Force Add Procedures for Fall 2017

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.

**AAEC**
- Contact Frenda Haynie (fwall@vt.edu) to be added to the wait list for classes.

**AHRM**
- Students can pick up the force-add request form in 240 Wallace beginning April 17
- 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-1005, 1015, 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, 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 anyone can add these classes during drop/add April 15-May 12. But if current students wait until August to add these classes, they then may encounter restrictions and not be able to get in.
- 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. Students in this situation should contact Dr. Patricia Amateis (pamateis@vt.edu) for assistance.
- CHEM 2535 – you should be able to add this class if you have the pre-req of CHEM 1036.
- CHEM 2545 – If you are planning to take CHEM 1036/1046 elsewhere this summer, please follow these directions --When you get to the point where you can honestly confirm that you have earned a “C” or better in the CHEM 1046 equivalent, please email Anna Hawthorne ghawthor@vt.edu indicating so. At that point, based on your on-your-honor confirmation of prerequisite completion, she will try to force-add and override the prerequisite in one instance. It will be up to you to ensure that your official transcripts are sent to the Registrar’s Office.
- For other courses, contact the Chemistry Department.

**CMDA**
- Students should send an email to Nora Dragovic at nora84@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 the instructor’s signature
- Get their advisor’s signature
- Return completed form to Susan Higgins in 138 Cheatham for processing during a drop/add period (April 15-May 12; August 5-September 1).

**Communication**
- Will be taking force adds only from those majors (CMST, MJ and PR) graduating in Fall 2017 and those majors (CMST, MJ and PR) with NO Comm on their fall schedules during that completed course request on the following days Monday, April 17 thru Wednesday, April 19 from 8am – 4pm only; Monday, August 28 and Tuesday, August 29 from 8am – 4pm both days only.
- 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)**

- Policies have changed due to strict enforcement of major/minor restrictions within the College of Engineering. If students do not meet the published major or minor restrictions, they won't be able to add the course.
- For students planning to change majors or add a minor at the end of the current fall term, they will have to wait until their major/minor has been added or changed to try to add a course.
- The survey is now, essentially, only for students running into prerequisite errors.
- Students who are eligible to add the CS minor are encouraged to do so during the upcoming major/minor application period.

**Math 2534:** The Math Department will drop the CS and CpE major, and CS minor restrictions at some point during drop/add. From there on, any student meeting the prerequisite (CS 1114 (MIN grade of C) or ECE 1574 (MIN grade of C-) can add Math 2534. Students should continue to monitor the timetable to see if they can add Math 2534.

**ECON**

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

**Engineering (specific departments)**

- Each department has their own process. Go here for information: [http://www.enge.vt.edu/courses.html](http://www.enge.vt.edu/courses.html). However, there is no expectation that students who are NOT in specific engineering majors will be able to request or enroll in specific departmental courses (Intro to Civil Engineering, Intro to Aerospace Engineering, etc.)

**Engineering Education**

**ENGE 1215:** Non-engineering students will not be permitted to enroll in ENGE 1215 in the fall semester.

**ENGE 1216**

- To enroll in ENGE 1216 at Virginia Tech students must have earned a minimum grade of “C-” in ENGE 1215 (or ENGE 1024).
- Students must have **3.2** GPA. Use the Timetable of Classes to determine which sections (*Only the following sections* 89112 and 89114) are available to undergraduate students with a minimum **3.2** overall GPA.
- Seats are awarded first come, first serve.

**English**

**ENGL 1105, ENGL 1106, or ENGL 1204H**

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](mailto:jenmoon@vt.edu)) with requests. Include student ID number and details of the need.

**ENGL 3764 & ENGL 3774 (Technical & Business Writing)**

As a department policy, we do not grant force-adds for ENGL 3764 or ENGL 3774 except in cases of a graduating senior in their final semester needing the course. Students who do not attend the first day of classes in 3764/3774 are dropped from the course. As a result of this, seats of ENGL 3764 & 3774 (both online and lecture format) **always** open up after the first and second day of classes as students adjust their schedule. We recommend you watch the timetable for openings. Summer and Winter can also be a great time to take this course as there are typically openings then. If you are in your final semester and need the course then you may contact Jen Mooney ([jenmoon@vt.edu](mailto:jenmoon@vt.edu)) with your request.

**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 Rob Jacks ([rjacks@vt.edu](mailto:rjacks@vt.edu)).
Foreign Languages and 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.

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 “Fall 2017 force add wait list survey.” Students can access this survey request from April 15-May 10, 2017.

Geosciences

- Contact Connie Lowe (clowe@vt.edu), 4050 Derring Hall.

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

- Contact HD professor on or after the week before classes begin to request a force-add.

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 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

- Students who are unable to add a Math class should complete the information at [Math Fall 2017 Drop/Add Survey](http://math.vt.edu/). The survey may not open until April 15, 2017.

Music

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

Nanoscience

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

Neuroscience

- Will open courses when add/drop opens on 4/15. However, if full, contact Naya Sou at nsou@vt.edu for possible Force/Add.

Pamplin College of Business

- ACIS courses
  - Seats could open, but not sure. Will not open during drop/add, however. Will be announced on departmental website.
  - The force-add link for ACIS courses will open [August 7](http://acis.pamplin.vt.edu/
  - The force-add link is found at [http://acis.pamplin.vt.edu/](http://acis.pamplin.vt.edu/)
  - Seats MAY open in the class
  - **Force-adds are NOT available for ACIS 1504.** ACIS 1504 is restricted during the fall semester and the restriction will not be removed; the course is available summer I and spring without restrictions.
• BIT courses
  o The force add link for BIT courses will open August 7
  o A link will be available on the BIT homepage at that time
  o The link will be found at http://www.bit.vt.edu/
• FIN courses
  o Force-adds will take place August 7 and the link will not appear on the departmental website until then.
  o The link will be found at http://www.finance.pamplin.vt.edu/ and click on “Force-Add Form” link
  o Pre-requisites will be enforced
• HTM courses
  o The force add link for HTM courses will open August 7
  o A link will be available on the HTM homepage when that happens: http://www.htm.pamplin.vt.edu/
  o Force-adds will run through the first week of the semester.
• MGT courses
  o The force add link for MGT courses will open August 7 and would not be appear until force-adds begin for the department.
  o The link will be found on the department’s main page which is www.management.pamplin.vt.edu
• MKTG courses
  o The force add link for MKTG courses will open August 7 and will not appear until then.
  o The link will be found at www.marketing.pamplin.vt.edu
  o Force-adds will continue through the first week of classes.

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 Craze at 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
- Return the signed form to the box which is mounted on the wall outside room 246 of Henderson Hall East (Tammy Henderson's office).