

## FORCE REGISTRATION GUIDELINES

---

*Exercise & Nutrition Sciences Department*

### NEW FORCE REGISTRATION PROCESS

- Requests are now submitted through the Force Registration Dashboard:  
<https://arts-sciences.buffalo.edu/advising/academics/force-registration.html>
- Dashboard Availability:
  - Opens your enrollment date
  - Closes at the end of the drop/add period

### BEFORE SUBMITTING A REQUEST

- Waitlist First: If the course has a waitlist, you must join that instead of requesting force registration.
- Restrictions: You may request force registration for open courses with restrictions (e.g., prerequisites or permission required).
- Closed Courses: Force registration does NOT apply to full classes.

### VALID REASONS FOR FORCE REGISTRATION

1. Missing Prerequisite/Corequisite
  - a. Waiting for transfer credits to process.
  - b. Approved substitution (attach proof such as transcript or advisor email).
2. [Repeating a Course](#)
  - a. Already taken the course twice and need department approval.
  - b. Check UB Repeat Policy for special rules.
3. Permission Required
  - a. Internships, research, or language courses often need department approval.
  - b. Contact the department first, then submit your request with documentation.

### ENS DEPARTMENT CONTACT

- Undergraduate ENS: Alicia Claudio ([alclaudi@buffalo.edu](mailto:alclaudi@buffalo.edu))
- Graduate ENS Courses: [sphhp-ens-grad@buffalo.edu](mailto:sphhp-ens-grad@buffalo.edu)