

STUDENT CONFLICT FORM

Fall 2009

If you have more than one final exam scheduled in the same session, you have a **CONFLICT**. Please speak to the professors involved and see if alternate arrangements are possible. If not, you must arrange for these exams to be taken in the Conflict Room. Fill out one of the attached forms for **EACH** exam that is in conflict.

PLEASE NOTE:

In order to take your exams in the Conflict Room, you must hand-deliver these forms to the appropriate Division Offices by the deadline - 12 noon on Monday, December 14, 2009.

If you miss the deadline you will NOT be permitted to take your exams in the Conflict Room.

By 12 Noon, Monday, December 14th bring your forms to the Division Offices in charge of your courses that are in conflict and you will be given further instructions:

- | | |
|--|---------|
| ➤ Business, Behavioral/Social Science, Human & Public Services | CLA 201 |
| ➤ Natural and Health Sciences | SCI 252 |
| ➤ Mathematics, Physical Science, Engineering Technologies | TEC 129 |
| ➤ Arts, English, Modern Languages | AAB 509 |

Students are responsible for giving the INSTRUCTOR'S COPY to their professors.

Conflict exams will be given at the Valhalla campus in **Classroom Building, Room 100**. You will be required to show your valid WCC ID in order to be permitted to take your final exams in the Conflict Room. If you have never applied for a WCC ID, or if it has been lost or stolen, please go to Security, STC Room 113 **before Monday, December 14th** and apply for an ID. There is a \$10 fee for a replacement ID.

Please note the correct time for entering the Conflict Room:

- ◆ Students with conflicts in **SESSION I** must enter by 8:30am and remain for at least one hour (9:30am) or up to 2 hours for each final.
- ◆ Students with conflicts in **SESSION II** must enter by 10:45am and remain for at least one hour (11:45pm) or up to 2 hours for each final.
- ◆ Students with conflicts in **SESSION III** must enter by 1:00pm and remain for at least one hour (2:00pm) or up to 2 hours for each final.
- ◆ **Students with conflicts in SESSION IV**
 - ▶ Can enter as early as 1:00pm so that they have sufficient time for up to 2 hours for each final.
 - ▶ They must remain in **C100** until at least 4pm, even if they have completed their exams earlier. This to eliminate the possibility of the exam being compromised. Having students remain until 4pm reduce the chance of any interaction with students taking a Session IV exam with their class (who are permitted to begin exams up to half hour after the starting time).
 - ▶ Students may remain in **C100** until 5:15pm.

If You Are Scheduled To Take 3 Or 4 Exams In The Conflict Room On One Day:

Please contact your professors **before Monday, December 14th** and try to make alternate arrangements (i.e. sit in with another exam the professor is giving, etc.). If none of your exams can be moved:

- For 3 exams in one day, ask the Division Secretary (when you hand in this form) what time you should report to the Conflict Room. It will vary depending on the sessions involved.
- For 4 exams in one day, report to the Conflict Room at 8:30am.

The CONFLICT ROOM is located on the Valhalla campus in Cla 100.

INSTRUCTOR'S COPY

PRINT

STUDENT _____ ID (last 4 digits of SS#) ____ _
Last Name First Name

INSTRUCTOR'S NAME _____

COURSE TITLE _____ REF. # ____ _

ON-Campus ____ OFF-Campus ____

SCHEDULED EXAM DATE _____ SESSION # _____

COURSE TITLE OF CONFLICTING EXAM _____

ON-Campus ____ OFF-Campus ____

STUDENT'S SIGNATURE _____

DIVISION OFFICE COPY

Attach to exam envelope

STUDENT _____ ID (last 4 digits of SS#) ____ _
Last Name First Name

INSTRUCTOR'S NAME _____

COURSE TITLE _____ REF. # ____ _

ON-Campus ____ OFF-Campus ____

SCHEDULED EXAM DATE _____ SESSION # _____

COURSE TITLE OF CONFLICTING EXAM _____

ON-Campus ____ OFF-Campus ____

STUDENT'S SIGNATURE _____

INSTRUCTOR'S COPY

PRINT

STUDENT _____ ID (last 4 digits of SS#) ____ _
Last Name First Name

INSTRUCTOR'S NAME _____

COURSE TITLE _____ REF. # ____ _

ON-Campus ____ OFF-Campus ____

SCHEDULED EXAM DATE _____ SESSION # _____

COURSE TITLE OF CONFLICTING EXAM _____

ON-Campus ____ OFF-Campus ____

STUDENT'S SIGNATURE _____

DIVISION OFFICE COPY

Attach to exam envelope

STUDENT _____ ID (last 4 digits of SS#) ____ _
Last Name First Name

INSTRUCTOR'S NAME _____

COURSE TITLE _____ REF. # ____ _

ON-Campus ____ OFF-Campus ____

SCHEDULED EXAM DATE _____ SESSION # _____

COURSE TITLE OF CONFLICTING EXAM _____

ON-Campus ____ OFF-Campus ____

STUDENT'S SIGNATURE _____