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.

- 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 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_______
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.