



REGISTERING FOR MUAP 237

INSTRUCTIONS FOR RESOLVING TIME CONFLICTS

If you have another class that conflicts with MUAP 237 ...

1. Sign up for the other class first.
2. Send an e-mail to the JMU registrar (registrar@jmu.edu) and copy Mr. Ridders (rikkersd@jmu.edu) with the following details:
 - a. Your Name
 - b. Student ID#
 - c. Class that conflicts (i.e. COB 300)
 - d. Request permission to add **MUAP 237 Section 0003** to your schedule.
3. Please use this subject: **Marching Band Time Conflict Override Request**
4. Once Mr. Ridders receives your e-mail, he will respond to approve the conflict and the registrar will automatically add MRD to your class schedule.

For your convenience, please copy (or type) the text below, update it with your information and your conflicting class (the **bolded** text), and paste it into an e-mail to send:

To Whom It May Concern:

*My name is **FIRST LAST (ID #111222333)** and I am planning to be a member of the Marching Royal Dukes this fall. I have another class (**insert class name/number** (i.e. COB 300)) that conflicts with the MRD rehearsals. I would like to request a time conflict override to enroll in MUAP 237 – Section 0003.*

Thank you,

IMPORTANT: If the registrar is unable to add MRD to your schedule for reasons other than time conflict (credit cap, hold on account, etc.), please contact your primary academic advisor for assistance.

GOOD LUCK!