

## 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:**

- **Print out the form and bring the printed copy to the Modern Languages Department by **October 10, before 13.00****. The department is in the building of "Fen-Edebiyat Fakültesi Dekanlığı," next to the physics department, first floor, room 102.
- **IMPORTANT NOTE:** Forms must be **printed** and brought to the MLD. **Forms that are sent via e-mail will not be considered.**
- Note that the MLD will **NOT** change your section if you submit the form late and/or with missing/incorrect information.

**After you submit the Course Conflict Form:**

- When the section changes are complete, there will be an announcement on mld.metu.edu.tr on October 13, Monday.
- When you see that announcement, you will be able to see the section you have been transferred to on the oibs system.
- After you see the assigned section, start attending that section's classes.
- Until then, attend the classes of any section that fits your schedule.

**Important Notes:**

- The **only** valid excuse for a section change is **course conflict**.
- Section change requests due to the **distance between buildings** will **not** be honored.
- Section change requests with missing or incorrect information will **not** be honored.

**METU DEPARTMENT OF MODERN LANGUAGES  
COURSE CONFLICT FORM**

**PART 1: REQUIRED INFORMATION**

Name Surname :  
Student ID Number :  
Department :  
ENG Course : **ENG**

The section you are **registered** in:

**PART 2: YOUR SCHEDULE**

**IMPORTANT:** Indicate **all your courses, labs, recitations, and part-time work hours only** (other reasons will **NOT** be considered)

	Monday	Tuesday	Wednesday	Thursday	Friday
08:40-09:30					
09:40-10:30					
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; if there is any incorrect 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.

**If you want to give any additional information about your section change request, please write it below:**