

Guide for REGISTERING FOR SUBJECTS in the NEPTUN

Subjects can be registered at SUBJECTS/REGISTER FOR SUBJECTS, after you registered for the semester as an active student – as a default, in the period of pre-registration, that window will appear at entering the system. Tick SUBJECT FROM THE CURRENT SEMESTER in the upper right corner. Use the filters below to help you in listing the subjects. If you choose ALL SUBJECTS all the university subjects will appear, If you choose SUBJECTS FROM THE CURRICULUM, the subjects in your training program will appear. At RECOMMENDED TERMS you can see when you should take the subject to finish your studies in the given time.

The screenshot shows the NEPTUN interface with the 'Subjects' menu open. A red arrow points to 'Register for subject'. Below, the 'List subjects' button is highlighted with a red arrow and the number '3'. The main area displays a table of subjects from the curriculum for the 2015/16/1 semester.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Fulfilled	Registered	Register for subject	Waiting list
Production Logistic	BMEKOEAA627				4	Optional				Register	
Computer application in vector mechanics	BMEKOJK8694				3	Optional				Register	
Joining Technologies in Vehicle Industry	BMEKOGTD015				2	Optional				Register	
Quality Management in Vehicle Technique	BMEKOGJA154				2	Optional				Register	
Experimental Modal Analysis I.	BMEKOEAB592				3	Optional				Register	
Airtransport Management I.	BMEKOKGA226				2	Optional				Register	
Intelligent Solutions in Transportation	BMEKOKA8590				3	Optional				Register	
Computer application in vector mechanics	BMEKOJK8694		1		3	Optional				Register	

Once the list comes up, Click on the + or on the subject name and to see the details of the subject.

The screenshot shows the 'Subject details' window for 'Production Logistic'. A red arrow points to the 'Subject details' menu item. Below, the subject list table is shown with a red arrow pointing to the '+' icon in the right column of the first row.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Fulfilled	Registered	Reg
Production Logistic	BMEKOEAA627				4	Optional				Register
Computer application in vector mechanics	BMEKOJK8694				3	Optional				Register
Joining Technologies in Vehicle Industry	BMEKOGTD015				2	Optional				Register
Quality Management in Vehicle Technique	BMEKOGJA154				2	Optional				Register
Experimental Modal Analysis I.	BMEKOEAB592				3	Optional				Register

In the SUBJECT DETAILS window you can see the courses belonging with the subject, the type of the subject (lecture, Laboratory, practice, exam course), the schedule info., etc. In the BASIC DATA page of the window you can see the basic data again + the final requirements (it is an algorithm of the pre-requisite of the subject), the description of the subject (if the departments filled it out) the department, the students taking the subject, etc.

The picture below shows the courses for the subject Production Logistics. As you can see it has 3 courses, a Lecture, a Laboratory and a Practice. You have to register for all 3 in these cases, by ticking the little box next to the course. If the course has a lecture and a practice, you will have to register for both. If you passed the practice course of a subject in a previous semester and obtained a signature, but failed the exam you have to register for an EXAM COURSE only. Also please remember that YOU HAVE TO REGISTER FOR THE GLOBALS! Unfortunately the Neptun is not completely fluent in English as you can see in the Class schedule info. Here is some help, so you understand the days of the week: **H**étfő – Monday, **K**edd – Tuesday, **SZ**Erda – Wednesday, **CS**ütörtök – Thursday, **P**éntek – Friday

Some courses will miss the schedule information, but these are filling up as you read this. The system communicates with you throughout, in the yellow boxes. Once you have decided which courses you wish to register for, tick the little box, and press save. You can check your class schedule at: STUDIES/CLASS SCHEDULE.

Subject details

Available courses Basic data Topic Textbooks Students Tabular pre-requirement

Production Logistic (BMEKOEAA627)
Curriculum: Bachelor of Science Degree Program in Transportation Eng.

Available courses

Actions: Save Cancel Add to class schedule planner

Course code	Course type	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Language	Site	Comm.	Description	
ERA-EA1	Lecture	0/0/19	SZE:14:15-16:00;	Dr. Bohács Gábor	English				<input type="checkbox"/>
ERA-LAB1	Laboratory	0/0/19	SZE:14:15-16:00;	Dr. Bohács Gábor	English				<input type="checkbox"/>
ERA-GYAK1	Practice	0/0/19	SZE:14:15-16:00;	Dr. Bohács Gábor	English				<input type="checkbox"/>
GYAK	Practice	18/0/30	K:12:15-14:00;	Dr. Bohács Gábor, Rinkács Angéla	Hungarian				<input type="checkbox"/>
EA1	Lecture	18/0/30	K:10:15-12:00;	Dr. Bohács Gábor, Rinkács Angéla	Hungarian				<input type="checkbox"/>
LAB	Laboratory	18/0/30	K:12:15-14:00;	Dr. Bohács Gábor, Rinkács Angéla	Hungarian				<input type="checkbox"/>

Number of results: 1-0/0 (16 ms)

Actions: Save Cancel Add to class schedule planner

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

- Course with a waiting list
- Your finalization among students of this course, on course of waiting list depends on entry
- By pointing on the icon you can view the total headcount data of the course.

Back

If, for some reason you are not allowed to take the course/subject, at registering you will be told in the yellow box why. These may include: **the student limit is full** – in this case please contact the Department -, **you have a pending debit in the system** – to settle these please read the guide: Finances in Neptun PDF on the entering page of Neptun -, or **there is a pre-requisite you have not fulfilled** – this you can see on the data sheet of the subject. It is an algorithm, but you can see the subject code in it. For the pre-requisites, you can also see the BULLETIN here: <http://kth.bme.hu/document/1353/original/Bulletin%202015-150322-full.pdf> . If you encounter these and have checked the debits and the pre-requisites, and based on these you found you are entitled to take the subject please send in the E018 request at ADMINISTRATION/REQUESTS/. Tick on the request name, fill it out and press SUBMIT REQUEST at the bottom of the page. PLEASE MAKE SURE YOU FILLED OUT ALL THE CODES, COURSE CODES, otherwise we will not know what to look for! If we find, that indeed you are not entitled to register for the subject, your request will be denied! Since the subject registration is a Department decision, please be patient in receiving an answer.

Education Admin. Neptun Meet Street

My data Studies Subjects Exams Finances Information Administration

Messages

- Inbox
- Sent messages
- Settings
- Directory

Favourite functions

Calendar

September 2015

Name:	Valid from	Valid until
E003 Request for Equity (Faculty Chan...	6/11/2015 12:00 PM	12/31/2020 11:59 PM
E010 Tuition fee	7/28/2015 4:00 PM	12/31/2015 11:59 PM
E011 Tuition fee Receipt	7/28/2015 4:00 PM	12/31/2015 11:59 PM
E018 Request to enrol for a subject / to drop a subject	1/28/2015 6:00 AM	9/30/2015 11:59 PM
E066 Request for temporary student certificate	11/18/2013 6:00 AM	12/31/2015 11:59 PM
E100 Registration Form	1/27/2015 12:00 PM	10/31/2015 11:59 PM
E100E Registration Form	6/1/2015 6:00 AM	9/30/2015 11:59 PM
E999 Request for a purpose not specified in any other requests	2/27/2014 6:00 AM	12/31/2015 11:59 PM
001 Jogorvoslat, kérelem elutasítása miatt	8/1/2010 12:10 AM	12/31/2015 11:50 PM
002 Méltányossági kérelem	7/1/2010 12:10 AM	12/31/2015 11:55 PM