Force Add Procedures Spring 2021

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 email the professor of the course they want to force-add.

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

ALS
- Contact Maria Woods (mavwoods@vt.edu) for all force add requests.

APSC
- Contact Carolyn Ballard at cballard@vt.edu for all force adds.

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 December 5, 2020.
- For any questions about force-adding into BIOL courses, students should contact the Biological Sciences Undergraduate Advising Office at: 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 Thursday, December 3, 2020 until 5:00pm on Friday, January 15, 2021. Chemistry Spring 2021 Force add survey
- If your force-add is approved, you will be notified via email when the course is added.
- If you have not received notification by Friday, January 22, 2021, 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 email Amy Kokkiankos, amyk@vt.edu for assistance.

CMDA
- Students should complete the force add survey, found on the AIS advising website (https://www.ais.science.vt.edu/Advising.html).

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
- Email completed form to Linda Fitzgerald lrfitz@vt.edu for processing during the add/drop period (December 5, 2020-January 25, 2021)
**Communication**

- Will be taking force adds only from those majors (CMST, CSSI, MJ, PR and SMA) graduating in May 2021 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, December 7, 2020 to Thursday, December 10, 2020 from 8am – 4pm only. Forms must 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](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 survey for spring is found here: [https://virginiatech.qualtrics.com/jfe/form/SV_8HyeUKm7vIxUN4F](https://virginiatech.qualtrics.com/jfe/form/SV_8HyeUKm7vIxUN4F)

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

**Engineering and Engineering Education**
- ENGE 1215/1216: Go here [https://enge.vt.edu/undergraduate/academicadvising/courseregistration.html](https://enge.vt.edu/undergraduate/academicadvising/courseregistration.html); then Enrollment Restrictions and Force-adding.

**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 (laura92@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 should e-mail the professor of the course they want to add on or after Friday, January 8, 2021. Do not contact the professor before January 8th.

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
- Detailed information can be found here: https://www.math.vt.edu/undergrad-math/forceadd.html
- 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 2021 Force 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 14, 2021. 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
Students are encouraged to email instructors for all 1xxx and 2xxx-level courses as course enrollment can change throughout the first week

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.
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, found on the AIS advising website (https://www.ais.science.vt.edu/Advising.html).

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 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 4, 2021
  - The force-add link will be found at https://acis.pamplin.vt.edu
- BIT courses
  - The force add link for BIT courses will open January 4, 2021
  - 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 December 14, 2020
  - 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 December 14, 2020
  - 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 January 4, 2021
  - 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 January 4, 2021
  - 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 January 4, 2021.
  - 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.

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 add requests are accepted; all seats are included in the Timetable, so watch the Timetable during drop/add for any openings. Major-restricted lower-level course 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
- Students should complete the force add survey, found on the AIS advising website (https://www.ais.science.vt.edu/Advising.html).

STL
- Students should complete the force add survey, found on the AIS advising website (https://www.ais.science.vt.edu/Advising.html).

STS
- Students should contact the instructor. STS will accept signed force-add forms or emails from the instructor.