

Force Registration Request Form & Instructions for Undergraduates

<https://arts-sciences.buffalo.edu/economics/info-for/current-students/undergraduate.html>

Students must:

Step 1: Read *all* instructions!

Step 2: Fill out form electronically.

Step 3: Download & attach academic advising report (AAR) / unofficial transcript; more details below.

Step 4: **Email** form and AAR to ecomain@buffalo.edu (*Submitting form does **not** guarantee enrollment.*)

ECO Department responsibilities:

- The Director of Undergraduate Studies will review all properly completed forms. The main office will notify students of the Director's decision by UB email.

- If approved, we will force enroll you (provided all conditions are met).

- If denied, we will provide the reason(s).

Academic Advising Report (AAR), Transfer Credits, & Prerequisites:

- *With every new force registration request form you submit, you must attach proof of your academic history (courses taken, GPA, etc.). A copy of your current AAR is available via your HUB Student Center.*

- On your AAR or unofficial transcript*, please highlight the prerequisites you have completed (received passing grade) that are associated with the course(s) for which you are requesting force enrollment.

- *You may attach an unofficial UB transcript instead of your AAR, *as long as* you don't need to show proof of prerequisite courses taken at another institution. (*AARs include transfer credits; unofficial transcripts do not.*)

- If you took the prerequisites at another school but they haven't been articulated/transferred into HUB yet, you must submit your transcript from the other school in addition to your UB AAR/transcript and the force registration request form. If you are in the process of completing prerequisites at another school, we will hold your force registration request until you inform us that the prerequisite courses have been transferred and articulated into HUB or until you submit proof of your grades from the other school.

- List any prerequisites you have not yet completed in the "Prerequisites" box on the force registration form.

- **You must obtain the instructor's permission (via email)** and submit it along with your force registration request form and AAR/transcript to ecomain@buffalo.edu **if** you **(1)** have not yet completed all the prerequisites for a course **or** **(2)** wish to take a prerequisite during the same term (concurrently). Our Director of Undergraduate Studies will consider these requests on a case-by-case basis and it is completely at the Director's discretion.

- If you are taking prerequisites in the summer session for fall classes (or in the winter term for spring classes), we will hold your original force request until final grades are posted. You do not need to submit another form once grades are posted, but it is your responsibility to inform us via email that your final grades have been posted. *Just send an email to ecomain@buffalo.edu with "Force Reg. follow-up (YOUR NAME)" in the subject line and tell us that your prerequisite courses have had their final grades posted.*

- Refer to the [Undergraduate Course Catalog](#) for the most up-to-date prerequisites.

Processing your requests:

- Processing times may vary (from same-day to several business days) depending on the volume of requests.

- 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 prerequisites, grades, repeating courses, number of open seats remaining in the class, and submission date of your form.

Conditions that would *prevent* force registration:

- Section full (closed), no waitlist available
- Reserve requirements not met
- Time conflict with existing course schedule
- A hold on your Student Account that blocks course enrollment
- Exceeds credit hour (CH) limit (Contact your Academic Advising Center to request CH override)
- Enrollment Appointment not open yet
- Incomplete / illegible requests

UNDERGRADUATE ADVISOR:

Ms. Yue Yin

Phone: (716) 645-8682

Email: ecoug@buffalo.edu

Office: 435 Fronczak Hall

For advising office hours, visit our ECO Dept. [Undergraduate Overview webpage](#).

Submitting your force registration request:

- Download this fillable PDF form via our department website's Undergraduate Forms page.
- Fill out form electronically. We do not process force registration requests over the phone.
- Double check that you have filled in the form correctly and have the necessary attachments.
- **Send your completed form, attaching your AAR or unofficial transcript from HUB to ecomain@buffalo.edu**
- In the subject line, please include the following: **SEMESTER & YEAR: Force Registration- YOUR NAME (UB Person Number)- ECO Class(es)**

Questions?

Call the office at 716-645-8670 / Email ecomain@buffalo.edu; subj. line = "Force Registration question"

REPEATING ECO 181 & ECO 182:

ECO 181 (Intro to Macroeconomics) and ECO 182 (Intro to Microeconomics) are Controlled Enrollment Courses. The Office of the Registrar restricts enrollment for students repeating these courses in the fall and spring semesters. *There are no restrictions for summer or winter enrollment.*

Students who want to repeat ECO 181 or ECO 182 (take it a SECOND [2nd] time):

Do NOT submit a force registration request.

- The Course Enrollment Control policy is lifted in HUB one week prior to the start of classes. 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 to you to watch HUB to see if a seat opens; the department cannot watch for openings or hold seats.
- If the class is open, but you still cannot self-enroll, there may be some other situation (e.g., course conflict, maximum credit limit, hold on student account) preventing registration. 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 (take it for a THIRD [3rd] OR GREATER time):

You **must** submit a force registration request.

