

# FORCE REGISTRATION GUIDELINES

For force registration, you should forward an email to our Freshman Lab Director, Mrs. Priscilla Clarke at [psc@buffalo.edu](mailto:psc@buffalo.edu) with the following information:

In the Subject line (title) of your email:  
Force registration, Course name, Semester

*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*
- 5) The reason you were not able to register yourself.*

**\*\*If you are not repeating a course and 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.**

Please be advised that CHE101, CHE102, CHE107, CHE108, CHE201 and CHE202 have been designated as "limited enrollment" courses, which means the enrollment in these courses is limited by the number of student positions available. Self-registration in these courses in the Fall and Spring semesters will be limited to those students who are taking the course for the first time. Thus, repeat enrollment may be difficult or impossible in the Fall and Spring semesters, and students who plan to repeat the course for any reason should plan to register for the course in the Summer.

Repeat enrollment is defined as: a student who was previously enrolled in the course at UB, or who transferred an equivalent course to UB, who received either a letter grade of 'A', 'B', 'C', 'D' or 'F' and qualified values thereof (e.g. 'A-', 'D+'); or a grade of 'P', 'S', 'U', 'I', 'J', 'N', or 'R'. The only case in which a student may self-register for a repeated course is when the student has taken an Administrative Withdrawal for an entire previous semester, so that all the grades for that semester were registered as 'W'.