PERMISSION FOR A TIMETABLE CLASH

Please ensure you have read and understood your request for a clash over the page before proceeding.

Semester ____________  Year___________  Student Id__________________________

First Name__________________________  Family Name____________________________

Your Program/Degree code________________________________

We will e-mail your UNSW Student account with any questions and answer to your request. Ensure you are accessing your UNSW Student e-mails.

Which course clashes with the requested MATH Course________________________________

Ensure you are already enrolled in the non-maths course first.

Which MATH course do you wish to be enrolled in MATH________________________________

List Lecture Stream ____________________________

Tutorials/Labs need to be nominated or we are unable to process your clash. If more than one then please list both. Class number, day and time needs to be listed

First preference _____________________________  ___________________________________

Second preference ___________________________  ____________________________________
RULES RELATING TO TIMETABLE CLASHES

- Ensure that you are already enrolled in the non maths courses that clash as we can enroll you in Maths courses only.

- If you have an overload then your Program Authority needs to approve this and permission needs to be attached to this application.

- You must rearrange your enrolment first to overcome any timetable clashes before seeking to enroll in courses with a timetable clash.

- Student Services can automatically permit a 1 hour lecture clash. Clashes with tutorials are not permitted. Students must attend all tutorials.

- If your clash is more than 1 hour you are required to seek permission from the lecturer of the course you will be missing before submitting this form to Student Services Staff for processing. An email from the lecturer attached to this form is sufficient evidence of approval.

- You should ensure space is available in the classes requested and that you have met the prerequisite requirements for the course you wish to be enrolled into, otherwise your form will not be processed and you will not be enrolled.

- By nominating to enroll in two classes that clash, you are accepting responsibility for managing the clash and accept the increased risk of failure associated with this. Enrolment with a timetable clash will not be grounds for special consideration for failure or poor performance in a course.

- You are responsible for your own enrolment and ensuring the courses you are nominating to enroll in are meeting the requirements of your degree program. Manual enrolment by Student Services staff is not confirmation that a particular course will count towards your degree requirements. If you are unsure about your program requirements you should speak with your Program Authority.

- Forms should be submitted to Red Centre, Central Wing, Student Services Office Level 3 3072/3088, e-mailed to ug.mathsstats@unsw.edu.au - sending an email is deemed to be the equivalent of you having signed below. CLASHES WILL NOT BE DEALT WITH OVER THE TELEPHONE.

- The School has the right to refuse a clash based on academic performance.

PLEASE READ and SIGN: I understand that enrolling in these courses with a timetable clash may adversely affect my results in both of them. I also understand that a timetable clash is not an allowable reason for a request for special consideration.

Signed ___________________________________________ Date ____________________________

__________________________
School use:

Clash approved / not approved Enrolment processed Student emailed

Signed for School of Maths & Stats __________________________ Date __________________________