**INFORMATION ABOUT SECTION CHANGES**

Students whose English course clashes with another course they are taking should fill out the **Course Conflict Form** which can be found on the next page of this document.

**Before you submit the ‘Course Conflict Form’, check if you have done all the following:**

* Fill out Part 1 (required information) and Part 2 (your weekly schedule) on the ‘Course Conflict Form’ without any missing information.
* Fill out Part 3 by indicating the section(s) you have **attended** so far. Note that there is no guarantee that you will be transferred to that particular section.

**When you finish filling out the form,**

* email the form to [mld@metu.edu.tr](mailto:mld@metu.edu.tr) by March 18 before 11 a.m. with the topic “ENG 102 Course Conflict Form”, “ENG 211 Course Conflict Form” or “ENG 311 Course Conflict Form”,
* note that the MLD will **NOT** change your section if you submit the form late and/or with missing/wrong information.

**After you submit the ‘Course Conflict Form’**

* Next week (March 21-22), when the section changes are complete, there will be an announcement on mld.metu.edu.tr.
* When you see that, you will be able to see the section you have been transferred to on the oibs system.
* After you see the assigned section, start going to that section’s classes.
* Until then, go to the classes of any section that fits your schedule.

**MIDDLE EAST TECHNICAL UNIVERSITY COURSE CONFLICT FORM**

**DEPARTMENT OF MODERN LANGUAGES**

- The **only** valid excuse for a section change is **course conflict**.

- Course change requests with missing or wrong information will not be honored.

**PART 1: REQUIRED INFORMATION**

Name Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENG Course Code: 6390\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The section you are **registered** in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 2: YOUR SCHEDULE**

**(Fill out all courses, labs, recitations etc. that you are taking)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8:40-9:30** |  |  |  |  |  |
| **9:40-10:30** |  |  |  |  |  |
| **10:40-11:30** |  |  |  |  |  |
| **11:40-12:30** |  |  |  |  |  |
| **12:40-13:30** |  |  |  |  |  |
| **13:40-14:30** |  |  |  |  |  |
| **14:40-15:30** |  |  |  |  |  |
| **15:40-16:30** |  |  |  |  |  |
| **16:40-17:30** |  |  |  |  |  |

**Your schedule will be cross-checked and if there is any wrong information, your section will not be changed.**

**If your schedule changes once again after this section transfer and you have another course conflict, MLD is not going to make any further changes.**

**PART 3: SECTION(S) THAT YOU HAVE ATTENDED (NOT the one you prefer)**

Section(s) that you have **attended** so far: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**There is no guarantee that you will be enrolled in the section that you have attended; you will be registered in any section that does not conflict with the schedule you have indicated above.**