Force Add Procedures for Fall 2020

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 should follow the below procedure to force-add courses from the AHRM department to include subjects in: RED, AHRM, FMD, PM, and CONS
  1. Pick-up a pink force-add form in 240 Wallace Hall.
  2. Get course instructor's signature.
  3. Return completed form to Chelsey Hancock in 240 Wallace Hall for processing during the add/drop period.

ALCE and LDRS
- Contact Curtis Friedel (cfriedel@vt.edu) and Michelle Greaub (mgreaud@vt.edu) for all force add requests (email both).

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

APSC
- Contact Paula Mercadante at pmercadante@vt.edu for all force adds.

ARCH
- ARCH 3115: Students planning to apply to the Architecture major should contact Tamela Gallimore (tamelap@vt.edu) after drop/add opens to request a force add.

BCHM
- Contact 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 3, 2020.
- 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.

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.
- 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

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 25-May 29. But if current students wait until August to add these classes, they will encounter restrictions and will 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. 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 Amy Kokkinakos at amyk@vt.edu

CMDA
- Go here for form: AIS Advising Website

College of Natural Resources and the Environment
To force add a class within CNRE:
- Form is online here: cnre.vt.edu
- Get course instructor’s signature

Communication
- Will be taking force adds only from those majors (CMST, CSSI, MJ, PR and SMA) graduating in May 2020 and those majors (CMST, CSSI, MJ, PR and SMA) with NO Comm on their spring schedules during that completed course request on the following days Monday, April 27, 2020 to Thursday, April 30, 2020 from 8am – 4pm only. Forms can be submitted electronically. 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, CSSI, MJ, PR and SMA, 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/Undergraduate/ForceAdd.html

Crop and Soil Sciences (CSS)
- Student contacts the instructor of the course and asks if they can be force added.
- If the instructor approves, the instructor will send an email to Jen Stewart (jen.stewart@vt.edu) to force add the student.

Dairy Science (DASC)
- All force add are processed by permission of the instructor. The student should contact the instructor and the instructor will email Kathy Duncan kathytd@vt.edu if they approve the request. Any questions can be directed to Kathy Duncan kathytd@vt.edu.

ECE
- ECE force-add surveys for Summer and Fall are found at https://ece.vt.edu/undergrad/policies in the Quick List of Forms on the right-hand column.
- Or the direct links are:
  - Summer 2020 - https://virginiatech.qualtrics.com/jfe/form/SV_bKJDADa1ZsWHxT
  - Fall 2020 - https://virginiatech.qualtrics.com/jfe/form/SV_81CSrkVj1XSts6F
- If students want ECE 1004, the dept. has been trying to accommodate them as much as possible.

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 full section. Please see the enrollment guidelines below for ENGE 1215 and ENGE 1216.

<table>
<thead>
<tr>
<th>ENGE 1215: Foundations of Engineering</th>
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<tbody>
<tr>
<td>Term</td>
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### ENGE 1216: Foundations of Engineering

<table>
<thead>
<tr>
<th>Term</th>
<th>Non-Engineering Students</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.</td>
</tr>
<tr>
<td>Spring</td>
<td>Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.</td>
</tr>
<tr>
<td>Summer I</td>
<td>Must have a 2.0 overall GPA, add the course via drop/add on Hokie Spa.</td>
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<tr>
<td>Summer II</td>
<td>Not permitted to take this course during the summer II session.</td>
</tr>
</tbody>
</table>

Summary for fall 2020:

ENGE 1215
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. Non-Engineering students are not permitted to take ENGE 1215 in Fall.

ENGE 1216
Non-Engineering students must have a 2.0 overall GPA to remain

**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 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.
- Contact the instructor for the course via email to request permission to be force-added to the course. If they approve, forward the email thread to Laura Ferguson at laura92@vt.edu to be added to the course. 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).

**Environmental Horticulture (EHRT)**
- Student contacts the instructor of the course and asks if they can be force added.
- If the instructor approves, the instructor will send an email to Jen Stewart (jen.stewart@vt.edu) to force add the student.

**Environmental Science (ENSC)**
- Student contacts the instructor of the course and asks if they can be force added.
- If the instructor approves, the instructor will send an email to Jen Stewart (jen.stewart@vt.edu) to force add the student.

**Foreign Languages and Literatures (see Modern & Classical Languages & Literatures)**
FST
- Contact Herbert Bruce (brucehr@vt.edu) for all force-add requests.

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 should contact the instructor to request a force-add.
- Instructors will email to Heath Furrow (hafurrow@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 the HD professors teaching the course they want to be added to, on or after Friday, August 7th.

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).

Landscape Horticulture and Design (LCON)
- Student contacts the instructor of the course and asks if they can be force added.
- If the instructor approves, the instructor will send an email to Jen Stewart (jen.stewart@vt.edu) to force add the student.

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 2020 Force Add Survey (link located under Force Add Info on the math homepage (https://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 April 25th through May 29th, 2020 and will reopen on August 3rd 2020 through August 28th, 2020. 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 8, 2020.

More information may be found at https://www.math.vt.edu/content/math_vt_edu/en/undergrad-math/forceadd.html

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
• If you are unable to add a class, please email the instructor directly (or your French advisor or the French program director) in order to discuss your situation. Students will be added to the extent that the level is appropriate, and space is available.

German
• If you are unable to add a class, please email the instructor, your German advisor, or the German program director in order to discuss your situation.

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
• Go here for form: AIS Advising Website

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
• Go here: https://virginiatech.qualtrics.com/jfe/form/SV_3TMGl4qPMgwwNj7
• Students can also email Mohammad Sabbagh, but we prefer they fill out the survey first.

Pamplin College of Business
• ACIS courses
  o The force add link for ACIS courses will open August 5, 2020
  o The force-add link will be found at https://acis.pamplin.vt.edu
• BIT courses
  o The force add link for BIT courses will open July 1, 2020
  o At that time the link will be found at https://bit.vt.edu/
• FIN courses
  o The force add link for FIN courses will be open August 5, 2020
  o At that time the link will be found at https://finance.pamplin.vt.edu
• HTM courses
  o The force add link for HTM courses will open August 5, 2020
  o At that time the link will be found at https://htm.pamplin.vt.edu
• MGT courses
  o The force add link for MGT courses will open August 5, 2020
  o At that time the link will be found at https://virginiatech.qualtrics.com/jfe/form/SV_2rxKoaP7PGtN42x
• MKTG courses
  o The force add link for MKTG courses will open August 5, 2020
  o At that time the link will be found at https://marketing.pamplin.vt.edu
• REAL courses
  o The force add link for REAL courses will open August 5, 2020
  o 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; please look at ALL course sections, as our lower level courses have some sections available to all. Also watch drop/add for available seats. Major-restricted lower-level sections 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 need to contact the instructor via email to request force adding a course. When the instructor responds to the request with approval to add the class, forward that email to Ms. Samantha Schaller, schaller@vt.edu.

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
• Go here for form: AIS Advising Website

STL
• Go here for form: AIS Advising Website

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).