Computer Science Force-Add Policy
FAQ

1. **How can I attempt to add a full or restricted CS undergraduate course?**
   
   a. Attend the first class meeting. The instructor will supply copies of the force/add form for the class.
   b. Submit the form to the instructor during the class meeting.
   c. If the course has a prerequisite, also fill out and submit the prerequisite form. All prerequisites will be strictly enforced. The instructor will also have copies of the prerequisite form available in class.

2. **What if I missed the first class meeting?**

   Attend the next class meeting and obtain the force/add (and prerequisite form, if required) from the instructor. Submit the form(s) to the instructor and he/she will return the form(s) to the department. Priority will be given to force-adds submitted at the first class meeting.

3. **Are there any courses restricted by major that I absolutely cannot force-add if I don’t meet the major restriction?**

   Yes. During the 2012/13 academic year, the following restrictions apply.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Restricted to</th>
<th>Unrestricted Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>3604</td>
<td>Fall &amp; Spring</td>
<td>CS</td>
<td>none</td>
</tr>
<tr>
<td>4944</td>
<td>Fall &amp; Spring</td>
<td>CS</td>
<td>none</td>
</tr>
</tbody>
</table>

4. **When will I know if I have been added to a class?**

   Every effort will be made to process those force-adds submitted in the first class meeting by the second class meeting.

   Force-adds submitted in the second class meeting will be processed by the third class meeting or 5:00 P.M., Monday, January 28, whichever comes first.

5. **How will I know my force-add request was successful?**

   You will be notified by e-mail as to whether your force-add was approved or denied. The CS Department aims to have force/add requests processed by the next class meeting, if the forms are submitted promptly by the instructor.

6. **What can I do if I don’t get in the course via force-add?**

   Plan to request the course for the next semester during Course Request.