Announcement for Undergraduate Program Registration Correction

ANNOUNCEMENT OF APPLICATIONS FOR UNDERGRADUATE PROGRAM REGISTRATION CORRECTION

APPLICATION DUE DATE: 10/11/2020

1. Undergraduate Course(s) Registration (Register Correction) Petition – Form
   The following form and petition under the BS Forms heading will be filled at the link
   https://eee.metu.edu.tr/forms (Details of the request for course dropping due to COVID19
   should be specified in the description section).
   - EE BS 15-kayit_duzeltme_formu.doc
   - EE BS 16-kayit_duzeltme_dilekcesi.doc

2. Approval in accordance with the content mentioned below will be obtained from the
   consultant by e-mail. Content should be as follows:

   Turkish text
   " Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı'na
   2020-2021/1. Döneminde danışmanı olduğum .....numaralı ve   …………….. adlı öğrencinin
   kayıt düzeltme işlemi tarafımca uygundur/uygun değildir.
   Danışman Ad-soyad: " ibareli onay e-postası .pdf formatı.

   English text
   "To the Department of Electrical and Electronics Engineering
   As being the advisor of the ……. numbered and ……….. named student in the 2020-2021 Fall
   Semester, the registration correction of the named student is not appropriate / appropriate
   by me.
   Advisor first and last name: " confirmation email .in format PDF.

3. For the dropping a course, approval of the faculty member who gives the course is not
   required.

4. For adding a course, approval in accordance with the content mentioned below will be
   obtained from the faculty member who gives the course. Content should be as follows:
   Turkish text
   " Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı'na
   2020-2021/1. Döneminde   ....numaralı ve   ……………. adlı öğrencinin ………kodlu ders
   ekleme talebi tarafımca uygundur/uygun değildir.
   Öğr. Üyesi Ad-soyad: " ibareli onay e-postası .pdf formatı.

   English text
   " To the Department of Electrical and Electronics Engineering
   In the Fall semester of 2020-2021 request of ....numbered and .... named student
   to add a coded course....... is not appropriate/appropriate by me.
   Fac. Member first and last name: " confirmation email .in format PDF.

5. Transcript (taken from the Student Information System. In pdf format)

Required documents to be forwarded by E-mail: uncompleted applications will not be evaluated.

- Register Correction Form
- Register Correction Petition
- Advisor Conformation E-mail
- Transcript (Relevant Program)

You must apply through METU E-mail (........@metu.edu.tr) account.

**All documents should be in pdf format and send to Department Student Affairs
serdark@metu.edu.tr through (Metu) e-mail (cc to the advisor's e-mail address). The subject of
the E-mail should be "kayıt düzeltme talebi-programı-ad-soyad-öğrenci no".**

NOTE: Applications will be resulted in the student information system for your academic status
(within 3 weeks), please check.

Announcement for Graduate Program Registration Correction
ANNOUNCEMENT OF APPLICATIONS FOR Graduate PROGRAM REGISTRATION CORRECTION

APPLICATION DUE DATE: 10/11/2020

- Graduate Registration Correction Petition

Steps that students required to complete

1. Prepare the "Graduate Registration Correction Petition" with the reasons included. The
   petition should be written on a blank sheet of paper addressed to Electrical and Electronics
   Engineering and the academic status should be stated. Also state your student no-first-last
   name, program, address, phone, Metu student e-mail address and advisor information in the
   petition.
2. Approval in accordance with the content mentioned below will be obtained from the
   consultant by e-mail. Content should be as follows:

   Turkish text
   " Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı'na
   2020-2021/1. Döneminde danışmanı olduğum .....numaralı ve ……………... adlı öğrencinin
   kayıt düzeltme işlemi tarafımca uygundur/uygun değildir.
   Danışman Ad-soyad: " ibareli onay e-postası .pdf formatı.

   English text
   "To the Department of Electrical and Electronics Engineering
   As being the advisor of the ……. numbered and ………... named student in the 2020-2021 Fall
   Semester, the registration correction of the named student is not appropriate / appropriate
   by me.
   Advisor first and last name: " confirmation email .in format PDF.

3. For the dropping a course, approval of the faculty member who gives the course is not
   required.
4. For adding a course, approval in accordance with the content mentioned below will be
   obtained from the faculty member who gives the course. Content should be as follows:
   Turkish text
   " Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı'na
   2020-2021/1. Döneminde ....numaralı ve ……………. adlı öğrencinin ………kodlu ders
   ekleme talebi tarafımca uygundur/uygun değildir.
   Öğr. Üyesi Ad-soyad: " ibareli onay e-postası .pdf formatı.

English text
" To the Department of Electrical and Electronics Engineering
In the Fall semester of 2020-2021 request of ....numbered and .... named student
to add a coded course....... is not appropriate/appropriate by me.
Fac. Member first and last name: " confirmation email .in format PDF.

5. Transcript (for the relevant program taken from the Student Information System. In pdf
   format)

Required documents to be forwarded by E-mail: Register Correction Petition, Conformation E-mail
form the Advisor, Transcript. Uncompleted application will not be evaluated.

You must apply through METU E-mail (........@metu.edu.tr) account.

**All documents should be in pdf format and send to Department Student Affairs
serdark@metu.edu.tr through (Metu) e-mail (cc to the advisor's e-mail address). The subject of
the E-mail should be "kayıt düzeltme talebi-programı-ad-soyad-öğrenci no".**
NOTE: Applications will be resulted in the student information system for your academic status
(within 3 weeks), please check.