Schedule Conflict Course Registration Request Form

SMITH ENGINEERING
Queen's University

Smith Engineering – Student Services

- ONE Course Request Per Form
- A copy of your timetable (calendar view) must be included or the form will not be processed.
- Please read the instructions at the end of this form before completing.

Surname	Given Name	Student #

Academic Plan (eg. CHEE)	Option (eg. CHE1)	Current Year of Study	CUM GPA	Queen's Email

Date	Student signature (unless sent from .queensu.ca account)

PROPOSED Course (the course that you are not registered in that conflicts with another course that you are registered in)**:**

Proposed Course (eg. CHEE 209)	Term (F, W, FW)	LEC Section and # eg.001-LEC (4639)	LAB Section and # eg. 002-LAB (6382)	TUT Section and # eg. 002-TUT (5431)

SCHEDULING CONFLICT: List all timetable conflicts below.

Course	LEC/LAB/TUT		Course	LEC/LAB/TUT	Day	Time (eg. 1:00 – 2:00)
		Conflicts With				
		Conflicts With				

LIST Missing Prerequisites/Corequisites if applicable (eg. APSC 111, APSC 172, CHEE 209):

REASON(s) for Request (If not indicated above. Please explain clearly but succinctly – in a maximum of 20 lines.)

INSTRUCTOR Approval: If you support this request, please sign and date below. (NOTE: An email from instructor can be used in lieu of signature.)

	Name	Signature	Date
Instructor #1:			
Instructor #2:			
Instructor #3:			

UNDERGRADUATE CHAIR Approval: If you support this request, please sign and date below.

Name	Signature	Date

Notes/Comments:

PROCESSED by Program Assistant: Quick Enrol? [ ] Permission #: [   ] Name: [   ] Date: [   ]

Instructions - REGISTERING IN COURSES THAT HAVE A SCHEDULING CONFLICT

When it comes to registering in courses that have a scheduling conflict, students can submit a request to register in the conflicting course, but please note that these requests are only approved in exceptional circumstances. One of the reasons that these requests are rarely approved is that lectures, labs and tutorials are assigned AUs (required by CEAB – Canadian Engineering Accreditation Board) and students are expected to attend them unless otherwise indicated by the instructor. Also, if the request is to register in an elective that conflicts with a CORE course (or vice versa), because students have a list of elective options to choose from they are advised to select another elective that does fit their schedule. But the main reason is that taking conflicting courses is a risk. If the midterms/quizzes/exams are at the same time the student will need to choose which one to write and which one to get zero on. While this doesn't happen often, if it does it is unlikely that the instructor will make accommodations for a midterm because of the time it takes to prepare another exam, and the Exams Office has a policy to not accommodate students who knowingly and willingly register in conflicting courses.

Exceptions have been made, but usually for a 4th year trying to graduate and needing to take/retake a CORE course that conflicts with a CORE course, and on the rare occasion when an elective that conflicts with a CORE course – BUT conflicting final exams may still prove a problem that the Department has no control over.

This having been said, if you would still like to pursue this process, submit the following to the Undergraduate Program Assistant of your Department.

1) Completed Schedule Conflict Course Registration Request Form
2) Copy of your Timetable (calendar view please, not the list view)
3) Permission from all instructors involved.

> TIP: To attach a copy of your timetable - view it in SOLUS, print it to a .pdf file, then email the file as an attachment.

When you are completing the form it is key to keep in mind that the information required for this process is important because while permission is required from the instructors (who know the program on an individual course level), this does not guarantee approval from the Undergraduate Chair (who knows the program on the program level) if there is not full disclosure. To increase the chances of your request being approved it is important that all relevant information is included on both the form and in your request to instructors. For example, list all conflicts, and ask the instructors if there is the possibility that the midterms will conflict and, if they do, what your options are. This is an important step because it lets you know if the instructors are willing to accommodate or not in the case of conflicting midterms (the Program Chair needs to see this as well).

> IMPORTANT: An incomplete form or a missing copy of your timetable will result in your request not being processed.

Once the Undergraduate Program Assistant has received all the required information, it is then submitted to the Undergraduate Program Chair for review and may be approved or denied.

Please note that this process can take up to 10 working days to be processed. You WILL NOT BE contacted if your request is approved (unless you require a permission number) – check your timetable in SOLUS to see if your request was successful. You WILL BE contacted if your request is denied. No formal explanation will be provided if your request is denied.

> REMINDER: Any academic problems that arise as a result of timetable conflicts are the responsibility of the student.