TIME CONFLICT

CONTACT: registration@morgan.edu

PURPOSE: This form is used to request permission to register for a course that the scheduled time conflicts with another course the student is already registered for.

PROCESSING TIME: 1-3 Business days

REQUIREMENTS:
- Valid government-issued photo ID or MSU Bear card
- MSU email account
- Signature from Instructors
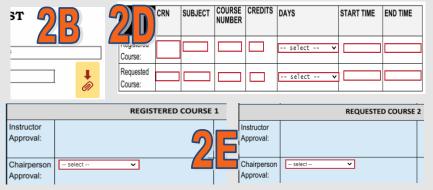- Signature from Chairpersons

ADVISEMENT: **Due to MHEC regulations, we are unable to accept any time conflict form that exceeds a 15-minute conflict.** If you are a graduating senior or have extenuating circumstances, please see the department chair of the conflicting course before completing this form.

STEPS

1) From the webpage, click the name of the form to begin. A window will open.

   1A. Enter your name & MSU email.

   1B. Enter the name and email of the instructor for the course you **want** to register for.

   1C. Enter the name and email of the instructor for the course you **are** registered for. Click Begin Signing.

2) Enter the required information.

   2A. Enter your student ID & today's date.

   2B. Attach your MSU Bearcard or government-issued photo ID.

   2C. Select your student status, semester and year, and sign.

   2D. Enter course information. This information can be found in Websis.

   2E. Choose the name of the chairperson for the REGISTERED course and for the REQUESTED course. **A list of all chairpersons can be found on pages 2-3.** (*TIP: **Subject should match chairperson**. I.E. SPAN = Foreign Language; THEA = Theater Arts, etc.*)

   2F. Select "Finish". The window will automatically close if all information has been entered correctly.

3) The form will automatically route to all parties to review and approve. The Office of the Registrar is the last approver and typically processes within 1-3 business days. You will receive an email once the form has been completed and the requested course has been added to your schedule.