

## Guide to REGISTERING FOR SUBJECTS in NEPTUN

Subjects can be registered at SUBJECTS/REGISTER FOR SUBJECTS, after you registered for the term as an active student – as a default, in the period of pre-registration. 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 then all the university subjects will appear, if you choose SUBJECTS FROM THE CURRICULUM then 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.

Once the list comes up click on the + or on the subject name to see the details of the subject.

The screenshot shows the NEPTUN interface for registering for subjects. The 'Subjects' menu is open, and the 'Register for subject' option is selected. The 'List subjects' button is highlighted with a red arrow.

This is a close-up of the registration form. It includes radio buttons for 'Subjects from curriculum', 'Other elective subjects', and 'All other subjects in the institution'. There are also dropdown menus for 'Curriculums', 'Subject group', and 'Language', and date pickers for 'Period start' and 'Period end'.

The screenshot shows a table of subjects from the curriculum. The table has columns for Subject name, Subject code, Subject group name, Number, Recommended term, Credit, Subject type, Notes Fulfilled, Registered, Register for subject, and Waiting list. A red arrow points to the '+' icon next to the 'Contemporary Architect Offices' subject, which has opened a 'Subject details' dropdown menu.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes Fulfilled	Registered	Register for subject	Waiting list
<a href="#">Contemporary Architect Offices</a>	BMEEPIP0893		2	Optional	2	Optional			<a href="#">Register</a>	+
<a href="#">Basics of Structural Design</a>	BMEEPST0151		2	Optional	2	Optional			<a href="#">Register</a>	+
<a href="#">Contemporary Urban Design</a>	BMEEPUJ0801		2	Optional	2	Optional			<a href="#">Register</a>	+
<a href="#">Applied Building Information Modelling B (Archicad advanced)</a>	BMEEPAG0236		3	Optional	3	Optional			<a href="#">Register</a>	+
<a href="#">History of Theory of Architecture 1</a>	BMEEPET0407		2	Optional	2	Optional			<a href="#">Register</a>	+

In the SUBJECT DETAILS window you can see the courses belonging to the subject, the type(s) of the course(s) (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 name of the department, the students taking the subject, etc.

The picture below shows the courses for the subject Applied Building Information Modelling B. As you can see it has 5 courses, 5 Laboratory ones. Generally you have to register for all the different courses (Lecture, Laboratory and Practice) 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 term 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 Neptun is not completely fluent in English as you can see in the Class schedule info. Here is some help, so you can understand the days of the week: **Hétfő** – Monday, **Kedd** – Tuesday, **SZE**rdá – Wednesday, **CSütörtök** – Thursday, **Péntek** – Friday.

Some courses 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: **Available courses** | Basic data | Topic | Textbooks | Students | Tabular pre-requirement

Applied Building Information Modelling B (Archicad advanced) (BMEEPAG0236)  
Curriculum: Elective subjects for MSc in Architecture

Available courses

Actions: **Save** **Cancel** **Add to class schedule planner**

Course code	Course type	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Language	Site	Approval required	Comm.	Description
<a href="#">EN1</a>	Laboratory	0/0/6	SZE:18:15-20:00 (K217)	Kiss Márton	English			<input type="checkbox"/>	
<a href="#">EN1-ER</a>	Laboratory	0/0/7	SZE:18:15-20:00 (K217)	Kiss Márton	English			<input type="checkbox"/>	
<a href="#">EN2-ER</a>	Laboratory	0/0/0		Kiss Márton	English			<input type="checkbox"/>	
<a href="#">AH1</a>	Laboratory	1/0/20	K:18:15-20:00 (K217)	Kiss Márton	Hungarian			<input type="checkbox"/>	
<a href="#">AH2</a>	Laboratory	0/0/18	K:18:15-20:00 (K218)	Kiss Márton	Hungarian			<input type="checkbox"/>	

Number of results: 0-0/0 (78 ms)

Actions: **Save** **Cancel** **Add to class schedule planner**

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 prerequisite you have not fulfilled** – this hint 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: <https://www.bme.hu/bulletin?language=en>. If you encounter these and have checked the debits and the pre-requisites and based on these you find that you are entitled to take the subject please submit the 018 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 then your request will be rejected! Since the subject registration is a Department decision, please be patient in receiving an answer.

Subjects | Exams | Finances | Information | **Administration**

Requests

Actions: **Add to favourites**

**Available request forms** | Submitted

- Enrollment/Registration
- Dormitory application
- Module selection
- Final exams
- Requests**
- Request judgement
- Student Card request
- Questionnaires
- Switch studies

Name	Valid from	Valid until	Request filled
<a href="#">E001 Appeal</a>	8/1/2010 12:00:00 AM	12/31/2023 11:59:00 PM	<input type="checkbox"/>
<a href="#">E003 Request for Equity (Faculty Chance)</a>	6/11/2015 12:00:00 PM	12/31/2023 11:59:00 PM	<input type="checkbox"/>

<a href="#">016 Appeal against reclassification decision</a>	7/6/2022 6:00:00 AM		<input type="checkbox"/>
<a href="#">018 Request to register for subjects / to drop subjects</a>	2/7/2023 6:00:00 PM	6/11/2023 11:59:00 PM	<input type="checkbox"/>
<a href="#">022 Kedvezményes tanulmányi rend iránti kérelem</a>	8/1/2010 6:00:00 AM	12/31/2023 11:59:00 PM	<input type="checkbox"/>