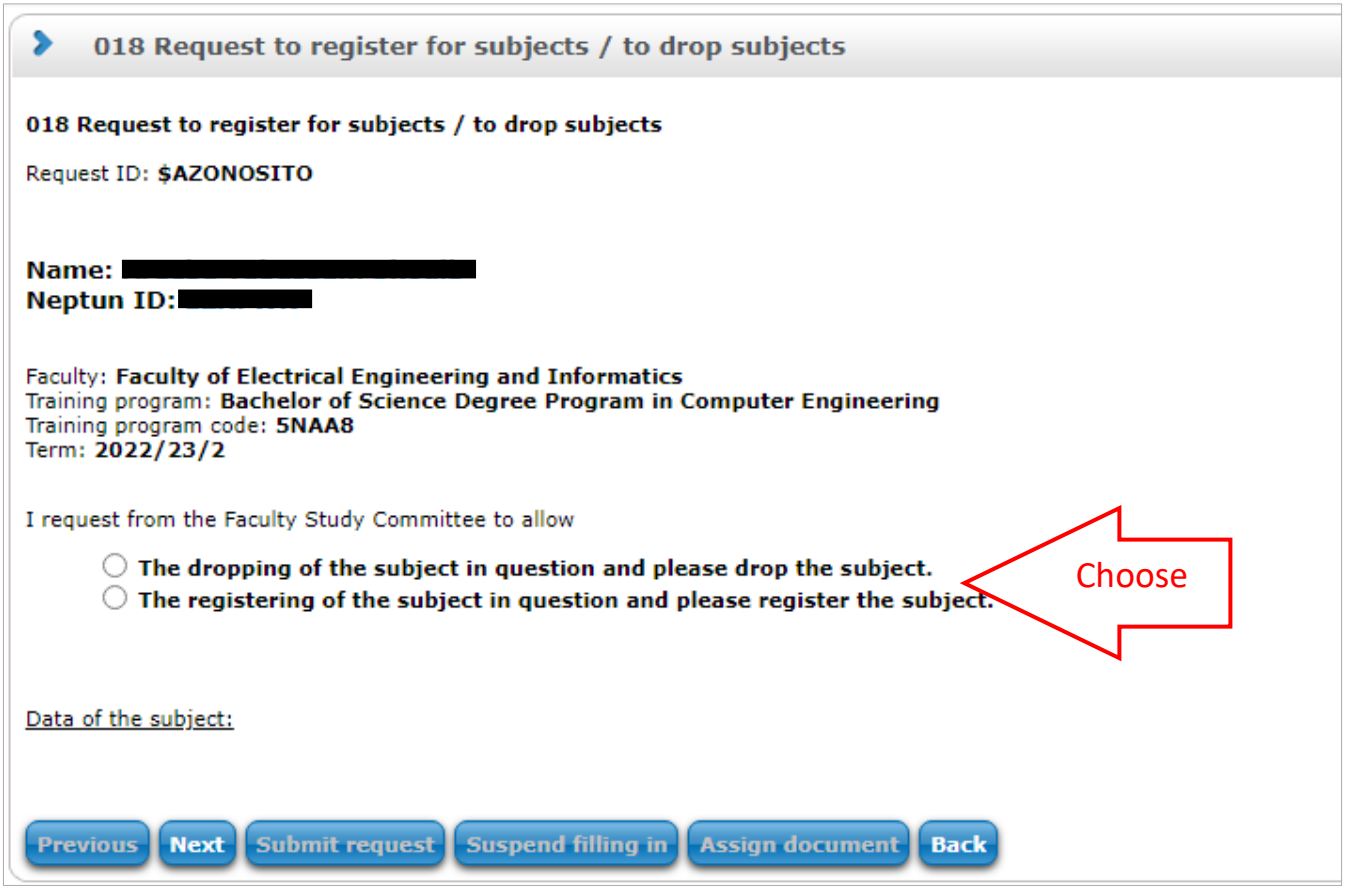
Guide to the 018 Request to register for subject/drop subject request

