

FORCE REGISTRATION INFORMATION & INSTRUCTIONS FOR UNDERGRADUATE STUDENTS

<http://economics.buffalo.edu/undergraduate/forms/>

***KEEP THESE INSTRUCTIONS FOR YOUR REFERENCE*
ONLY TURN IN THE LAST TWO PAGES**

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For open advising / office hours visit:
www.economics.buffalo.edu/undergraduate

- All students MUST fill out the form. There will be **no force registration via phone or email**.
- **How to submit your form: all forms MUST be submitted in person** or **mailed** to the ECO main office (415 Fronczak Hall, North Campus, Buffalo, NY 14260-1520) or **faxed** to 716-645-2127. **Do NOT email or call for force registration.**
- We will NOT accept force requests prior to your **enrollment appointment date**.
- **We CANNOT force you into a class if:**
 - It is **already CLOSED** (we will NOT accept your form – there are no wait lists);
 - You do not meet the **RESERVE REQUIREMENTS** (you may try to *self-enroll* AFTER the reserve is lifted);
 - You have a **HOLD ON YOUR ACCOUNT** that prevents registration;
 - It will put you **OVER YOUR CREDIT LIMIT** (you may request a credit limit override via your academic advising center);
 - It **CONFLICTS WITH ANOTHER CLASS** on your schedule.
- **Submitting a force request does NOT guarantee enrollment.**
- **Faculty CANNOT approve force enrollment.**
- **All forms MUST include a current Academic Advising Report** (AAR - available via your HUB Student Center). Forms submitted without an AAR will not be processed. If you submit a new form on a new date, attach a new AAR.
- If the course you are requesting has **pre-requisites that you took at another school**, and they are not transferred /articulated into HUB yet, you must also submit your transcript from the other school.
- If you want to **force register more than two classes**, fill out an additional form.
- **Processing forms during peak times can take several business days to two weeks.** We cannot provide or guarantee a specific date when your form will be processed.
- **Requests are prioritized based on several criteria** including, but not limited to: status as an *accepted* ECO student (accepted ECO majors and minors are given top priority), course reserves, completion of pre-requisites, grades, repeating courses, number of open seats remaining in the class, and submission date of your form.
- **You will be notified of the results of your requests** via your UB email account. Check your UB email regularly.
- **To update a form that has not yet been processed**, stop by the main office. Do not submit another force request form unless you have a new request for another class.
- **Incomplete and / or illegible forms** will not be processed.

IMPORTANT INFORMATION ABOUT PRE-REQUISITES:

Check our website for the most current list of pre-requisites for the class you wish to be forced into:

<http://www.economics.buffalo.edu/undergraduate/>

If pre-reqs are required:

- ✓ Circle all the pre-reqs you have already completed (meaning you already have a passing grade) on your Academic Advising / Course History Report.
- ✓ List any pre-reqs you have not completed in the "Pre-Requisites" box as indicated on the form.

If you are taking pre-reqs during the summer term for fall classes, we will hold your request until your final summer grades are posted. You do NOT need to submit another form once grades are posted.

If you are taking pre-reqs at another school, we will hold your request until the courses are transferred and articulated into HUB or you submit proof of your grades from the other school.

Taking a pre-req. during the same term as the class that requires it requires approval from the Director of Undergraduate Studies. Approval is very limited and on a case-by-case basis only.

REPEATING ECO 181 & ECO 182:

ECO 181 and ECO 182 are Controlled Enrollment Courses. The Register's Office restricts enrollment for students repeating these courses in the fall and spring semesters. There are no restrictions for summer enrollment.

Students wanting to repeat ECO 181 or ECO 182 for a SECOND (2nd) time:

Do **NOT** submit a force registration request.

One week before classes start, the Course Enrollment Control policy will be lifted in HUB. We do not know the exact date or time this will take effect; that is determined by the Registrar's Office.

Once the restriction is lifted, you may try to self-enroll for any open seats.

If the class is already closed, you will not be able enroll and cannot take the course unless a seat opens.

It is up you to watch HUB to see if a seat opens; the department cannot watch for openings or hold seats.

There will be no force registration into closed classes.

If the class is open, but you still cannot self-enroll, there is some other problem (e.g., course conflict, maximum credit limit, hold on student account preventing registration, etc.).

As such, you cannot be force enrolled; instead you must first resolve the conflict and then try to self-enroll.

Students wanting to repeat ECO 181 or ECO 182 for a THIRD (3rd) OR GREATER time:

You must submit a force registration request.

Requests will not be considered until the day before the add/drop period ends. Plan your schedule accordingly.

If registration will put you over your credit limit or another class already on your schedule conflicts with the class you want to repeat, we cannot enroll you even if there is room.

