Time Conflict Permission Requests can now be submitted and processed through the PeopleSoft Student Center.

*Time Conflicts cannot be submitted after last day to add/drop

From your Student Center, select the Enrollment Options link in the Academics Menu.

Select Time Conflict from the options available under the tab menu.

Click Create New Request

There are instructions on each page. Please thoroughly read the instructions.
Permissions

Permission to add a class is required for all of the following:

- Excess Unit Approval - Available starting the 2nd pass during Enrollment period - Excess Units require the approval of your Major Department Chair.
- Time Conflicts - Simultaneous enrollments require the approval from both class instructors. Please discuss the conflict with both instructors prior to submitting the request.

Please select "Next" to proceed.

Back | Next | Submit

Cancel

Class Information

Class Nbr (Number):
Enter the 5 digit class number or select "Class Search" to search for a class on the class schedule. Make note of the 5 digit number to enter it into the box.

Permission(s) to Request a Time Conflict:
The box for "Time Conflict" will be pre-checked. You may only request one class for each time conflict.

Excess Units:
Available starting 2nd pass enrollment period.

Justification:
Provide the reason for your request. Please be specific to avoid delays in reviewing your request.

For Adds After Census, additional supporting documentation is required along with a petition. (PDF format is recommended)

Empl ID
Career UGRD Term 2023 Spring
Class Nbr

Back | Submit

Cancel

You may do a class search for the class you are trying to add but remember to write down the 5-digit class number (ex. 20510) to type in the box.
Empl ID
Career UGRD Term 2023 Spring
Class Nbr 20510 Criminal Procedures II
CJ 4151-001 TuTh 2:00PM - 3:15PM
LEC (20510) Dorothy & Bill Bizzini 122

Permission(s) to Request After Census
☐ Time Conflict

Current Enrollments
☐ 21681 MUS 2440-001 TuTh 2:00PM - 3:50PM
ACT (21681) Music 022

IMPORTANT: Use the justification box below to thoroughly explain how you will manage both course meetings simultaneously. **Be as specific as possible.**

Justification

Your Request Has Been Submitted.

We have received your request for Permission to Add After Census. Your request will be forwarded to the instructor of each class for approval. Department Chair and the College Dean of the Students Major. Please allow a minimum of 3-5 business days for processing. You may return to the Permission Request summary page from your MyStanState Student Center to view the status of this request. Additionally, an email notification will be sent to your Stan State email once the results of this request are available. Questions or further assistance can be emailed to registrar@csustan.edu

NOTE: It is YOUR responsibility to cancel this request if you are no longer needing permission to enroll. You may only "Cancel this request while it is in "Pending" status. If you do not cancel and the request is approved and you are enrolled, it is YOUR responsibility to petition to drop the class through normal dropping procedures and deadlines. Return to the Permission Request Summary page to cancel.

Return to Permission Request Summary  Return to Student Center
To cancel a request that is still pending: Click return to Permission Request Summary

Click on View Detail for the request

Click on Cancel Request

Type in the comment/reason for canceling and click ok

Add Comments

The request will display cancelled on the summary page.

For questions or assistance, contact Enrollment Services (209) 667-3264