

OFFICE OF ACADEMIC RECORDS AND REGISTRAR

HOW DO I COMPLETE THE TIME CONFLICT FORM?

If you are an undergraduate student, complete the following steps:

1. **Please note: A conversation with each instructor should be had before starting this process.**
2. Register for one of the courses that has a time conflict via web registration.
3. Access the [Time Conflict form](#).
4. List your first and last name and your USC email address on the top of the first page.
5. Next, list the first instructor's first and last name and their USC email address. This should be the instructor whose course you already registered for.
6. List the second instructor's first and last name and their USC email address. This should be the instructor whose course you have not yet registered for.
7. If instructor information is unknown, please [contact the department](#) that hosts the course.
8. Scroll to the bottom of the webpage and click "BEGIN SIGNING": It is advised that you click the "Start" button on the top left of the form to ensure all fields are completed.
9. Failure to provide accurate student, instructor or course information will delay the review and processing of your Time Conflict request and potentially result in it not being approved.
10. Select the term of your request and list the year.
11. Click on the "Sign Here" box for the student signature.
12. Enter your 10-digit USC ID number.
13. Explain in the text box why your time conflict request should be approved.
14. In step #1, list the course (lecture section) you previously registered for in web registration, including any discussion, lab or quiz sections. In step #2, list the course (lecture section) that you need to be registered for pending the approval of both instructors, including any discussion, lab or quiz sections.
 - Section numbers and session codes can be found in the [Schedule of Classes](#).
15. Select the grading option for the course listed in step #2 and then click "FINISH" at the top or bottom of the page.
16. Once this form is completed, it will be sent to the first instructor listed.
17. After the first instructor makes a decision, the request is then sent to the second instructor listed.
18. Follow up with each instructor to ensure they respond in a timely manner and ask that they check their spam/junk folder if they do not see the form in their inbox.
19. When both instructors have made a decision on the request, the form is sent to the Registrar One Stop for review and processing.
20. After the Registrar One Stop completes its review, a copy of the form will be sent to all parties. If your form was approved and you were registered, you will also receive a registration confirmation email.
21. It is the student's responsibility to review the decision and comments made about their request on page 2 and determine whether the course listed in step #2 has been added by the Registrar One Stop.
22. If the request was not approved, reasons and comments will be listed.