Due to the high number of repeat requests, we cannot notify you of any conflicts. We must skip your form and move on to the next in order to finish processing repeat requests on time for all students.

You will be notified of the result of your request via your UB email account.

FORCE REGISTRATION REQUEST FOR UNDERGRAD STUDENTS

<http://economics.buffalo.edu/undergraduate/forms/>

PLEASE ATTACH YOUR ACADEMIC ADVISEMENT REPORT
(Available via your HUB student service center)

Please print all information neatly

Male Female

Name: (Last, First) _____

Person #: _____ - _____ UB email: _____

Cell Phone #: (____) _____ - _____ Current Major: _____

Date Received: / /

By: _____

Date Reviewed: / /

DUGS Decision:

ECONOMICS STUDENTS ONLY:

Are you currently an...?	Economics APPROVED Major			Economics INTENDED Major	
Are you an ECO...?	Major	Minor	Joint Major	Double Major	Double Degree

I wish to be force registered for: Term: Fall Winter Spring Summer Year: 20__

I wish to be force registered because (check ALL that apply and/or explain in box below):

- I have not already completed all of the pre-requisites for the class.
- I completed all of the pre-requisites for the class, but they are not transferred / articulated into HUB. *MUST include transcript(s) from your other school(s) showing the completed pre-requisites.*
- I want to take a pre-requisite at the same time as the class that requires it.
- I am repeating a class (*do not submit force registration requests for Incompletes*).
- I would like to take an honors class: ECO 405H, 406H, 407H, 425H or 480H (*480H does not have a discussion section*).
- Class requires Instructor's permission: ECO 496. Also, ECO 481, but only if you don't already have ECO 480. *MUST attach written permission via a signed letter or print-out of an email from the Instructor.*

Do NOT use this form for ECO 495, 498, or 499 – download separate applications from our website.

Other (please explain):

I give the Economics Department permission to enroll me in the course(s) listed on this Force Registration Request form:

Signature: _____

Date: ____/____/____

OFFICE USE ONLY

Enrolled in HUB on / / By:

*****PLEASE ATTACH YOUR ACADEMIC ADVISEMENT REPORT*****
 (Available via your HUB student service center)

Name: (Last, First) _____ Person #: _____

Class #1: ECO _____	Component: LEC SEM LD TUT	Section: _____
5-Digit Class #: _____	Meeting Days: M T W Th F	Time: _____
Class Title: _____	Are you repeating this class?	
Instructor: _____	YES	NO
<i>NOTE: ECO 181, 182 & 480 non-honors require you to also enroll in a discussion section.</i>		

Pre-requisites: I have ALREADY COMPLETED ALL of the pre-reqs for this class (circle them on AAR). YES NO

If you checked "NO" above, list here any pre-reqs you have not yet completed (including any you're taking right now):

Missing pre-req #1: _____	Term: Fall Winter Spring Summer	Year: _____
Missing pre-req #2: _____	Term: Fall Winter Spring Summer	Year: _____
Missing pre-req #3: _____	Term: Fall Winter Spring Summer	Year: _____

Discussion Section: ECO 181, 182 & 480 non-honors require you to also enroll in a discussion section. The Discussion section must correspond with the class (i.e.: LEC A with DISC A1, A2, A3, etc.) You CANNOT mix letters (i.e.: LEC A with DISC B).

1 st choice DISC 5-digit Class #: _____	Section: _____	Day(s): M T W R F	Time: _____
2 nd choice DISC 5-digit Class #: _____	Section: _____	Day(s): M T W R F	Time: _____

Class #2: ECO _____	Component: LEC SEM LD TUT	Section: _____
5-Digit Class #: _____	Meeting Days: M T W Th F	Time: _____
Class Title: _____	Are you repeating this class?	
Instructor: _____	YES	NO
<i>NOTE: ECO 181, 182 & 480 non-honors require you to also enroll in a discussion section.</i>		

Pre-requisites: I have ALREADY COMPLETED ALL of the pre-reqs for this class (circle them on AAR). YES NO

If you checked "NO" above, list here any pre-reqs you have not yet completed (including any you're taking right now):

Missing pre-req #1: _____	Term: Fall Winter Spring Summer	Year: _____
Missing pre-req #2: _____	Term: Fall Winter Spring Summer	Year: _____
Missing pre-req #3: _____	Term: Fall Winter Spring Summer	Year: _____

Discussion Section: ECO 181, 182 & 480 non-honors require you to also enroll in a discussion section. The Discussion section must correspond with the class (i.e.: LEC A with DISC A1, A2, A3, etc.) You CANNOT mix letters (i.e.: LEC A with DISC B).

1 st choice DISC 5-digit Class #: _____	Section: _____	Day(s): M T W R F	Time: _____
2 nd choice DISC 5-digit Class #: _____	Section: _____	Day(s): M T W R F	Time: _____