

# Course Request Form

Faculty of Applied Science and Engineering – Department of Mechanical and Industrial Engineering  
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Please email this form to the MIE Undergraduate Office (undergrad@mie.utoronto.ca) by the following deadlines:  
Add/Modify: **Fall/Full Year:** September 15, 2025 | **Winter:** January 18, 2026  
Drop/EXT: **Fall:** November 11, 2025 | **Full Year:** February 16 2026 | **Winter:** March 16, 2026

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_ PROGRAM: ☐ Mechanical ☐ Industrial

YEAR OF STUDY: ☐ 2nd ☐ 3rd ☐ 4th SESSION: ☐ Fall ☐ Winter ☐ Summer

I WISH TO ADD THE FOLLOWING COURSE(S):

ADD COURSE	Course Code (eg. MIE123H1F)	Lecture Section (eg. L0101)	Lab Section (eg. P0101)	Tutorial Section (eg. T0101)
	_____	_____	_____	_____
	_____	_____	_____	_____

I WISH TO MODIFY (CHANGE SECTIONS) THE FOLLOWING COURSE(S):  
*Courses to modify (Check all that apply and provide the new section you want to be placed in)*

MODIFY COURSE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Course Code (eg. MIE123H1F)	New Lecture Section (eg. L0101)	New Lab Section (eg. P0101)	New Tutorial Section (eg. T0101)
	_____	_____	_____	_____
_____	_____	_____	_____	

I WISH TO DROP THE FOLLOWING COURSE(S):

DROP COURSE	Course Code (eg. MIE123H1F)	Reason for Request (Check all that apply):
	_____	<input type="checkbox"/> Failed <input type="checkbox"/> Part-Time Student <input type="checkbox"/> Transfer Credit <input type="checkbox"/> Other (decribe below)
	_____	<div></div>

I WOULD LIKE TO DESIGNATE THE FOLLOWING COURSE AS EXT:

EXT COURSE	Course Code (eg. JRE300H1F)
	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Use Only

☐ Processed on ROSI ☐ Student has been Notified

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

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If you have any questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office; room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, On M5S 1A1, Tel: 416-946-5835