## Waitlist and Force Add Policy - Fall 2019

### Waitlists and Force Adds

<table>
<thead>
<tr>
<th>Dates</th>
<th>Waitlist overrides issued by the Registrar’s Office.</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 4, 2019 – September 3, 2019</td>
<td></td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>Last waitlist override notifications will be sent on the last day to add, September 3, 2019, to students’ Mason email by the Registrar’s Office. Students will only have until 11:59 PM this day to add a class.</td>
</tr>
</tbody>
</table>

**Waitlists:** Students can add themselves to a waitlist during the registration period. The School of Business follows University procedures regarding waitlists as published by the Office of the University Registrar. Please visit their website for more information about the waitlist policies and procedures.

**Force Adds:** Requests for force adds will only be accepted and considered August 26, 2019 to August 29, 2019.

### Am I eligible to request a force add?

Students must meet all of the following requirements in order to request a force add.

- Students must have an active graduation application on file for the Fall 2019 term ([submit on Patriot Web](https://patriotweb.gmu.edu/)).
- A student must register for this course in order to meet their degree requirements this Fall. *Example:* A student must take BUS 498 in order to graduate at the end of the Fall 2019 semester and there are currently no open BUS 498 course sections.
- If another course option is available that will also meet a student’s degree requirements, the School of Business will not approve a force add. *Example:* A student needs one more 300-400 level FNAN course to graduate this Fall, but their preferred 300-400 FNAN course section is already closed. If there are seats available in another 300-400 level FNAN course that will meet the student’s degree requirements, the student will need to register for one of the available seats in this open 300-400 level FNAN course.
- The classroom must have enough physical space to accommodate additional students. We cannot force add students to a classroom that is already at the maximum room capacity.

Force adds will NOT be considered for student work related conflicts, personal scheduling convenience, Professor preference, or grade improvement.

### I am eligible for a force add. How do I submit a request?

#### Submit Force Add Requests

Please submit force add requests on the following dates to the Office of Student Success and Academic Services, Enterprise Hall, Room 008 or email to [busreqst@gmu.edu](mailto:busreqst@gmu.edu).  

| Dates | August 26, 2019 – August 29, 2019 |

#### Last Day to Add a Course

If you have received approval to be force added into a course you must register for that course by 11:59 PM.

| Date | September 3, 2019 |