

Time Conflict Form: DOs and DON'Ts

If you are an undergraduate student and would like to take two or more courses with slightly overlapping meeting times, you must complete a Time Conflict form. Refer to the steps outlined on the Time Conflict page: <https://www.registrar.northwestern.edu/registration-graduation/registration/time-conflict.html>.

Instructor Approval:

Your plans to navigate the time conflict must be explicitly approved by **both** course instructors, including the instructor whose class are you already enrolled in. Please include with your Time Conflict form a PDF of the **full documentation** that includes each instructor's approval, i.e., email thread, signed form, etc.

I. DOs

- a. **Do** include your email to your instructor along with their reply.
- b. **Do** include a permission number on your form if the class is closed or if you do not meet the requirements for the course.

Sample Email #1



Outlook

Re: Time Conflict Request for GEN_ENG 205-2

From
Date
To

Yes, that's fine. I approve for you to enroll in GEN_ENG 205-2.

From:
Sent:
To:
Subject: Time Conflict Request for GEN_ENG 205-2

Hi Prof.,

I am trying to enroll in GEN_ENG 205-2-20 for the Spring 2026 quarter. However, there is a 20-minute conflict with COMP_SCI 436-0 on Tuesdays, so I will have to miss part of class that day. Could I receive approval to enroll in GEN_ENG 205-2 given the time conflict?

Best regards,

Sample Email #2



Outlook

Re: Time Conflict Request for COMP_SCI 436-0

From
Date
To

I approve.

Professor of Instruction
Department of Computer Science
Northwestern University

From:
Sent:
To:
Subject: Time Conflict Request for COMP_SCI 436-0

Hi Prof.

I am trying to enroll in COMP_SCI 436-0 for the Spring 2026 quarter. There is a 20-minute conflict with GEN_ENG 205-2 on Tuesdays. However, I plan to attend the lectures for COMP_SCI 436-0. Could I receive approval to enroll in COMP_SCI 436-0 given the time conflict?

Best regards,

II. DON'Ts

- a. **Don't** upload a file that does not include instructor approval. Your instructor must always approve of the time conflict.

Time Conflict Information

Class 1 - The class you are currently enrolled in

Term

Year

Class Nbr.

Subject

Catalog Nbr.

Section Nbr.

Discussion

Permission Nbr.

Units

Provide the number of minutes included in the meeting pattern of this class in a standard class week (example: for a class meeting from 11:00 to 11:50 three days a week, enter 150 in the Minutes Met Per Week field).

Class Meeting Days

Class Meeting Times

Instructor Approval

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

How many total minutes does this class meet per week?

Add Files

Please upload a PDF of the ENTIRE email thread that includes the instructor's approval.

- b. **Don't** crop the instructor's email to omit identifying information such as instructor name, email address, or email signature. Instructors for each conflicting course must provide explicit approval.

Don't submit this:

I approve.

That should be fine.

This looks good.

Do submit this instead:

Outlook

Re: Time Conflict Request for COMP_SCI 436-0

From Date To I approve. Professor of Instruction Department of Computer Science Northwestern University	Instructor approval must include identifying information such as their name, email address, or email signature
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From: Sent: To: Subject: Time Conflict Request for COMP_SCI 436-0 Hi Prof. I am trying to enroll in COMP_SCI 436-0 for the Spring 2026 quarter. There is a 20-minute conflict with GEN_ENG 205-2 on Tuesdays. However, I plan to attend the lectures for COMP_SCI 436-0. Could I receive approval to enroll in COMP_SCI 436-0 given the time conflict? Best regards,	Include your email to your instructor indicating your request and their reply
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