

# Force-Add Procedures Guide for Fall 2009

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 1015

- No force-adds are being accepted for BIOL 1005-1015- check drop/add for available seats. Students can only add via Hokie Spa. (**regardless of whether you have placed your name on a wait list or not**).

## BMSP

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

## Business

### ACIS

- Students complete the on-line force-add form through ACIS web page at <http://www.acis.pamplin.vt.edu/cal/forceadd.php>
- The force-add web page will be available August 3, 2009
- Students will not be notified as to whether they get the course. They should check their schedules on Hokie SPA
- ACIS 1504 is NOT restricted in the spring

### BIT

- Students complete the on-line force-add form through BIT web page [http://www.bit.vt.edu/forceadd\\_open.html](http://www.bit.vt.edu/forceadd_open.html) for BIT 2405 or BIT 2406.
- The force-add web page will be available August 1, 2009
- 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!
- Student should continue to check the drop/add transaction on Hokie SPA

### FIN

- Students can go to 1016 Pamplin and complete the paperwork.
- Force-adds will be accepted the first week of classes.
- Students can also complete the on-line form through the FIN web page <http://www.finance.pamplin.vt.edu/> and click on force-add link.
- Students will not be notified as to whether they get the course.
- They should start checking their schedules mid-week on Hokie SPA

### 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 <http://www.management.pamplin.vt.edu/>
- The link will remain active until mid week of the first 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.

### MKTG

- Students 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.

# Force-Add Procedures Guide for Fall 2009

- Students should also check their email because they would be notified if there is a problem, i.e., hold on their account or a conflict.

## Chemistry

- CHEM 1045 – students should continue to try to add seats via drop/add (regardless of whether name is on wait-list). If you not have a CHEM 1045 lab by **Thursday, August 27<sup>th</sup>**, please see Patricia Amateis, 7 Davidson Hall, regarding a possible force-add.
  - CHEM 2535 Organic Chemistry lecture:
    - If you are not in an organic lecture by Thursday, August 27, please send your name, student ID number, and class schedule to me at [chemadv@vt.edu](mailto:chemadv@vt.edu) and I will try to get you into a lecture if possible.
  - CHEM 2545 Organic Chemistry lab:
    - If you are not in a lab by noon on Friday, August 28, please send your name, student ID number, and class schedule to Mrs. Claire Santos ([santosc@vt.edu](mailto:santosc@vt.edu)) and she will try to get you into a lab if possible. Please note that this is not a guaranteed way to get into a lab.
- (Monitor web drop-add and try to get seats in these courses when/if they become available)

## Communication

- Force add information can be found here: [http://www.comm.vt.edu/course\\_info.php?id=10](http://www.comm.vt.edu/course_info.php?id=10);
  - Accepting force-add requests for all Communication classes beginning August 17 through August 26 by 4pm.

## 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/>. The waitlist will be up after summer II grades are posted.

## English

- Information, once it is updated, will be here: <http://www.english.vt.edu/forceadd.html>.

## Foreign Languages

- 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. **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.
- There is no longer a waiting list for Japanese force/add requests.
- Spanish has its own system which can be found here: <http://www.fll.vt.edu/Spanish/>.

## Geography

Use the link below to complete a survey to get your name on a waiting list. This survey is used to develop an equitable force add WAITING LIST for individuals not placed in classes during the course request period.

<https://survey.vt.edu/survey/entry.jsp?id=1240844381935>

Being on the waiting list for force-add does NOT guarantee actual enrollment.

- If a seat becomes available, it will simply show up on your Fall 2009 schedule anytime between May 18 and the first week of classes.
- Excess hours, account holds, incorrect or incomplete information or time conflicts will automatically delete your request from consideration to be force-added.

## Geosciences

- See Connie Lowe, Derring 4050

## 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.

# Force-Add Procedures Guide for Fall 2009

## International Studies

- **IS 2054:** See Dr. Stivachtis, 119 Major Williams Hall.

## Math

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

- **Saturday, August 22: 1:00 – 4:00 pm**
- **Monday, August 24: 8:00 am – 5:00 pm**
- **Tuesday, August 25: 8:00 am – 3:30 pm**

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 VaTech 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 forced-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](#)

[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 Thursday morning.

## Physics

- No force adds accepted.

## Political Science

- Contact Dr. Charles Taylor by email ([clt@vt.edu](mailto:clt@vt.edu)) to force add PSCI 1014 (US Politics), 1024 (Comparative Politics), and 2024 (Research Methods).
- All other PSCI courses see the professor of the course to force add

## Psychology

- No force adds accepted; watch drop/add for available seats.

## Statistics

- No force adds accepted.