Michigan State University
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 fill in the Required Information; (2) Check either Late Add or Section Change, fill in the blanks, and obtain the required signature(s); (3) Take the completed form to the ME Advising Office in 2560 EB.

• The official classroom capacity may be exceeded by no more than one, and additional late add and section change requests will not be honored.

• A course with both a lecture and a lab requires two signatures. Note: Some courses or sections may require additional administrative approval after they have been signed by the instructor(s).

• A lab will not be overfilled, even with both instructors’ signatures, until after the ME Advising Office has contacted the lab instructor and confirmed that this is what he/she intends.

• You may not late add a course for which you lack the prerequisites. Prerequisite information is available on the MSU Schedule of Courses website (click on course alpha code and number, e.g., ME 201).

REQUIRED INFORMATION

Name_________________________________________________________Semester__________Year________

Last First Initial

Local Address:__________________________________________________Honors College?____Yes ____No

Major______College______Class(Fr/So/Jr/Sr)_______MSU NetID___________________________________

PID_____________________________________Phone____________________________________________

☐ 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_________________________

☐ 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 StuInfo in a day or two.