- Requests will not be considered until shortly before the add/drop period ends. Plan your schedule accordingly.
- If registration would cause you to exceed your maximum number of credit hours or conflict with another class already on your schedule, we will not be able to enroll you even if there is a seat available.
- Due to the high number of repeat requests, we may not be able to 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.

FORCE REGISTRATION REQUEST FOR UNDERGRADUATE STUDENTS

Attach your Academic Advising Report / unofficial transcript & submit your form electronically to ecomain@buffalo.edu

Student name (Last, First): _____

UB Person #: _____ UB email: _____@buffalo.edu Cell phone #: _____

Current major: _____ Economics students (only): I am an ECO

I wish to be force registered for the following TERM + YEAR: _____

I wish to be force registered because (check all that apply; explain additional circumstances in box below, if needed):

I have NOT yet completed all of the prerequisites for the class. (List prerequisites on next page. If you are currently taking a prerequisite, **DO NOT** submit a force registration form. Instead, self-enroll once your final grade is posted.)

I want to take a prerequisite during the same semester as the class that requires it. (Attach course instructor's permission to your email form submission.)

I have completed all prerequisites for the class, but they are not yet transferred/articulated into HUB. (You must attach your transcript(s) from your other school[s] showing your completed prerequisites.)

I want to take a course for my professional track; I am not an Economics major. (Explain below, if needed.)

I am repeating a class. (**DO NOT** submit force registration requests for a class in which you currently have an incomplete grade.)

I want to take an Honors class. (Courses with section "H" – ECO 405 H, 406 H, or 407 H; **must have ≥ 3.0 GPA.**)

Other (please explain):

By checking this box, I, the student named above, give the Economics Department my permission to enroll me in my chosen course(s), if approved:

Date: _____

*****REMEMBER***: Go to next page to fill out course information.**

Attach completed form and AAR / unofficial transcript to an email message to ecomain@buffalo.edu, subject line:

SEMESTER & YEAR: Force Registration - YOUR NAME (UB Person Number) - ECO Class(es)

Requesting force registration for three or more classes? Please use an additional course information page.

COURSE #1: ECO ____ Component: _____ Section: _____ 5-digit Class registration #: _____

Class title: _____ Instructor: _____

Meeting Days: _____ Meeting time: _____ Are you repeating this class? YES NO

NOTE: ECO 181 & 182 require you to enroll in a corresponding DIS section in order to be enrolled in the main lecture.

PREREQUISITES: I have ALREADY COMPLETED ALL of the prerequisites for this class: YES NO

If YES, highlight on transcript. If NO, list any prerequisites you're currently taking or have otherwise not yet completed:

Missing prereq. #1 _____ I am taking / will take this course in (Semester + Year): _____

Missing prereq. #2 _____ I am taking / will take this course in (Semester + Year): _____

Missing prereq. #3 _____ I am taking / will take this course in (Semester + Year): _____

DISCUSSION SECTION: *The discussion section MUST correspond with the class (i.e. LEC A with DIS A1, A2, etc.).
You cannot mix letters (i.e. LEC A with DIS B1).*

1st choice DIS Section: _____ 5-digit Class reg. #: _____ Meeting day: _____ Time: _____

2nd choice DIS Section: _____ 5-digit Class reg. #: _____ Meeting day: _____ Time: _____

COURSE #2: ECO ____ Component: _____ Section: _____ 5-digit Class registration #: _____

Class title: _____ Instructor: _____

Meeting Days: _____ Meeting time: _____ Are you repeating this class? YES NO

NOTE: ECO 181 & 182 require you to enroll in a corresponding DIS section in order to be enrolled in the main lecture.

PREREQUISITES: I have ALREADY COMPLETED ALL of the prerequisites for this class: YES NO

If YES, highlight on transcript. If NO, list any prerequisites you're currently taking or have otherwise not yet completed:

Missing prereq. #1 _____ I am taking / will take this course in (Semester + Year): _____

Missing prereq. #2 _____ I am taking / will take this course in (Semester + Year): _____

Missing prereq. #3 _____ I am taking / will take this course in (Semester + Year): _____

DISCUSSION SECTION: *The discussion section MUST correspond with the class (i.e. LEC A with DIS A1, A2, etc.).
You cannot mix letters (i.e. LEC A with DIS B1).*

1st choice DIS Section: _____ 5-digit Class reg. #: _____ Meeting day: _____ Time: _____

2nd choice DIS Section: _____ 5-digit Class reg. #: _____ Meeting day: _____ Time: _____