

FORCE REGISTRATION GUIDELINES

Exercise & Nutrition Sciences Department

Please send the requested information below to the appropriate e-mail account. You must send this information from your buffalo.edu email account.

Undergraduate Exercise Science courses: Email sphhp-ens-undergrad@buffalo.edu

Undergraduate Nutrition courses: Email Maureen Lannen at lannen@buffalo.edu.

Graduate courses: Email sphhp-ens-grad@buffalo.edu.

In your email include the following:

- 1) Be sure the subject line states: Force Registration Request
- 2) Your full name
- 3) UB Person Number
- 4) **Course name** and 5-digit **registration number** of the course(s) for which you request force registration.

Example: **NTR 108 Human Nutrition #19246**

- 5) Optional: give all the registration numbers of all the courses that fit your schedule.

NOTE: You are responsible for checking your schedule for course conflicts.

*****Force registration will occur after all registration windows are open. Please check your schedule to confirm that you have been forced in.**

***** Make sure that the total credit hours for the semester (including your forced course) do not exceed 19 credit hours unless you have an academic override in place. You must contact your academic advisor for an academic override.**