DocuSign Time Conflict Form Instructions:

This form is to be used only by students who are College of Arts & Sciences majors.

To use this form please speak with both instructors prior to filling out the form. Please make sure that you have the permission of both instructors before filling out the form.

Please fill in all areas accurately. Areas left blank will cause the form to be denied. Please check the semester for the course, i.e. fall, spring, Summer 1 or Summer II.

To begin, click on the form and fill out your name & student 850#. The form will then go to your campus email account. Only use your campus email. Once the form arrives in your email fill out all areas required and hit send. It will route to the first instructor for signature, then it will route to the next instructor and so on. Once signed by the Associate Dean for Student Success, the Registrar will do the Time Conflict override. You will receive and email telling you the override is in place and you can now enroll in the course.

*This does not guarantee that there is room in the course.

If you have questions on how to use the form, please email Suzanne Tatum in the College of Arts and Sciences Dean’s office. tatums@uncw.edu.