Force Add Procedures for Spring 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 (katiwhite@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 November 27
- 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 2136 - Students can email Terri Gillian, tgillian@vt.edu, to be force added into Human Anatomy and Physiology.
- BMSP 2146 - 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-1006, 1016, 1106, 1116: 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-2404, 3254, 3264, 3604, 4164, 4354, 4554, 4574: 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 November 25, 2017.
- For any questions about force-adding into BIOL courses, students should contact the Biological Sciences Undergraduate Advising Office at: 2089 Derring Hall, 540-231-6407 or bioadvising@vt.edu.

Chemistry
- Currently there are major restrictions on Chem 1035/1045 for Spring 2018. Those restrictions will be removed no later than January 5 and any student in any major will be able to add these classes as long as there are seats. There will not be a wait list.
- For other courses, contact Amy Kokkinakos at amyk@vt.edu
- CHEM 2535 or 2536 Organic Chemistry lecture: If you are not in an organic lecture by Friday, January 20, please send your name, student ID number, and class schedule to Amy Kokkinakos at amyk@vt.edu and she will try to get you into a lecture if possible.
- For 2546 the students need to monitor HokieSpa for available seats. If not in a lab by January 23 (last day to add), contact Amy Kokkinakos at amyk@vt.edu or Claire Santos at santose@vt.edu.

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 course instructor’s signature
- Return completed form to Lisa Lawson in 138 Cheatham for processing during the add/drop period (November 25th, 2017- January 22nd, 2018)

Communication
- Will be taking force adds only from those majors (CMST, MJ and PR) graduating in Spring 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, November 27 thru Wednesday, November 29 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](http://www.cs.vt.edu/undergraduate/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.

If you did **not** submit a Course Request, you are **not** eligible to submit the CS force-add survey. 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](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 (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

• Force-add procedures are located at:
  [https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/1215_1216_enrollment_restrictions.pdf](https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/1215_1216_enrollment_restrictions.pdf)

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English

ENGL 1105 or ENGL 1106
To students: 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) with requests. Include student ID number and details of the need.

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 Rob Jacks (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 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 April Newcomer at apriln@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 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
- Information is here: http://www.math.vt.edu/ForceAdd.php

- Students who tried to course request an undergraduate math course and received an honors restriction, major or level restriction, or a prerequisite error, should complete the Math Spring 2018 Drop/Add Survey (located under Announcements on the math homepage (http://www.math.vt.edu/index.php). Students who 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. All
available seats will open on Thursday, January 18, 2018. If 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.

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.

Pamplin College of Business
- ACIS courses
  - The force add link for ACIS courses will open January 3
  - The force-add link will be found at https://acis.pamplin.vt.edu/ and should be easily seen
- BIT courses
  - The force add link for BIT courses will open January 3
  - The link will be found at http://www.bit.vt.edu/
- FIN courses
  - Force-adds will take place January 3 and the link will not appear on the departmental website until then.
  - The link will be found at http://www.finance.pamplin.vt.edu/
  - Pre-requisites will be enforced
- HTM courses
  - The force add link for HTM courses will open January 3
  - A link will be available on the HTM homepage, http://www.htm.pamplin.vt.edu/
- MGT courses
  - The force add link for MGT courses will open January 3 and would not be appear until force-adds begin for the department.
  - The link will be found on the department’s main page which is www.management.pamplin.vt.edu
- MKTG courses
  - The force add link for MKTG courses will open January 3 and will not appear until then.
  - The link will be found at www.marketing.pamplin.vt.edu

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
• For course enrollment problems or force add questions, contact: Betty Higginbotham, higgvt@vt.edu

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