Force Add Procedures for Fall 2018

Note: If a department is not on this list, you will need to see the instructor of the class you wish to Force-Add. Force-Add forms (if required) are available from the department of the class you are trying to add.

Information in red has not been updated; check with department for updated information.

AAEC
- Contact Katie White (katiewhite@vt.edu) to be added to the wait list for classes.

AHRM
- Students can pick up the force-add request form in 240 Wallace.
- Students must complete a force/add form and obtain the instructor’s signature, and turn in the completed, signed form to the AHRM office at 240 Wallace.

BCHM
- Contact David Lally after you have received permission by the professor to add the BCHM class.

BMSP
- BMSP 2135 – No Force/Add’s for the lecture.
- BMSP 2145 - Students can attend on the first day of class (the labs DO meet the first week of class) to request a force add into Human Anatomy and Physiology Lab.

Biological Sciences
- BIOL-1014, 1105, 1115: No force-adds are being accepted - students should CONTINUE to CHECK the TIMETABLE and try adding any desired section(s) through the normal Drop/Add procedure.
- BIOL-3014, 3024, 3454, 4664: Students will need to contact the instructors directly to inquire about force-adding these courses.
- For other Biological Sciences courses students should CONTINUE to CHECK the TIMETABLE and try adding any desired course(s) through the normal Drop/Add procedure. Note that many BIOL courses have major or credit hour restrictions, which, if seats are available, may be removed when Drop/Add reopens on August 5, 2017.

Chemistry
- There is no wait list for CHEM 1035/1045 for current students so students in any major can add these classes during drop/add April 14-25. But if current students wait until August to add these classes, they will encounter restrictions and will not be able to get in. Only CHEM 1045 sections taught in Hahn Hall North 201 are currently unrestricted so students must choose one of those sections during drop/add in April-May.
- Students who are completing CHEM 1035 over the summer at another institution will not be able to enroll in CHEM 1036 during the April/May drop/add period. As soon as a student in this situation can confirm that he/she has earned a “C” or better in the CHEM 1035 equivalent, the student must email Amy Kokkinakos (amyk@vt.edu) and send her a screenshot of the official grade in CHEM 1035; the student will then be added to the class as long as seats are available. It will be up to the student to ensure that the official transcripts are sent to the Registrar’s Office.
- CHEM 2535 and CHEM 2545 – Students who are completing CHEM 1036/1046 over the summer at another institution will not be able to enroll in CHEM 2535/2545 during the April/May drop/add period. As soon as a student in this situation can confirm that he/she has earned a “C” or better in the CHEM 1036/1046 equivalent, the student must email Amy Kokkinakos (amyk@vt.edu) and send her a screenshot of the official grade in CHEM 1036/1046; the student will then be added to the classes as long as seats are available. It will be up to the student to ensure that the official transcripts are sent to the Registrar’s Office.
- For other courses, contact the Chemistry Department.

CMDA
- Students should send an email to Carrie Hopkins at carrieh7@vt.edu for a possible Force/Add.

College of Natural Resources and the Environment (EXCEPT for Geography and Meteorology)
To force add a class within CNRE:
- Pick up a force-add form in 138 Cheatham
- Get course instructor’s signature
- Return completed form to Lisa Lawson in 138 Cheatham for processing during the add/drop period (April 14th – May 25th, August 4th – August 24th)
Communication

- Will be taking force adds only from those majors (CMST, MJ and PR) graduating in Fall 2018 and those majors (CMST, MJ and PR) with NO Comm on their spring schedules during that completed course request on the following days Monday, April 16 thru Wednesday, April 18, 2018 from 8am – 4pm only. Forms can be left with main office if needed. Turning in the form doesn’t guarantee approval.
- For those wanting to add restricted classes or Comm courses that are full, continue to monitor the timetable. Once the department has added Comm classes for students already in CMST, MJ, AND PR, restrictions will be lifted where possible. Those that are declared minors can drop/add Comm courses; a restriction may be added to some courses after the department force add period is over.
- All force add in the department are handled centrally and not via the individual faculty member.

Computer Science (including Math 2534)

- There will be no force adds offered by attending the first week of class— that process is hereby discontinued.
- A force add may ONLY be requested via this course survey.

CS force-add requests will only be accepted from students who:

- are unable to request CS courses (or Math 2534) during the Course Request period due to a prerequisite or a class restriction;
- must repeat a CS course failed in the most recent semester;
- requested a required CS course during course request, but did not get it and all sections are now full.

You will not be forced-added to a course if you received it at registration and dropped it later.

