Force Add Procedures for Spring 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) for all force add requests.

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

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.

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

Biological Sciences
- BIOL 1014: 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 24, 2018.**
- 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 2136 – No Force/Add's for the lecture.
- 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.

CHEM
- Chemistry is taking force adds via the link below. We will make the form available from Monday, December 16, 2019 until 5:00pm on Friday, January 17, 2020. If your force-add is approved, you will be notified via email when the course is added. If you have not received notification by Thursday, January 23, 2019, we were unable to process your request. You **WILL NOT** receive email notification if your request was denied or deleted. Incomplete or ineligible force-adds will be deleted with no notification to the student. ***Chemistry will not add students into full labs.*** Chemistry does not add courses based on professor, time or location preference. If the course you are trying to add is not listed on the force add form please Use the link below.

- https://virginiatech.qualtrics.com/jfe/form/SV_ag9EX7snS1ATyN7

CMDA
- Students should complete the force add survey for CMDA at https://forms.gle/7TF9Y3PZsmXvxVmSA

College of Natural Resources and the Environment

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 (November 30, 2019-January 27, 2020)

Communication

- **Will be taking force adds only from those majors (CMST, MJ and PR) graduating in May 2020 and those majors (CMST, CSSI, MJ and PR) with NO Comm on their spring schedules during that completed course request on the following days Monday, December 2, 2019 to Thursday, December 5, 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, CSSI, 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/Undergraduate/ForceAdd.html

ECE

- ECE Force-Add Survey Spring 2020
- The Force-Add Survey closes at 5:00 pm on the Friday before classes begin and all decisions will be made by the second day of class.
- CPE and EE undergraduate students are given priority for force adding ECE technical elective 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 Spring 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.

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 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:* Contact Laura Ferguson (lauraf92@vt.edu) after you have received permission from the instructor to force-add the course. If the instructor approves, please get a force-add slip outside 329C Shanks Hall or request one via email (lauraf92@vt.edu). Return any completed force-add forms to Laura in 329C Shanks Hall for processing. Emails from instructors granting permission for a force-add are also accepted. 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 Jennifer Carr, (jjc@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 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 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, January 6th.

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
- Detailed information can be found here: http://intranet.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 2020 Drop/Add Survey** (located on the math homepage (https://www.math.vt.edu/undergrad-math.html) click the "Force Add Info" link on the right.. 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 16, 2020. 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.

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 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
- Students should complete the force add survey for CMDA at https://forms.gle/bfu9ug7sGPTLasDq7

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
- Emaill Mohammad Sabbagh (sabbaghm@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 6, 2020**
  - 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 **December 16, 2019**
- 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 **January 6, 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 **December 16, 2019**
  - 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 **January 6, 2020**
  - o At that time the link will be found at https://manangement.pamplin.vt.edu
- **MKTG courses**
  - o The force add link for MKTG courses will open **January 6, 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 **December 16, 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 complete the force add survey for CMDA at https://forms.gle/A58StSUFdg26dnJ89

STL
- Students should complete the force add survey for CMDA at https://forms.gle/k4k4xyzuhEeJDeXR9

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).