

DEPARTMENT OF MECHANICAL ENGINEERING

Late Add/Section Change Form–ME Courses ONLY

Instructions: This form may be used AFTER the Free Add Period has ended, but NO LATER THAN the last day of classes. (1) Print the form and complete Part 1. (2) Select and complete either Part 2 or 3 and obtain the required signature(s). (3) Take the completed form to the ME Advising Office in 2560 EB.

Please Note: The official classroom capacity may be exceeded by no more than one, and additional late add and section change requests beyond that will not be honored. You may not late add a course for which you lack the prerequisite. Prerequisite information is available in the ME Advising Office and the MSU catalog. A course with both a lecture and a lab requires two signatures.

Part 1: REQUIRED INFORMATION

Name _____ Semester _____ Year _____
Last First Initial

Local Address: _____ Honors College? Yes No

PID _____ Local or Cell Phone _____

Major _____ College _____ Class(Fr/So/Jr/Sr) _____ MSU NetID _____

Part 2: LATE ADD– *Use this section to add a course that is not yet on your schedule.*

Course _____ Credits _____ Section# _____

Lecture Instructor’s Signature _____ Date _____

Lab Instructor’s Signature (if applicable) _____ Date _____

Part 3: SECTION CHANGE– *Use this section only to change sections in the same course.*

Course _____ Credits _____ Old Section # _____ New Section # _____

Lecture Professor’s Signature (New Section Only) _____ Date _____

Lab Professor’s Signature (New Section Only) _____ Date _____

➔ Your new course or section should appear in Stulfo in a day or two.