Additional information and updates can be found at http://www.cs.vt.edu/undergraduate/survey

ECON

- No force adds; continue to check timetable for open seats.
- Will check pre-requisites for Econ 2006.

Engineering and Engineering Education

The enrollment restriction and force-adding procedures for engineering can be located at: https://enge.vt.edu/undergraduate/academicadvising/courseregistration.html this site includes the details for ENGE courses and Other Engineering Courses for the College of Engineering.

ENGE 1215
Non-Engineering students will not be permitted to enroll in ENGE 1215 during the fall semester. It will be restricted to GE students only.

ENGE 1216
Non-Engineering students must have a 2.0 overall GPA to remain enrolled in ENGE 1216. Students can add the course via drop/add on Hokie Spa on a first come, first serve basis.

English

ENGL 1105 or ENGL 1106 – This is the only section of English that has changed.
We will be able to force-add you to first-year writing courses only if you need the course to graduate the semester you make the request. Force-adds will be made according to openings in your schedule, not for teacher or time preferences. If you drop the section in which you are currently enrolled, you are not guaranteed a seat in another section. Contact Jennifer Mooney (jenmoon@vt.edu) for link to Qualtrics Force-Add Request.

ENGL 3764 & ENGL 3774 (Technical & Business Writing)
Due to high demand, we are no longer able to force-add into ENGL 3764 or ENGL 3774. Additionally, for now the course is restricted to seniors and juniors. We recommend you watch the Course Timetable during the first week of classes for openings. Sections of these courses are also available in the summer and winter. Please contact Jen Mooney (jenmoon@vt.edu) with questions.

All other English Courses:
Request permission to force add from the course instructor. If the instructor agrees, get a force-add slip in or outside 329 Shanks and take it to the course instructor for a signature. Then return the form to 329 Shanks for processing. Instructors are not required to force add students beyond the course capacity. Force-adds are due no later than the 5th day of classes. Questions about force-adds for English courses (other than freshman composition or tech & business writing) may be sent to Laura Ferguson (lauraf92@vt.edu).
Foreign Languages and Literatures (see Modern & Classical Languages & Literatures)

FST
- Contact Linda Granata (lgranata@vt.edu) for all force-add requests.

Geography department (this also includes meteorology courses)
- Requests for Geography department force-adds should be submitted via an online survey. Go to the link [http://geography.vt.edu/students/current.html](http://geography.vt.edu/students/current.html) and click on the “Add Request – Fall 2018.” Students can access the add request from April 14th – May 25th.

Geosciences
- Force-add requests will not be considered until Drop/Add opens. The request link will be available at [http://geos.vt.edu](http://geos.vt.edu) when Drop/Add opens.

History
- Students must get signature of instructor of course on force/add form and bring it to the History department, 431 Major Williams Hall.
- Instructors can also send an email to Brianna Crowder (blovern@vt.edu), requesting students to be force added.
- HIST 2054 Engineering Cultures is a cross listed course with STS. STS is the course owner and assigns all of the instructors, so all Force-Add requests should go to them, 122 Lane Hall.

Human Development
- Students can make a force-add request to their HD professors on or after Friday, August 10th.

Human Nutrition Foods and Exercise
- If the course can be force added there will be a force add survey on the timetable.
- In cases where a student is taking pre requisites over the summer, once they can confirm they got a C, contact the main academic advising office at 231-4672 to request a force add.

International Public Policy
- All force adds are processed by permission of the instructor.
- Students interested in force-adding IS/PSCI 1034 should email Jen Hanratty (jcostell@vt.edu).

International Relations
- All force adds are processed by permission of the instructor.
- Students interested in force-adding IS/PSCI 1034 should email Jen Hanratty (jcostell@vt.edu).

International Studies
- All force adds are processed by permission of the instructor.
- Students interested in force-adding IS/PSCI 1034 should email Jen Hanratty (jcostell@vt.edu).

