



For office use:

Date Recv'd: \_\_\_\_\_

Time Recv'd: \_\_\_\_\_

Initials: \_\_\_\_\_

### Force Request Form

**MUST BE RETURNED TO 112 HEATON HALL TO BE PLACED ON THE LIST**

Name: \_\_\_\_\_

UIN Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Classification (indicate if you are a graduate student): \_\_\_\_\_

Required for Degree: (circle one)      YES      NO

I give the EAHR Department permission to make the following changes to my \_\_\_\_\_ (term) schedule. I understand that I am responsible for verifying changes to my schedule and notifying the EAHR Advising Office should I decide to be taken off of the wait list. I also understand that I am responsible for paying my fees by the due date for any added courses, although the Student Billing Office may not send a fee statement.

I have read the above and understand my responsibilities.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The course you are trying to add will not be added if you have a time conflict **unless** you give us permission to drop that specific course. We will not rearrange your schedule for you. **Completing this form does not guarantee you will have a seat in the class.** It only informs our office that you are seeking a seat. Classes can be added through the 5<sup>th</sup> class day of any fall or spring semester and through the 4<sup>th</sup> class day of a 5-week or 10-week summer term.

**CLASS AND SECTION NUMBER REQUESTED**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLASS TO BE DROPPED (IF NECESSARY)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_