

Foreign Language Placement Guidelines and Enrollment Procedures

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The table below is a rough guide. Placement can vary, depending on the level of proficiency reached in high school (not just the number of years). Placement in language courses also varies from language to language. See a specific language coordinator to determine final placement.

Fewer than 2 years	1105 (Fall Semester)
2 years	1105 (Fall Semester) or 1106 (Spring Semester)
3 years Grades 10-11-12 Grades 9-10-11 Grades 8-9-10	2000 level class, usually 2105 or 2106 1106 (Spring Semester) 1105 (Fall Semester)
4 years Grades 9-10-11-12 Grades 8-9-10-11	3000 level, usually 3105 or 3106 2000 level, usually 2105 or 2106
5 years or more	3000 level or higher. (See Foreign Languages and Literatures advisor about placement)

Enrollment Procedures for Foreign Language Courses

Uninterrupted instruction is particularly crucial in foreign language study, especially at the lower levels. Unfortunately seats in elementary and intermediate foreign language courses will be limited. If classes are full, students may need to postpone their foreign language study at VT.

Getting into a Full Class / New Force-Ad Policy for 1105 language course

- Students will add classes on a first-come, first-serve basis as students are dropped from class. Many seats open up through this process.
- Attend the class the first week. Students not attending class the first or second day are automatically dropped from the class. This makes room for other students wishing to add the class.
- Instructors will not be signing force/adds.
- FLL automatically drop students who are absent either the first or second day of classes. This makes room for other students wishing to add the class.
- We urge students to be persistent online about getting into classes.

SEE THE NEXT PAGE FOR FORCE/ADD PROCEDURES FOR SPANISH CLASSES

Force-Add Policy for ALL Spanish classes:

- Do NOT contact the professor or office staff about force adding.
- Limited force-adds may be allowed for Spanish classes, depending on enrollments.
- **What to do:** If you are unable to add the class online, you should attend the class the first week of the semester (unless the professor tells you otherwise). Each day, the professor will pass around a "force/add hopefuls" sheet or use another method for determining which students want to force add.
- We must give first consideration to declared Spanish majors, Spanish minors majoring in International or Interdisciplinary Studies, other SPAN minors, then other students, in rank order.
- Often by the end of the first week of classes, students' schedules shift around so that space does open up. If space becomes available, the professor will force add you and notify you of this. It is wise to continue attending the class and doing the assignments in the meantime, in case you are able to get into the class.

Nota bene:

1. 1105, 2105, and 3105 are offered only in the Fall. 1106, 2106, and 3106 are offered only in the Spring.
2. Spanish has a diagnostic test during the first class of 2105-6 and 3105-6 to determine final placement.
3. If a student has 3 years (or more) of a single foreign language in high school, departmental permission is required to take 1105 and/or 1106. If such permission is granted, the course will count toward graduation.
4. AP foreign language credits and 3000 level IB credits are awarded as 'elective' credits. Students must see a FLL advisor, the Chair, or the Associate Chair of FLL to request credit to match specific courses.
5. Students not attending the first and second class of (1000-level) and intermediate (2000-level) courses in Chinese, French, German, Japanese, Italian, Arabic and Spanish **will be dropped** from the course.