Math
- Force-Add is for students who correctly course requested and tried to add an undergraduate math course and received an honors restriction, major or level restriction, or a prerequisite error. There are only a few exceptions for students who did not course request but must add an undergraduate math course.
  Typical reasons are
  - Must repeat a course failed last semester
  - Not enrolled at Virginia Tech last semester
  - Changed majors and have new requirements for the degree
  - Students who meet the above requirements should be advised to complete the Math Fall 2018 Drop/Add Survey (link located under Announcements on the math homepage [http://www.math.vt.edu](http://www.math.vt.edu)). Students should not come to the math department in addition to completing the survey. If a student fills out the survey and we encounter a question or problem, or if we are unable to add the course to the student’s schedule, we will send an email directly to student with instructions. The survey link will be live when drop/add opens and will remain open until Wednesday, August 22.
  - Students who tried to add an undergraduate math course and received a closed section error should continue to try to add themselves to a section of the course. We will open seats, as sections fill up, periodically until the start of the semester.
  - Students will not be forced-added to a course if they received it at registration and dropped it later.
  - If a student does not meet the above requirements, they should be advised that all available seats will open on Thursday, August 23, 2018.
Modern & Classical Languages & Literatures
- If you are unable to add the class online, be sure to attend the first day of class. The professor will compile a list of those waiting to add. Students who fail to show up the first or second day of class are automatically dropped from the roster. If space becomes available, the professor will force-add you.

Music
- See the professor of the course to force add
- Auditions are required for the Applied classes and Ensembles

Nanoscience
- Students should send an email to Cara Conley cara1@vt.edu for a possible Force/Add.

National Security and Foreign Affairs
- All force adds are processed by permission of the instructor.
- Students interested in force-adding IS/PSCI 1034 should email Jen Hanratty (jcostell@vt.edu).

Neuroscience
- Email Annie Laib (alaib@vt.edu) for registration help or to inquire about force-adding a course. NEUR2025/2035 will be opened to non-majors when add/drop opens.

Pamplin College of Business
- **ACIS courses**
  - The force add link for ACIS courses will open **August 6th**
  - The force-add link will be found at [https://acis.pamplin.vt.edu/force-adds.html](https://acis.pamplin.vt.edu/force-adds.html)
- **BIT courses**
  - The force add link for BIT courses will open **August 6th**
  - The link will be found at [https://bit.vt.edu](https://bit.vt.edu)
- **FIN courses**
  - Force-adds link for FIN courses will open **August 6th** and the link will not appear on the departmental website until then.
  - The link will be found at [https://finance.pamplin.vt.edu](https://finance.pamplin.vt.edu)
  - Pre-requisites will be enforced
- **HTM courses**
  - The force add link for HTM courses will open **August 6th**
  - A noticeable link will be available on the HTM homepage, [https://www.htm.pamplin.vt.edu/](https://www.htm.pamplin.vt.edu/)
- **MGT courses**
  - The force add link for MGT courses will open **August 6th** and would not be appear until force-adds begin for the department.
  - The link will be found on the department’s front page which is [https://management.pamplin.vt.edu/](https://management.pamplin.vt.edu/)
- **MKTG courses**
  - The force add link for MKTG courses will open **August 6th**
  - The link will be found the departments main page which is [https://marketing.pamplin.vt.edu/](https://marketing.pamplin.vt.edu/)
- **REAL courses**
  - A departmental website for Force-adds are in the works, but until it is ready, students should contact Ashley Clark through email at Aclark06@vt.edu
  - She will begin accepting emails regarding force-adds beginning **April 14**

Philosophy
- See the professor of the course in class on the first day of the class to force add.

PHS
- Because of the large size of these classes and the number of requests, the professor does not force-add students to these classes. Students may watch enrollment and add as spaces become available.

Physics
- Physics does not accept force add forms. When a section is full (according to the timetable), it is really full.

Political Science
- Contact the instructor for force-add.

Psychology
• No force adds accepted; watch drop/add for available seats. Major-restricted lower-level courses will have the restriction removed for drop-add.

**Religion and Culture**
• Request force/add from instructor
• Majors are given priority for Force/Adds in Religion & Culture

**Sociology – all course prefixes under this department – AFST, AINS, PSVP, SOC, WGS, and CRI**
• Students contact the instructor and bring a signed force add form to the main office – 560 McBryde for processing.

**Statistics**
• No Force-Add’s – watch for available seats on Hokie Spa
• If a stat course is major restricted, students must be in that major to take the course. STAT will not force add for major restrictions.

**Systems Biology**
• Students should send an email to Cara Conley cara1@vt.edu for a possible Force/Add.

**STS**
• Students should contact the instructor. STS will accept signed force-add forms or emails from the instructor.

**TA/CINE**
• Attend the first class and speak with the professor. If permission is granted, complete a force-add form, and obtain the professor’s signature. Be sure to take a force-add form found here: [http://www.performingarts.vt.edu/documents(force-add_CLAHS_form.pdf](http://www.performingarts.vt.edu/documents(force-add_CLAHS_form.pdf)]
• Return the signed form to the box which is mounted on the wall outside room 246 of Henderson Hall East (Tammy Henderson's office).