Computer Science Force-Add Policy
FAQ

1. How can I attempt to add a full or restricted CS undergraduate course?
   a. Depending on the course, you can submit a CS Survey Request. The survey can be found at https://survey.vt.edu/survey/entry.jsp?id=1367604929741 and will be available throughout the summer.
   b. If you do not see the course you are interested in, you should plan to attend the first class meeting. The instructor will supply copies of the force/add form for the class.
   c. Submit the form to the instructor during the class meeting.
   d. 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 2032/14 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>1944</td>
<td>Fall</td>
<td>CS</td>
<td>none</td>
</tr>
<tr>
<td>3604</td>
<td>Fall &amp; Spring</td>
<td>CS</td>
<td>none</td>
</tr>
<tr>
<td>3714</td>
<td>Fall</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., Friday, August 30, 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.