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\(^1\) 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 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.

\(^1\)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.