

Force Add Procedures for Fall 2019

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.

ALCE and LDRS

Contact Sharon Williams (sharon.williams@vt.edu) for all force add requests.

ALS

- Contact Anya Work (awork@vt.edu) for all force add requests.

BIOC/BCHM

- Amy Rasor (arasor@vt.edu) after you have received permission by the professor to add the BCHM class.

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, 2019.

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.

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 13-May 31. 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 the student can confirm that he/she has earned a "C" or better in the CHEM 1035 equivalent, the student must put his/her name on the wait list survey found on the Chemistry Department web page (chem.vt.edu); a screen shot of the official grade in CHEM 1035 can be uploaded into the survey. 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 the student can confirm that he/she has earned a "C" or better in the CHEM 1036/1046 equivalent, the student must put his/her name on the wait list survey found on the Chemistry Department web page (chem.vt.edu); a screen shot of the official grade in CHEM 1036/1046 can be uploaded into the survey. 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 complete the force add survey for CMDA at <https://forms.gle/JyVBLeyW9rde27917>

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 Linda Fitzgerald in 138 Cheatham for processing during the add/drop period (April 13, 2019-May 31, 2019 & August 2019 TBD)

Communication

- Will be taking force adds only from those majors (CMST, MJ and PR) graduating in Fall 2019 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 thru April 17, 2019 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)

- Detailed information can be found here: <https://cs.vt.edu/Academics/Undergraduate/ForceAdd.html>

ECE 1XXX-6XXX Courses (all terms)

- Force adds for ECE 1xxx-6xxx level courses should be submitted online via the [force add survey](#). Force-add requests will be accepted until 5:00 pm on the third day of class. No force adds will be accepted after the established deadline.
- CPE and EE undergraduate and graduate students are given priority for force adding ECE technical electives and graduate-level courses.
- GE students and other non-majors are not permitted to enroll in ECE required 2-3xxx level courses per the College of Engineering Enrollment Management Policy.
- Note that ECE faculty do not approve force add requests.
- When a decision has been made on your force add request, you will be sent a follow-up email message. Please do not continue to email, call, or come by ECE Student Services to check on the status of your force add. This only delays the process.

ECON

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

Engineering and Engineering Education

- Students experiencing pre-requisite errors for ENGE 1216 due to pending transfer credit for ENGE 1215 may add their name to the **electronic waitlist** on the <https://enge.vt.edu/undergraduate/academicadvising/courseregistration.html> website. A force-add will not be granted to a section that is full. Please see the enrollment guidelines below for ENGE 1215 and ENGE 1216.

ENGE 1215: Foundations of Engineering

Term	Non-Engineering Students
Fall	Not permitted to take this course during the fall semester.
Spring	Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.
Summer I	Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.
Summer II	Not permitted to take this course during the summer II session.

ENGE 1216: Foundations of Engineering

Term	Non-Engineering Students
Fall	Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.
Spring	Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.
Summer I	Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.
Summer II	Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.

Summary for Summer and Fall 2019:

ENGE 1215

Non-engineering students are not permitted to enroll in ENGE 1215 during summer II or the fall semester.

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

Force-adds will be made only in the case of verifiable scheduling problems and then according to openings in your schedule, not for teacher or time preferences. However, if you drop the section in which you are currently enrolled or did not request the course during Course Request, you are not guaranteed a seat. If you are a senior who needs either 1105 or 1106 course to graduate, please talk to your advisor about the substitution of another writing course, such as 3764: Technical Writing, 3774: Business Writing, or 3104: Professional Writing. Please contact Jennifer Mooney (jenmoon@vt.edu) with questions or for link to Qualtrics Force-Add Request.

ENGL 3764 & ENGL 3774 (Technical & Business Writing)

Due to high demand, we are no longer able to accept force-adds for ENGL 3764 or ENGL 3774. Additionally, for now the course is restricted to seniors and juniors. If you need the course to graduate this semester, we recommend that you either watch the Course Timetable during the first week of classes for openings or speak to your major advisor about a substitution. 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 329C 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:

- Pick up a force-add form in Advising Center, 138 Cheatham.
- Get course instructor's signature
- Return completed form to Advising Center in 138 Cheatham for processing during the add/drop period (April 13, 2019-May 31, 2019 & August 2019 TBD).

Communication

- " Students should include initials and ID#, course they are requesting, intended graduation date, and major and minor status.

Geosciences

- Force-add requests will not be considered until Drop/Add opens. The request link will be available at <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 9.

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 2019 Drop/Add Survey (link located under Announcements on the math homepage (<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 on August 3, 2019 and will remain open until Tuesday Sept 3, 2019.
- 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 Saturday, August 3, 2019.
- More information may be found at <http://www.math.vt.edu/ForceAdd.php>.

Modern & Classical Languages & Literatures

Arabic

- If you are unable to add a class due to prerequisite-related issues, please email the Arabic program director in order to discuss your situation.

Chinese

- 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.

French

- For first-year courses, 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. For 2000-level and above courses, students should contact the instructor directly about the possibility of being force added to a class. Students will be added to the extent that space is available.

German

- 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 and who do not contact their instructor are automatically dropped from the roster. If space becomes available, the professor will force-add you.

Classics, Italian (except Steger center in Riva), Japanese, Russian, Spanish

- 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 and Nanomedicine

- Students should send an email to Cara Conley (caral@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 **August 7, 2019**
 - The force-add link will be found at <https://acis.pamplin.vt.edu>
- **BIT courses**
 - The force add link for BIT courses will open **August 7, 2019**
 - At that time the link will be found at <https://bit.vt.edu/>
- **FIN courses**
 - The force add link for FIN courses will be open **August 7, 2019**
 - At that time the link will be found at <https://finance.pamplin.vt.edu>
- **HTM courses**
 - The force add link for HTM courses will open **August 7, 2019**
 - At that time the link will be found at <https://htm.pamplin.vt.edu>
- **MGT courses**
 - The force add link for MGT courses will open **August 7, 2019**
 - At that time the link will be found at <https://management.pamplin.vt.edu>
- **MKTG courses**
 - The force add link for MKTG courses will open **August 7, 2019**
 - At that time the link will be found at <https://marketing.pamplin.vt.edu>
- **REAL courses**
 - The force add link for REAL courses will open **August 7, 2019**
 - At that time the link will be found at <https://realestate.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.

STAT

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