

FORCE REGISTRATION GUIDELINES

For force registration, you should forward an email to our Freshman Lab Director, Mrs. Priscilla Clarke at pbcbuffalo.edu with the following information:

In the Subject line (title) of your email:

Force registration, Course name, Semester (i.e. FA08)

In the body of your email, please include:

- 1) Your full name**
- 2) Person Number**
- 3) Major**
- 4) Name and registration number of the course you wish to be forced into along with the semester (Summer or Fall)**
- 5) The reason you were not able to register yourself.**

****Please keep in mind when making your request that the department does not get force registration clearance until April 21st, and Mrs. Clarke will send you an email regarding your status as soon as possible once she begins to move down the request list. Your placement on the list will be determined by the date your request was received.**

****If the course you are requesting also requires a recitation/lab, register yourself into an available section that fits into your schedule right away. You should not wait until the force registration is complete as seats fill up quickly!!!**

****Make sure that the total credit hours for the semester (including your forced course) do not exceed 19 credit hours unless you have an override in place.**

****Do not fill your schedule with unneeded courses to "hold" the credits. This will block the department from adding your requested course.**