

Sent: Monday, August 14, 2023

Subject: Fall 2023 Reminder: Time Conflicts

Dear Student:

Thank you for completing your registration for Fall 2023.

This communication serves a reminder to resolve any schedule time conflicts prior to Friday, September 8, 2023 at 12 noon. Failure to resolve the conflict may result in an administrative withdrawal of courses.

The current time conflict policy can be found here

<https://studentaffairs.jhu.edu/registrar/students/registration/waitlisting-a-class/>.

Registering for two classes that meet at the same time or at overlapping times is not permitted, except as a temporary measure during the first two weeks of the semester when students are still deciding on which classes to take. By the end of the first two weeks of classes, students must resolve time conflicts in their schedules.

To resolve a time conflict:

1. Drop a conflicting course in Student Self-Service
2. Receive approval from faculty by completing a Time Conflict Resolution Form and uploading it to a SEAM Online Form at [https://support.sis.jhu.edu/case\[1\]home](https://support.sis.jhu.edu/case[1]home). **Personal email approvals outside of the form are not permitted.**

The form is currently available at [Course Time Conflict Request Form - Undergraduate KSAS/WSE \(office.com\)](#). If you have any questions or concerns, please submit a SEAM Online Form for assistance.

If you are a Peabody Dual Degree Student (PYDD) please work directly your advisor(s) and faculty for assistance with time conflicts.

Thank you,

Office of the Registrar-Homewood Schools (KSAS & WSE)