

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.

When you finish filling out the form:

- **Print out the form and bring the printed copy to the Modern Languages Department by October 9, 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 **in person**. **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:

- **You will not** receive an email about your new section.
- Sections will be changed in the system **on Monday, October 12**. You will be able to see your new section in the OIBS system on Monday afternoon.
- 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.
- If you will indicate your working hours on your schedule, you also need to provide a **proof** of those hours.

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

PART 1: PERSONAL INFORMATION

Name Surname :

Student ID Number :

Department :

Name of the 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.

Please write any additional information about your section change request below: