Computer Science Force-Add Request

(All parts of items A through M must be completed. Forms with missing information will not be processed. Additionally, if the course has a prerequisite, a completed CS Prerequisite Form must accompany this form.)

A. _______________________________________ ____________________________  _____________________
   Last name (printed)    First name   Student ID

B. e-mail (VT e-mail addresses only):  _____________________________________________________________

C. __________________________________________________________________ _____________________
   Current major(s)                           Options, if applicable

D. Minors already on Registrar’s records:  __________________________________________________________

E. Class level, based on hours completed to degree: FR___  SO___  JR___  SR___  MS___  PhD___  other___

F. Actual semester & year you expect to graduate:  Fall 20__        Spring 20__       Summer 20__

G. _______________ ______________________________ ___________________________________
   Course Number CRN(s) (leave blank if no preference) Grade option (A/F or P/F only; no Audit)

H. Course, if any, to be dropped if this one added:  i. None _____       ii.  Course ___________  & CRN _________

I. How many times have you previously taken the course you wish to force-add, (include attempts that ended in a
   course withdrawal after the last drop date)?   _____

J. Did you request this course during Course Request (Registration) last semester? Yes ____  No ____  If no, why
   not?___________________________________________________________________________________ 

K. List all other CS courses in which you are enrolled this semester: ______________________________________

L. Check the one most important reason why you are requesting this course:
   i. ____ This specific course is required for my current MAJOR and no other course will fulfill this requirement.
   ii. ____ This course is in a group from which I can choose one to meet a requirement for my MAJOR.
   iii. ____ I need this course to qualify for internal transfer to the Computer Science MAJOR.
   iv. ____ I need this course for the Computer Science MINOR and I have already officially added the CS MINOR.
   v. ____ I need this course because I want to add the Computer Science MINOR but have not yet done so.
   vi. ____ Other:______________________________________________________________________________

M. Signature _____________________________________________    Date _____________________

N. If you have special circumstances to be considered, you may add a brief explanation on the back of this form.

Falsification of information on this form is a violation of the honor system. Responses will be verified and violations prosecuted.

CS Department Use Only:
Priority code _____       Approve _____       Deny _____       Reviewer Initials _____    Date __________