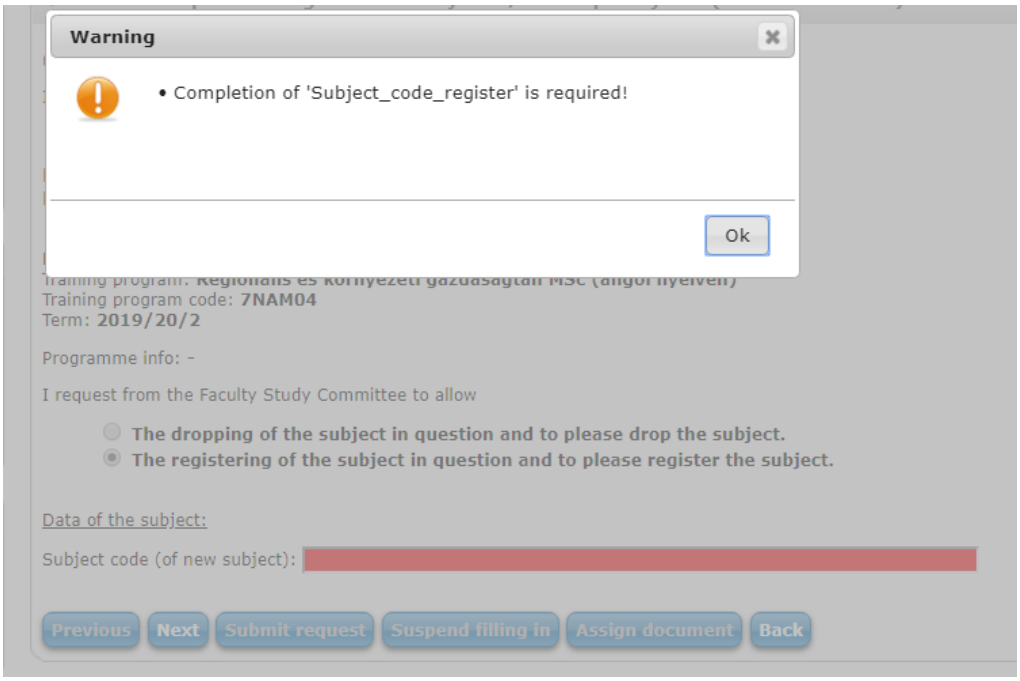
After choosing the **018 Request to register for subject/drop subject** request in Neptun under Administration/Requests/Available request forms you will see the first page which you have to fill out. Please follow your logic and the error messages which you receive.



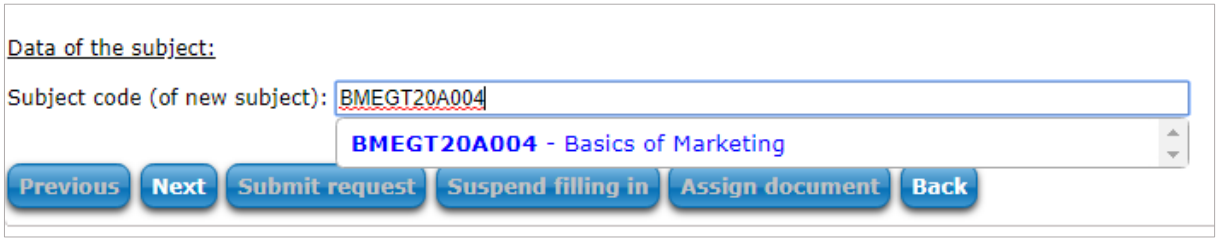
This request evaluates the needed data along the way. If you write the wrong subject code then it will not accept it. You will not be able to drop a subject which you are not registered for. You can only write codes for registering subjects that

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

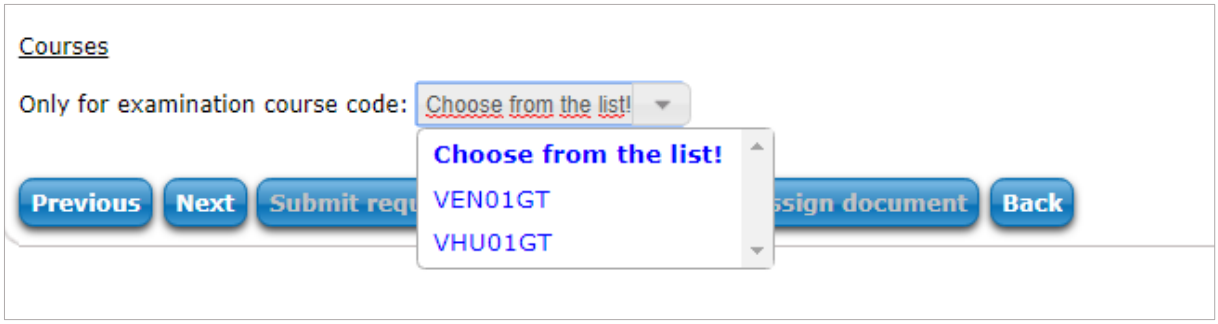
If anything is wrong with the subject code then the field will go red and you will receive this error message:



