

## Announcement for Undergraduate Program Registration Correction

### ANNOUNCEMENT OF APPLICATIONS FOR UNDERGRADUATE PROGRAM REGISTRATION CORRECTION

#### APPLICATION DUE DATE: 12/04/2021

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  
2020-2021/2. 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 Spring 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  
2020-2021/2. 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 Spring 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 Confirmation 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](mailto: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: 12/04/2021

- 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  
2020-2021/2. Döneminde danışmanı olduğum .....numaralı ve ..... adlı öğrencinin kayıt düzeltme işlemi tarafımda 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 Spring 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  
2020-2021/2. Döneminde .....numaralı ve ..... adlı öğrencinin .....kodlu ders ekleme talebi tarafımda 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 Spring 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](mailto: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.