



Drop/Add Form

MSU College of Law ♦ Office of the Registrar ♦ 648 N. Shaw Lane, Rm. 309, East Lansing, MI 48824

Phone Number: 517-432-6820 ♦ Fax Number: 517-432-6821 ♦ Email: regist@law.msu.edu

Print First & Last Name (Surname): _____ PID: _____

MSU Email Address: _____@msu.edu Phone Number: _____

Semester: Fall 20____ Spring 20____ Summer 20____ Level: J.D. LL.M./M.J. Guest

****Special Note to Scholarship Students:** The charge assessed for a course that is dropped after the 100% refund date had past is **NOT** cover by scholarships. The student will be required to pay the full rate of tuition for the dropped course.

I hereby request to **ADD** the following course(s) to my schedule (the Section ID can be found on the MSU Law Course Schedule for the given semester, www.law.msu.edu/registrar/ac-sched-courses.html):

Course Number	Section Number	Section ID (6 digits)	Course Name	Course Credit(s)	Professor Signature and Date <i>Required only if section is full OR the course has met more than once</i>

I hereby request to **DROP** the following course(s) to my schedule (the Section ID can be found on the MSU Law Course Schedule for the given semester, www.law.msu.edu/registrar/ac-sched-courses.html):

Course Number	Section Number	Section ID (6 digits)	Course Name	Course Credit(s)

This form may be submitted via mail, fax, email, and in person to the address listed at the top of this form. I understand that the Registrar’s Office requires at least 24-48 hours to process all requests.

Student Signature: _____ Date: _____

Required for LL.M./M.J. Students Only:

Office of Student Engagement Advisor Signature: _____ Date: _____

Required for J.D. Students Who Will Exceed 16 Credits:

Assistant Dean for Student Engagement Signature: _____ Date: _____

OFFICE USE ONLY: SIS Entry Staff Initials: _____ Date: _____ Updated 7/6/17