

Guide to the 018 Request to register for subject/drop subject request

After choosing the **018 Request to register for subject/drop subject** request in Neptun under Administration/Requests/Available request forms you will see the first page which you have to fill out. Please follow your logic and the error messages which you receive.

018 Request to register for subjects / to drop subjects

Request ID: **\$AZONOSITO**

Name: **[REDACTED]**
Neptun ID: **[REDACTED]**

Faculty: **Faculty of Electrical Engineering and Informatics**
Training program: **Bachelor of Science Degree Program in Computer Engineering**
Training program code: **5NAA8**
Term: **2022/23/2**

I request from the Faculty Study Committee to allow

The dropping of the subject in question and please drop the subject.
 The registering of the subject in question and please register the subject.

Choose (indicated by a red arrow)

Data of the subject:

Previous **Next** **Submit request** **Suspend filling in** **Assign document** **Back**

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

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

If anything is wrong with the subject code then the field will go red and you will receive this error message:

Warning

• Completion of 'Subject_code_register' is required!

Ok

Training program: **Regionális es környezeti gazdaságtan MSC (angol nyelven)**
Training program code: **7NAM04**
Term: **2019/20/2**

Programme info: -

I request from the Faculty Study Committee to allow

The dropping of the subject in question and to please drop the subject.
 The registering of the subject in question and to please register the subject.

Data of the subject:

Subject code (of new subject): **[REDACTED]**

Previous **Next** **Submit request** **Suspend filling in** **Assign document** **Back**

If the Subject code is correct then it will appear below and click on it.

Data of the subject:
Subject code (of new subject):
BMEGT20A004 - Basics of Marketing

[Previous](#) [Next](#) [Submit request](#) [Suspend filling in](#) [Assign document](#) [Back](#)

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!
VEN01GT
VHU01GT

[Previous](#) [Next](#) [Submit request](#) [Assign document](#) [Back](#)

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.

018 Request to register for subjects / to drop subjects

Explanatory information:
Subject prerequisite: Exists
Course prerequisite: Not Exists
Curriculum of the subject: No data available

The subject and the course have prerequisites

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

xxx

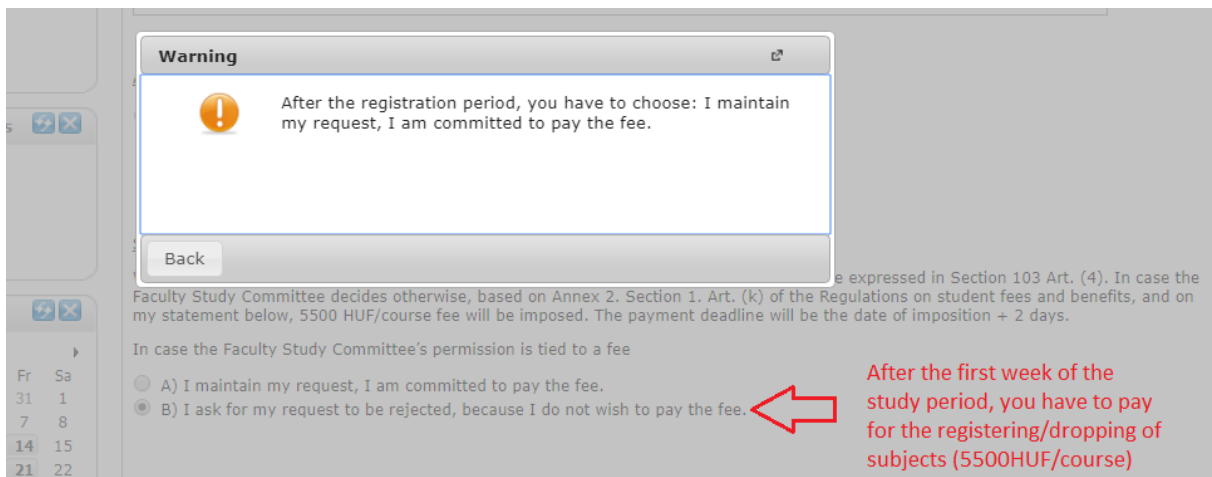
You must write something, you wont be able to proceed without!

