Guide for the E018 Request to register for subject/drop subject request

After choosing the **E018 Request to register for subject/drop subject** request in the Neptun under Administration/Requests/Available request forms, you will see the first page you have to fill out. Please follow your logic, and the error messages you receive.

This request evaluates the needed data along the way. If you write the wrong subject code, it will not accept it. You will not be able to drop a subject you are not registered on. You can only write codes for registering subjects that,

1. are not already registered,
2. are running in the given term.

If anything is wrong with the subject code, the field will go red, and you will receive this error message:
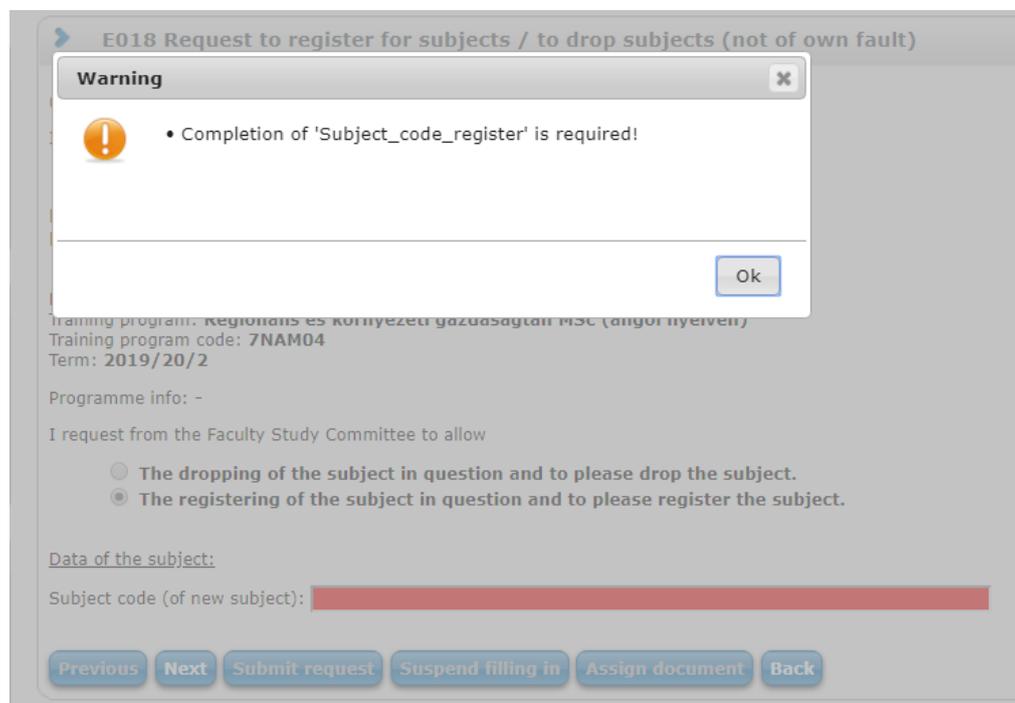
If the Subject code is correct, it will appear below, click on it.

Data of the subject:

Subject code (of new subject): BMEGT20A004

BMEGT20A004 - Basics of Marketing

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Once you selected the subject you will see a list of the possible courses, please choose the one you want.

Courses

Only for examination course code: Choose from the list! ▼

Choose from the list!

VEN01GT

VHU01GT

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Next, you see some information about the selected subject and its course, and have to give an explanation for why you could not register the subject yourself.

Explanatory information:

Subject prerequisite: Exists

Course prerequisite: Exists

The subject and the course have prerequisites

Curriculum of the subject: No data available

Additional justification (Obligatory to fill out. Max. 1000 characters):

XYZ

You must write something, you wont be able to procede without!!!

You have to choose whether or not you are willing to pay the 5500 HUF/course fee for the registration, in case the faculty decides so. If you choose not to pay a fee, and the faculty decides to accept the request for a fee, it will be automatically rejected.

Please note, that after the first week of the study period, YOU MUST PAY for the registering/dropping of subjects!

Warning

⚠ After the registration period, you have to choose: I maintain my request, I am committed to pay the fee.

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...e expressed in Section 103 Art. (4). In case the Faculty Study Committee decides otherwise, based on Annex 2. Section 1. Art. (k) of the Regulations on student fees and benefits, and on my statement below, 5500 HUF/course fee will be imposed. The payment deadline will be the date of imposition + 2 days.

In case the Faculty Study Committee's permission is tied to a fee

Fr   Sa
31   1   ○ A) I maintain my request, I am committed to pay the fee.   After the first week of the
7   8   ◉ B) I ask for my request to be rejected, because I do not wish to pay the fee.   study period, you have to pay
14   15   for the registering/dropping of
21   22   subjects (5500HUF/course)

After checking all the boxes, and filling out what you must, press Next . A window will come up with all the data in the request, please check it. If it is incorrect press Back and correct it, if it is all right press Submit request .

Attachment:

○ I want to attach a document [Attachment] You can attach a document here if you want

Statement:

With the submission of the request I accept the fact, that the request is free only in the case expressed in Section 103 Art. (4). In case the Faculty Study Committee decides otherwise, based on Annex 2. Section 1. Art. (k) of the Regulations on student fees and benefits, and on my statement below, 5500 HUF/course fee will be imposed. The payment deadline will be the date of imposition + 2 days.

In case the Faculty Study Committee's permission is tied to a fee

○ A) I maintain my request, I am committed to pay the fee.
◉ B) I ask for my request to be rejected, because I do not wish to pay the fee.

Because of the above, make sure you have enough HUF on the Neptun bank account! The fee will be imposed post factum by the CAO.

◉ I accept the above

Thank you,

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Now you request is on its way. Along the decision making process you will be able to see where it is.