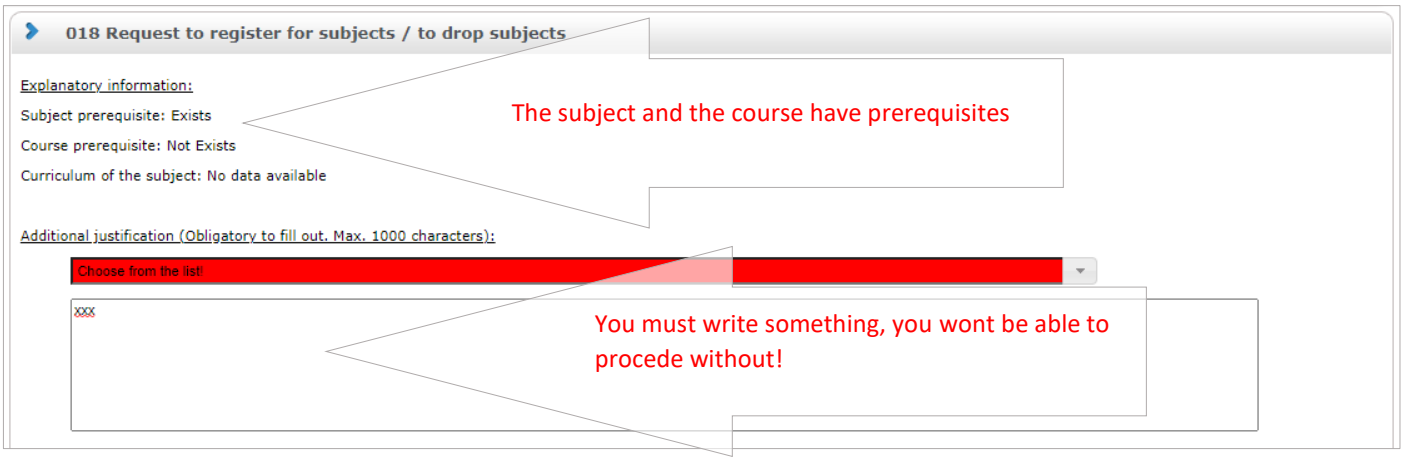
If the Subject code is correct then it will appear below and click on it.

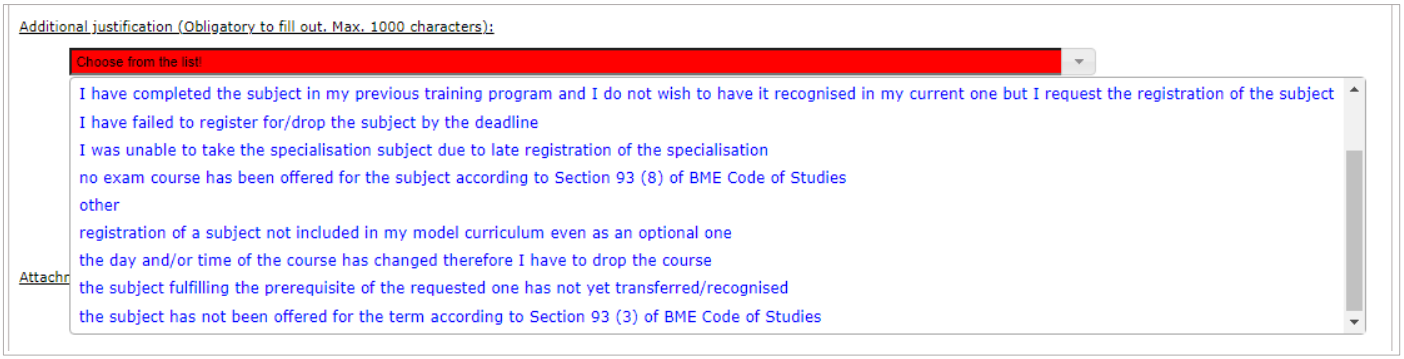


Once you selected the subject you will see a list of the possible courses, please choose the one you want.



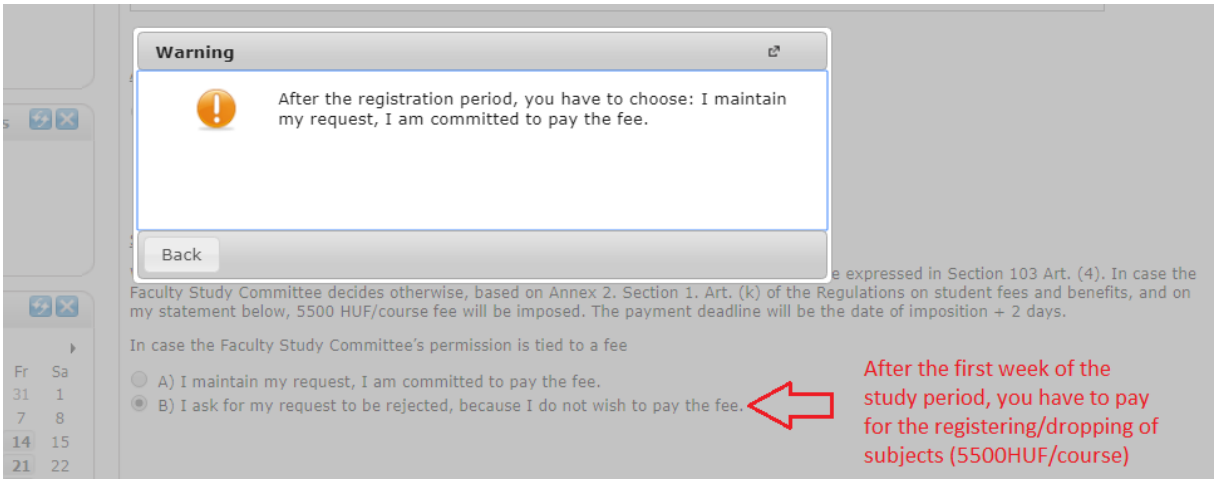
Next, you see some information about the selected subject and its course and have to give an explanation for why you could not register the subject yourself.



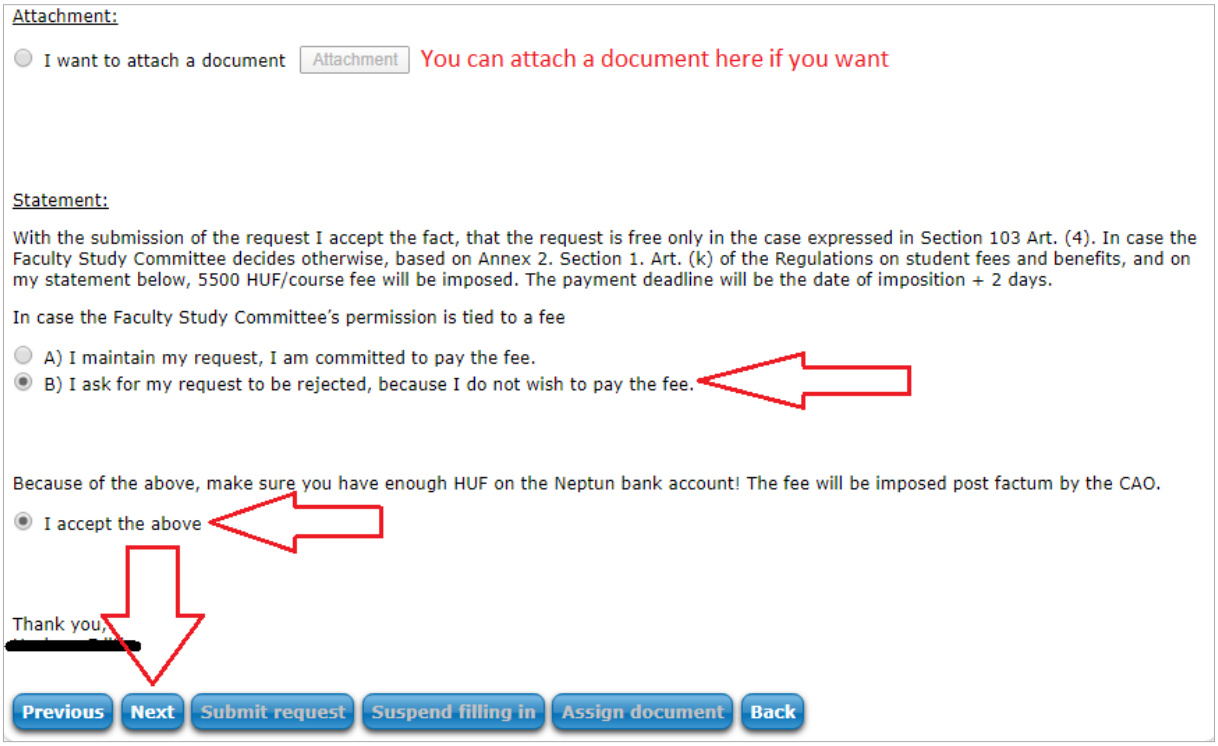


You have to choose whether or not you are willing to pay the 5500 HUF/course fee for the registration, in case the faculty decides so. If you choose not to pay a fee and the faculty decides to accept the request for a fee, it will be automatically rejected.

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



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.



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