

GUIDELINES FOR ALL STUDENTS WITH COURSE CONFLICTS

Courses: ENG101, ENG102, ENG211, and ENG311

Dear Students,

If you have successfully registered for one of the courses listed above but have a conflict in your weekly schedule, please follow the procedure below carefully.

1. During the First Week of Lessons

During the **first week of lessons**, identify a section that best fits your weekly schedule and **attend the classes in that section throughout the week.**

Please **inform the course instructor** of the situation and **add your name to the attendance list of that section and sign it.**

2. During Add-Drop Week

When **Add-Drop Week** begins, you may try to **change your section** to another section that does not conflict with your schedule.

Important: Please do NOT drop the course. You should only try to change your section.

3. If Your Section Change is Successful

If you successfully change your section through the system, you may **attend the classes in your new section from that point onward.**

4. If You Cannot Change Your Section Successfully

If you are unable to change your section successfully, **even after making every reasonable effort**, please check the website announcements on **Wednesday** for the announcement regarding the **Course Conflict Form.**

5. Submission of the Course Conflict Form

Complete the **Course Conflict Form** and visit the **MLD Administration Office** to submit your completed form.

The deadline for submitting the Course Conflict Form is Friday, 9 October 2026, 5:00 p.m.

6. Transfer to a Suitable Section

After your form has been processed, you will be transferred to a suitable section. You will be able to see your **new section in the system by 12 October 2026, in the afternoon.**

7. Attendance in the New Section

Once your new section is displayed in the system, you may **attend the classes in your newly assigned section.**