

# Force-Add Procedures Guide for Fall 2008

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.**

## AHRM

Students must get a force-add form signed by the instructor, and turn in the signed form to the AHRM office at 240 Wallace.

**Biology:** No force-adds are being accepted; check drop-add for available seats.

## BMSP

Human Anatomy and Physiology (BMSP 2135/2145) force-adds will be considered: go to first day of class.

## Business

### **ACIS**

- ACIS has its own forms, available in 3007 Pamplin.
- The department head makes the decision.
- Force-adds will begin Friday, August 22, 2008.
- ACIS 1504 is restricted in the fall.

### **BIT**

- Students complete the on-line force-add form through the BIT web page [www.bit.vt.edu](http://www.bit.vt.edu) for BIT 2405 or BIT 2406.
- The force-add web page will be available the week before classes begin.
- Students will not be notified as to whether they get the course. They should start checking their schedules mid-week on Hokie SPA

**ECON:** No force-adds are accepted PERIOD!

### **FIN**

- Students go to 1016 Pamplin and complete the paperwork.
- Force-adds will be accepted the first week of classes.

### **HTM**

- Students go to 362 Wallace with the traditional force-add form.
- STUDENTS MUST HAVE INSTRUCTOR'S SIGNATURE ON THE FORM.
- Force-adds are being accepted now.
- Students can call 231-5515 if there are questions regarding force-adds.

### **MGT**

- Students complete the online form at [www.pamplin.vt/mgmt](http://www.pamplin.vt/mgmt) .
- The link will remain active until mid week of the first week of classes. After that point students should go to the Management office in 2007 Pamplin.
- Students should check their schedule to see whether they received the course.
- Students will only be notified if there is a problem with the force-add.

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## **MKTG**

- Students should complete the online form through the Marketing departmental website at [www.marketing.pamplin.vt.edu](http://www.marketing.pamplin.vt.edu) .
- Students will not be notified if they get the course. They should check their schedules on Hokie Spa.
- Students should also check their email because they would be notified if there is a problem, i.e., a hold on their account or a conflict.

## **Chemistry (Labs)**

- No force-adds accepted. Students should monitor the timetable on Hokie SPA to attempt to add a course to their schedule.
- The Chemistry department does attempt to assist students who were unsuccessful in finding a seat in a lab by the end of the first week of classes. This should be viewed as a "last resort" option and is NOT a guaranteed way to get into a lab/lecture. Here's a link to the department's policies and procedures for assisting these students: <http://www.chem.vt.edu/undergrad/class-info.html>

## **Communication**

Force-add information is now available here: [http://www.comm.vt.edu/course\\_info.php?id=10](http://www.comm.vt.edu/course_info.php?id=10)

## **Enge**

Try drop-add first (after summer II grades are posted); there may be seats available in both Enge 1104 and 1114. If not, add name to waitlist: <http://www.enge.vt.edu/main/index.php>. The waitlist will be up after summer II grades are posted.

## **English**

- ENGL 1105, 1106, or 1204H: email force-add request to Cheryl Ruggiero (cuggier@vt.edu).
- ENGL 3764: Technical Writing & ENGL 3774: Business Writing: Force-adds will only be considered for students close to graduation; the request must come in writing from student's advisor (see additional information here: <http://www.english.vt.edu/forceadd.html>).
- All other ENGL courses 2xxx-4xxx: 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 for processing. The instructor has the final decision.

## **Foreign Language**

- The Foreign Language Department will continue their policy of automatically dropping students who are absent either the first or second day of classes. This makes room for other students wishing to add the class. Students will add classes on a first-come, first-serve basis as students are dropped from class. (One exception to this is Japanese which has a waiting list.) Instructors will not be signing force-add forms.
- If you would like to take a first-year class that is full, attend the class and then check repeatedly online to see if a seat opens up. Please be persistent through the end of the first week. The Foreign Language Department is able to accommodate a considerable number of students each semester.

**Geosciences:** See Connie Lowe, Derring 4050

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## History

Students must get signature of instructor of course on force-add form and bring it to the History department, 431 Major Williams Hall.

**IDST:** Request force-add from instructor; turn in signed force-add form to 155 Lane Hall.

**International Studies:** See the professor of the course to force-add.

## Math

Force-Add for the Department of Mathematics will be in **McBryde 455** at the following times:

- **Saturday, August 23: 1:00 – 4:00**
- **Monday, August 25: 8:00 – 5:00**
- **Tuesday, August 26: 8:00 – 3:30**

Force-Add is for students who, for reasons beyond their control, must add a mathematics course not on their schedules. Typical reasons are

- **Must repeat a course failed last semester**
- **Not enrolled at Virginia Tech last semester**
- **Requested a Mathematics course at registration, but did not get it**
- **Changed majors and have new requirements for the degree**

You will **not** be force-added to a course if you received it at registration and dropped it later.

You **must** submit a printout of the following forms to be considered for force-add: [Original Course Request Form](#) and [Class Schedule by Day and Time](#). Print these forms from the Hokie Spa and bring them with you to the Force-Add window. Even if you are not able to force-add a mathematics course, you may be able to add it later on the Hokie Spa. More seats will be made available Wednesday morning.

**Physics:** No force-adds accepted.

**Political Science:** See the professor of the course to force-add.

## Psychology

See Cindy Koziol, 109 Williams. **IMPORTANT NOTE:** Before contacting Ms. Koziol about force-adding a class that is restricted to psychology majors, students should check **each section** as not all are restricted.

**Statistics:** No force-adds accepted.

## UAP

No force-adds done until first week of semester. Students should go to first class session with force-add slip in hand.