Please read the following seat request policies for the Biomedical Sciences Program. These are the policies we will follow to ensure that the force process goes smoothly for BIMS majors. You are required to read this sheet, initial by each item, and sign at the bottom of the page stating that you have read and understand the seat request policies for the BIMS department.

Filing out a seat request form is NOT A GUARANTEE of being forced into a class. Seat requests are based on semester of graduation and seat availability in classrooms and labs.

We will begin to collect seat request forms for BIMS courses for Summer/Fall 2014 on the first day of a student’s registration window and after.

Seat requests for Summer/Fall courses will begin Tuesday, May 19th (and no earlier) and run through the first week of classes (5th class day). DO NOT CALL OR E-MAIL THE BIMS OFFICE REGARDING YOUR FORCE UNTIL WEDNESDAY, MAY 27th for summer and WEDNESDAY, AUGUST 26th for fall.

First priority for seat requests will go to seniors with Summer 2015 graduation dates. Graduation dates will be verified and falsification of your date will result in an honor code violation.

BIMS majors will be given first priority for seat requests into BIMS courses. BIMS minors and BIMS University Studies majors will be considered after BIMS majors have been forced. Non-majors will be considered on a space available basis only after the above groups have been accommodated.

We will not do seat requests for students into BIMS courses if they do not meet the pre-requisites for the course including all CBK’s, minimum GPA requirement (2.5), and hours requirement (60 hours)

We cannot process seat requests for students who have registration holds from our office or other campus offices.

We will not do seat requests for students if the course you wish to be forced into conflicts with another course on your schedule and you did not give us permission to drop the other course.

Please list any courses you want dropped to accommodate the course you want to be forced into.

Make sure you list all sections which you would consider taking for a particular course. Students already enrolled in a course who wish to be forced into a different section WILL NOT BE CONSIDERED FOR A SEAT REQUEST UNTIL EVERYONE ELSE ON THE LIST has been forced.

Please sign below acknowledging you have read the policies above and understand the force procedures for Summer/Fall 2015.

Signature ____________________________ Date ____________ UIN ____________________

Please turn the page to fill in your force request.
Please read carefully before you submit.

Instructions: You will need to submit a separate request for each course. If there is more than one course on this request, then it will not be looked at. Please fill in the information below to submit your force request. By submitting this form, you are agreeing to the terms specified on the opposite side of this page. Incomplete or inaccurate information may prevent us from forcing you into the class.

BIMS Major ________  BIMS University Studies ________  Other Major_________

PLEASE CIRCLE WHICH SEMESTER THE FORCE IS FOR:
SUMMER 2015  FALL 2015

If you wish to get forced into a course during registration, you need to speak with the department in which the course is taught. If it is BIMS, VIBS, VTPP, VTPB, VSCS or VLCS course, BIMS office can help.

PLEASE PRINT

First Name: ___________________________  Last Name: ___________________________

UIN: ___________________________  Graduation Date (Ex: Spring 2014): ___________________

Current Classification: ___________________________

Contact Phone Number: ____________________________________________________________

Have you completed your CBK’s? (BIMS Majors ONLY)  YES______  No _______

I give permission for the BIMS Department to add the following course.

Add:  Course ___________________________  Section: ___________________________ (option 1)

Section: ___________________________ (option 2)

Section: ___________________________ (option 3)

Course to Drop (List course and section. Example: BIMS 101 – 501): ___________________________

Reminder: We will not add the course requested if there are scheduling conflicts, registration holds, if you are already registered for a section of that course or if you have not completed your CBK’s. Please DO NOT CALL TO CHECK THE STATUS of your force request. It is your responsibility to check your schedule in order to see if the course has been added.

Office Use ONLY:
Date Submitted: ___________________________  CBK’s Met: ___________________________
Time: ___________________________  Current GPA: ___________________________
Other: __________________________________________________________________________

________________________________________________________________________