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

I have completed the subject in my previous training program and I do not wish to have it recognised in my current one but I request the registration of the subject
I have failed to register for/drop the subject by the deadline
I was unable to take the specialisation subject due to late registration of the specialisation
no exam course has been offered for the subject according to Section 93 (8) of BME Code of Studies
other
registration of a subject not included in my model curriculum even as an optional one
the day and/or time of the course has changed therefore I have to drop the course
Attach the subject fulfilling the prerequisite of the requested one has not yet transferred/recognised
the subject has not been offered for the term according to Section 93 (3) of BME Code of Studies

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.

Back

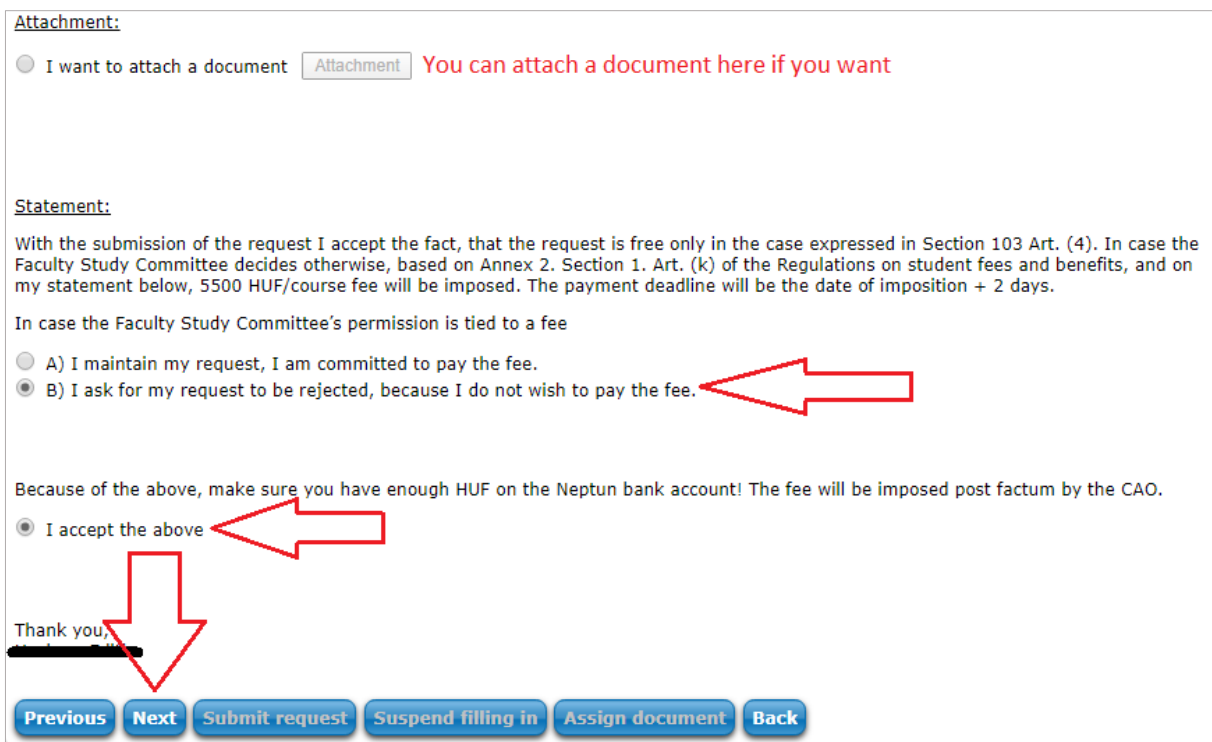
Faculty Study Committee decides otherwise, based on Annex 2. Section 1. Art. (k) of the Regulations on student fees and benefits, and on my statement below, 5500 HUF/course fee will be imposed. The payment deadline will be the date of imposition + 2 days.

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.

After the first week of the study period, you have to pay for the registering/dropping of 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 then press **Back** and correct it, if it is all right press **Submit request**.



Attachment:

I want to attach a document 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,

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