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 Department Office in 2555 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 be overfilled, even with both instructors’ signatures, unless 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 Class Search website.

REQUIRED INFORMATION

Name_________________________________________________________Semester________Year__________

Local Address:__________________________________________________Honors College?______Yes ______No

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

Student Number:_____________________________________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 on your record in a day or two.