

# ADD FORM FOR TIME CONFLICTS

This form must be turned in to the Admissions and Record Office within two working days from the date of the department authorization. Once you are enrolled by Admissions and Records, you must pay tuition and fees immediately at the Accounting Services/Cashier's Office or through MyTMCC.

Admissions and Records will not accept this form after the midpoint (50%) of the class.

## STUDENT INFORMATION

Last Name		First Name	
Email Address			Telephone Number
NSHE ID #	Date of Birth	Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year	
<b>Your signature gives Admissions and Records permission to manually adjust your student records to what is listed below.</b>			
Signature (required)			Date

## LIST BOTH CLASSES IN CONFLICT

First Class to Be Added With a Time Conflict						
Subject	Course #	Section	Class # (5-digits)	Course Title	Credits	<input type="checkbox"/> Credit <input type="checkbox"/> Audit
<b>Authorization/Signature</b> As the instructor or department chair/coordinator of this class, I am authorizing this student to register for the classes in conflict as listed on this form.						
Department Authorization (Print Name)			Signature		Date	

Second Class to Be Added With a Time Conflict						
Subject	Course #	Section	Class # (5-digits)	Course Title	Credits	<input type="checkbox"/> Credit <input type="checkbox"/> Audit
<b>Authorization/Signature</b> As the instructor or department chair/coordinator of this class, I am authorizing this student to register for the classes in conflict as listed on this form.						
Department Authorization (Print Name)			Signature		Date	

## For Office Use Only

Processed by:

Date: