

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:

- E-mail the form to mld@metu.edu.tr **by March 1, before 17.00**. Please enter one of the following as the subject, based on the course you are taking:

ENG 101 Course Conflict Form

ENG 102 Course Conflict Form

ENG 211 Course Conflict Form

ENG 311 Course Conflict Form

- 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:

- Next week (March 4-6), when the section changes are complete, there will be an announcement on mld.metu.edu.tr.
- 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.

If you want to give any additional information, please write it below:

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

- 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.

PART 1: REQUIRED INFORMATION

Name Surname :

Student ID Number :

Department :

ENG Course :

The section you are **registered** in:

PART 2: YOUR SCHEDULE

IMPORTANT: Indicate **all the courses, labs, recitations, extra activities, etc.**, in your schedule

	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.