

## **ADD BY FORCE**

### **Guidelines**

#### **STEP 1: Who can apply?**

- **Students who are graduating at the end of the current semester** and who have no other available courses (e.g. electives).
- **Students who cannot register due to:**
  - Holds
  - Restrictions
  - Pre-requisites
  - No open courses available

#### **STEP 2: How to begin?**

To start the procedure, you need to submit the following:

- 1- **By Force Request Form**
- 2- **Academic Transcript** (unofficial – available on banner)
- 3- **Clearance or Degree Evaluation** (only if clearance not available)
- 4- **Schedule by DAY & TIME**

#### **STEP 3: What to do next?**

Hand in all documents to **the department that OFFERS the course:**

- **AKSOB 1623** - Department of Management Studies
- **AKSOB 1622** - Department of Hospitality Management & Marketing
- **AKSOB 15<sup>th</sup> floor** - Department of Economics
- **AKSOB 1521** - Department of Finance & Accounting
- **Shannon Hall** - Department of Information Technology & Operations Management

#### **STEP 4: When?**

**Check the Calendar for the dates or ask the departments**

#### **STEP 5: Where do you get the results from?**

Check the results on the next day at the Department that offers the course or login to BANNER.

If your request is approved, follow the below 5 steps:

1. Login to banner

2. Copy the CRN number



Look-Up Classes to Add:

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To register for classes, check the box in front of the CRN  
**IMPORTANT NOTICE:** Check for Campus before

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
	10037	ACC	830	11	1	3.000	Financial Statement Analysis

**Registration**

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Select Term  
Add/Drop Classes

3. Go to Add/Drop Classes



4. Paste CRN in the schedule and **SUBMIT** changes



5. Now check your registration

Student Schedule by Day and Time:

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Following is your schedule by day and time. Classes which are still not scheduled will be highlighted on the page.

Previous Week      **Week of Sep 05, 2016** (311 of 326)

	Monday	Tuesday	Wednesday	Thursday
5pm	ACC 830-11 10037 Class 5:00 pm-7:29 pm 110 1211			
6pm				

***Remember,  
REGISTRATION IS THE STUDENTS' RESPONSIBILITY***