



Timetable Clash Approval Form

Please read information on the back of this form before seeking approvals.

Student ID : Courses Passed : Units of Credit (UOC)
Family Name : First Name(s) :
Phone : Email :
Program Code : Program Title :

Please obtain approvals from Course Coordinators for both the courses

COURSE 1: Course that you are already enrolled in. Write all relevant class codes.

Table with 5 columns: Course Code, Course Name, Class Code (LEC, LAB, TUT), Day, Time

Course Coordinator Permission for clash with Course 2 (please circle): Yes No
Please comment if approval is subject to full (100%) or partial attendance (50%) for clashing classes.

Comments :
Name : Phone :
Signature : Date :

COURSE 2: Course with enrolment pending status. Write all relevant class codes.

Table with 5 columns: Course Code, Course Name, Class Code (LEC, LAB, TUT), Day, Time

Course Coordinator Permission for clash with Course 1 (please circle): Yes No
Please comment if approval is subject to full (100%) or partial attendance (50%) for clashing classes.

Comments :
Name : Phone :
Signature : Date :

Please bring the form to Science Student Centre, Room 128, Robert Webster Building for enrolment in Course 2.

Student Enrolled in Course 2 : Yes / No Staff Name :

Important Information

- It is preferable that students have **completed at least 48 UOC**. If you have not completed 48 UOC, please visit Science Student Centre, Room 128, Robert Webster Building to get advice on prioritising your enrolments and avoiding clashes.
- Please ensure that you fill out **class codes for each of the courses that clash**; this includes labs, lectures and tutorials. Class codes can be found at UNSW timetable website www.timetable.unsw.edu.au
- Please read below the special arrangements for courses offered by the Schools below.

Biotechnology and Biomolecular Sciences (BABS)	If Course 1 and Course 2 are both from within BABS, BEES and SOMS schools, you do not need to fill this form. Please proceed to BSB Office, Room G27, Biological Sciences Building.
Biological, Earth and Environmental Sciences (BEES)	
Medical Sciences (SOMS)	
Mathematics and Statistics	If Course 1 and Course 2 are both from School of Mathematics and Statistics, you can directly proceed to School of Mathematics, Room 3088 / 3090, Red Centre Building to get approvals.

- If approval is gained via email from the Course Coordinator (Lecturer / School Advisor), please **print and attach the email** to this form.
- If signed approval is obtained, please bring the form to the **Science Student Centre** (Robert Webster Building, Room 128) or email the signed form to sso@unsw.edu.au
- Science Student Centre cannot enrol you in full classes.
- You are responsible for ensuring that the courses will count towards your program. Please seek advice from your program authority if you are unsure about selection of courses.
- By submitting this form, you take full responsibility to manage the clash and accept the risk of increased failures associated with clashing courses. Enrolments with a timetable clash will not be grounds for special consideration for failure in a course.