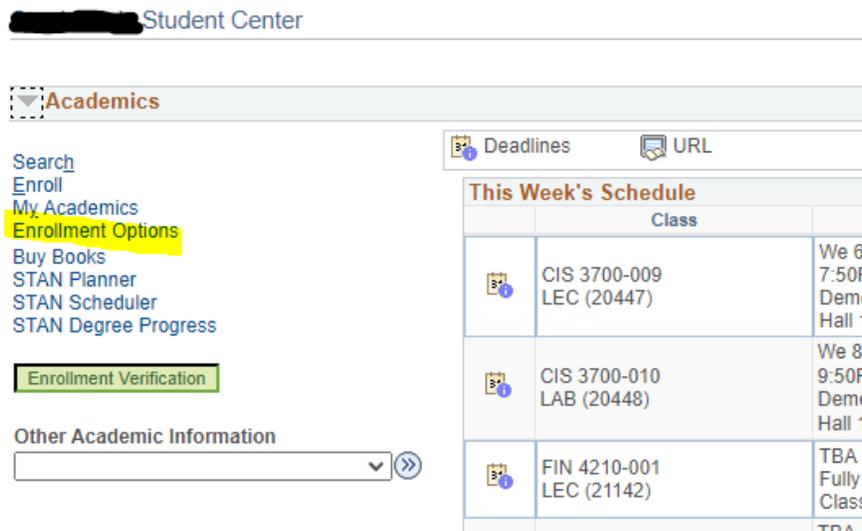


AWE Student Portal Quick Guide - Time Conflict

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



Student Center

Academics

- Search
- Enroll
- My Academics
- Enrollment Options**
- Buy Books
- STAN Planner
- STAN Scheduler
- STAN Degree Progress

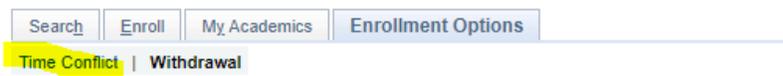
Enrollment Verification

Other Academic Information

Deadlines URL

This Week's Schedule		
Class		
	CIS 3700-009 LEC (20447)	We 6 7:50F Dem Hall 1
	CIS 3700-010 LAB (20448)	We 8 9:50F Dem Hall 1
	FIN 4210-001 LEC (21142)	TBA Fully Class

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



Search Enroll My Academics **Enrollment Options**

Time Conflict | Withdrawal

Permission Request



There is no existing request.

Create New Request

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.

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.

If you are using **Internet Explorer**, the Class Search page content may not load properly. For the best display and functionality of all features, we recommend using one of our supported browsers; **Microsoft Edge, Google Chrome or Firefox**.

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 Term

Class Nbr

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 XXXXXXXXXX
 Career UGRD Term 2023 Spring
 Class Nbr Criminal Procedures II [Class Search](#)
 CJ 4151-001 TuTh 2:00PM - 3:15PM
 LEC (20510) Dorothy & Bill Bizzini 122

Permission(s) to Request After Census

Time Conflict

Current Enrollments		
<input checked="" type="checkbox"/>	21681 MUS 2440-001 ACT (21681)	TuTh 2:00PM - 3:50PM 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

5 2023 Spring	21677 MUS 2330	001	Eartraining & Sightsinging IV	02/01/2023 3:06:18PM	Pending	View Detail
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Click on Cancel Request

Career UGRD Term 2023 Spring
 Class Nbr 21677 Eartraining & Sightsinging IV
 MUS 2330-001 MoWeFr 10:00AM - 10:50AM
 ACT (21677) Music 046

Submitted On 02/01/2023 3:06:18PM

Permission(s) to Request

Time Conflict

Time Conflict

21677	MUS 2330-001 ACT (21677)	MoWeFr 10:00AM - 10:50AM Music 046
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Justification Box

One of the courses is online so i can do the work assignments at a later time.

DateTime	User	Comment
1		

[Cancel Request](#)

[Cancel](#)

Type in the comment/reason for canceling and click **ok**

Add Comments

Comment

[OK](#)

[Cancel Comment](#)

The request will display cancelled on the summary page.

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