

Request to Resolve Graduate Enrollment Time Conflict for semester: _____

Name: _____

OU ID #: _____

Course you want to add:

Designator (MUED, MUTE, etc.):	Course Number (5970, 6210, etc.):	Section Number (001, 002, 900, etc.):	Number of Credit hours you want to enroll for:	Name of Instructor:

Course in which you are enrolled that conflicts with the course you want to add:

Designator (MUED, MUTE, etc.):	Course Number (5970, 6210, etc.):	Section Number (001, 002, 900, etc.):	Name of Instructor:

BEFORE YOU SUBMIT THIS FORM TO ALYCIA, PROVIDE THE INFORMATION REQUESTED BELOW:

- _____: Date you talked to the instructors of record of both classes and made sure that they are both willing to work with you and with each other to make it possible for you to fully participate in both classes without working any undue hardship on you, them, or the other students in the classes.
- _____: Date you asked one or both of the instructors to email me, detailing the agreed-upon plan.
- _____: Date you asked the appropriate instructor(s) of record to email me with this information if, for some reason, the published meeting times for one class or the other don't reflect the actual meeting times.

INCOMPLETE OR INCORRECT FORMS WILL NOT BE ACCEPTED.

I will use the information provided by the instructors to prepare a petition from the Graduate Liaison (Dr. Avery) to the Dean of the Graduate College, asking him to permit you to enroll in the conflicting class. I will send it to the Graduate College and, assuming Dean Hewes approves it, the Graduate College will instruct the Registration Office to add the conflicting course to your schedule. ***YOU WILL NOT BE ABLE TO ADD THE COURSE YOURSELF.***

One very important caveat: When the Registration Office forces the system to accept your conflicting courses, this does not resolve the conflict. Once the conflicting course has been added to your schedule, any time you open your schedule page, the system will "see" the conflict and prevent

you from taking any further action. So, once the conflicting course is on your schedule, you will no longer be able to make any changes to it through the on-line system. Any further changes will have to be made by petition through the Graduate College. For this reason, I usually wait until open, online enrollment ends before I submit these petitions.