



## **How to obtain and register for a closed course/force adds**

\*\*Please use [Patriot Web Quick Guide](#) for detailed course registration instructions.\*\*

### **Registering for a closed course:**

1. Log on to [Patriot Web](#) and place yourself on the waitlist<sup>1</sup> for the course. For more information on waitlist, please visit [Waitlist Information](#).

### **Registering via “forced-adds”:**

Force added courses are department controlled and require approval and registration by the department. You must meet certain requirements to be force added to the following courses: GCH 498, 798, 799, and 790 (798 and 799 combination). Please speak with your academic advisor for more information.

### **To be force added into other courses:**

1. Email the instructor on record and cc Allan Weiss at [aweiss2@gmu.edu](mailto:aweiss2@gmu.edu) with your full name, G#, phone and GMU email address, and course(CRN) & section numbers. Please refer to [Patriot Web Quick Guide](#) for more information on finding the course and section numbers.
2. After instructor and department approval of force add request, you will be force added to the course and a confirmation email will be sent to your GMU email address.

Please visit [Registration Information](#) for more on course registration via Patriot Web.

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<sup>1</sup> You will never be automatically registered into a class. Once you add yourself to a waitlist, it is your responsibility to check Patriot Web daily to see if you’ve been issued an override.