missed from each course. If no time is missed from one of the courses, leave total as zero for that course.

The student will also be asked to provide the name and MSU Denver e-mail address for the instructors of both courses involved in the time conflict. The student then digitally signs the request.

Click 'Submit'. This will generate a confirmation e-mail to the student and forward the request to the instructor(s) for the course or courses from which time will be missed.

## Time Conflict Request

### Student Information

First Name	Last Name	ID Number
<input type="text"/>	<input type="text"/>	<input type="text" value="ID Number"/>
Email Address *	Expected Graduation	
<input type="text"/>	<input type="text" value="▼"/>	
Brief explanation for the time conflict request:		
<input type="text"/>		
0/400 characters		



### Instructor Form

The applicable instructor(s) will receive an e-mail notification that includes the student's information and information on both courses involved in the time conflict.

### Select Link

The instructor will see a link on their e-mail notification reading:

[View Time Conflict Request](#)

Click this link, then scroll down to the Course (1 or 2) Instructor Approval box.

The instructor indicates whether they Approve or Deny the request and provides comments. They can also forward the form, without a decision, to the Dean's Office if they have questions or concerns about the student's request.

The instructor enters the name and MSU Denver e-mail address of their department chair for routing purposes.

Clicking 'Submit' routes the request to the next step. If approved, the request will be forwarded to the Department Chair for review and comment. If denied, the request will be forwarded to the Dean's Office to notify the student.

#### Course 1 Instructor Approval

**Approve Request for Time Conflict \***

Approve  Deny  Request CLAS Office Review

**Comments**

0/400 characters

**Department Chair \***

**Department Chair Email Address \***

### Chair Form

If the request is approved by the instructor(s), the department chair(s) will receive an e-mail notification that includes the responses from the student and instructor.

### Select Link

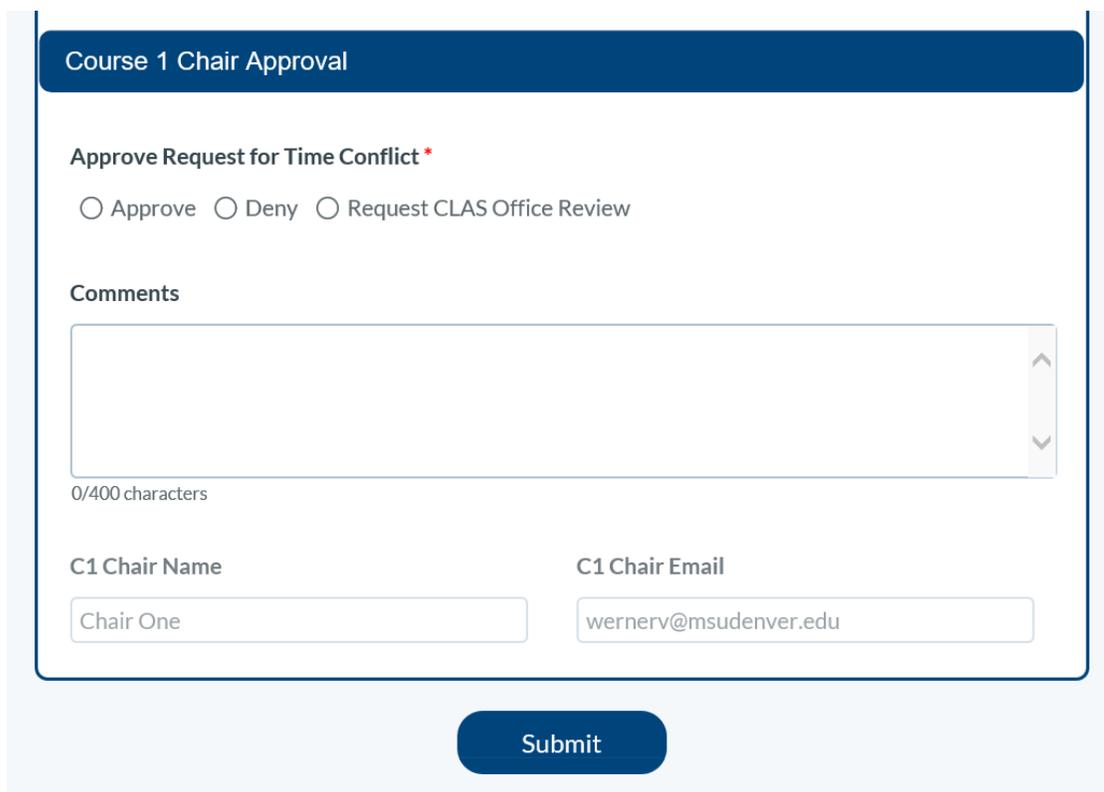
Chairs will see a link on their e-mail notification reading:

[View Time Conflict Request](#)

Click this link, then scroll down to the Course (1 or 2) Chair Approval box.

The chair indicates whether they Approve or Deny the request and provides comments. They can also forward the form, without a decision, to the Dean's Office if they have questions or concerns about the student's request.

Clicking 'Submit' forwards the request to the Associate Dean over the course and department for review.



The screenshot shows a web form titled "Course 1 Chair Approval". At the top, there is a dark blue header with the title in white. Below the header, the form contains the following elements:

- A section titled "Approve Request for Time Conflict \*" with three radio button options: "Approve", "Deny", and "Request CLAS Office Review".
- A "Comments" section with a large text area and a character count of "0/400 characters".
- Two input fields: "C1 Chair Name" (containing "Chair One") and "C1 Chair Email" (containing "wernerv@msudenver.edu").
- A dark blue "Submit" button at the bottom center.

### Next Steps

The Associate Dean reviews the request. If the request is approved, the Dean's Office will override the Time Conflict Error in Banner. The student will receive a notification letting them know that they can then self-register for the remaining course (whichever of the two courses that they have not registered for). If the request is denied by the instructor, chair or Associate Dean, students will receive a notification by e-mail.