

Department of Business Information Technology
3414 Force Add Request Form

To be added to the Force Add Waiting List you must (1) have completed the prerequisites for BIT 3414, (2) meet one of the eligibility criteria listed below, and (3) turn in a completed Force Add Form (this form) AND a copy of your current schedule in Pamplin 1007. Check the criteria that you meet.

YOU MUST CIRCLE THE APPROPRIATE ELIGIBILITY CRITERIA AND ATTACH A COPY OF YOUR SCHEDULE. IF YOU DO NOT MEET ANY OF THE ELIGIBILITY CRITERIA YOUR FORCE-ADD WILL NOT BE APPROVED.

Eligibility Criteria (circle all that apply):

1. I am a senior (with a Business major or minor) who plans to graduate in December 2009.
2. I am a senior (with a Business major or minor) who plans to graduate in May 2010.
3. I am a transfer student or a student with a minor in Business who cannot register for BIT 3414 using Hokie Spa.
4. I am in the Operations and Supply Chain Management option in BIT.
5. I have special circumstances and have attached documentation that fully explains and verifies those special circumstances.

If you do not meet any of these eligibility criteria then you may continue to try to add BIT 3414 using Drop/Add on Hokie Spa.

If you meet one or more of the Eligibility Criteria, complete this form and bring it along with a copy of your current schedule and any additional documentation to Pamplin 1007. Make sure that your name is on all documentation and that all of your material is stapled together.

Name: _____ **ID #:** _____

Local Phone Number : _____ **Email:** _____

Major: _____ **2nd Major/Minor:** _____

Academic Level: Junior: _____ Senior: _____

Graduation Date: Semester: _____ Year: _____

Add: Dept: _____ Course: _____ CRN # (First Choice) _____

Dept: _____ Course: _____ CRN # (Second Choice) _____

Dept: _____ Course: _____ CRN # (Third Choice) _____

NOTE: If there is a section of BIT 3414 with available seats and you do not have a class at that time – you will not be force-added into a different section.

NOTE: Listing second and third choices increases your chances of a successful force-add.

Go to the next page

Are you already enrolled in a section of BIT 3414? Yes _____ No _____

If yes - why do you need to change sections?

If a class must be dropped to process your force-add request, identify the class:

Drop: Dept: _____ Course: _____ CRN #: _____

Option: A/F: _____ P/F: _____ Audit: _____

A deliberate falsification of the information requested on this form will be considered a violation of the honor code.

NOTICE: This is a request to add a course. There is no guarantee that the force-add will be approved. Approval depends on the number of seats available and the priority of your request.

We do not notify students as to the status of this request. If the request is approved, the course will appear on your schedule by the end of the first week of class.

Student's Signature: _____ Date: _____

Approved by: _____ Date: _____

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Office Use Only

CRN # Added: _____

Date: _____

By: _____