**GRADUATE REGISTERATION ADJUSTMENT FORMAT**

A petition to the head of EE Department stating your late registration request should be written in the computer environment. In the petition the section information (the section no) and the course codes that you want to drop or register should be included. Your contact information, date and your signature should be included in the petition. The petition should be sent as a word document.

For each course that you want to register, the wet-ink signature of the lecturer should be found in the digital form (The photo of the wet signature of the related lecturer can be placed on the document). For dropping a course, there is no need for the approval and the signature of the lecturer.

- The requests in which the petition document does not include a detailed advisor explanation about the situation are turned down by the Institute. The advisor should explain your situation in the petition and wet-ink sign the digital document (The photo of the wet signature can be placed on the document).

The Content of text:

“ Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2020-2021/1. Döneminde danışmanı olduğum .....numaralı ve …………….. adlı öğrencinin kayıt düzeltme işlemi tarafımca uygundur” should be written and a brief explanation of your request and situation should be given.

Danışman Ad-soyad:

İmza:

The documents that should be send via e-mail: (The incomplete applications will not be considered)

-Kayıt Düzeltme Dilekçesi (*.ing “*Registration Adjustment Petition”) (The reason should be stated in the explanation part. The wet-ink signature of the advisor, lecturer and the student should be on the digital form)

-Transcript (from the student information, in .pdf format)

-Registration session information (The screenshot of the course that is added into your schedule and approved by the advisor)

-Application should be completed trough METU e-mail (…….@metu.edu.tr) account

-The application e-mail (the advisor in the cc) will be sent to serdark@metu.edu.tr. “The title of the e-mail should be “Kayıt Düzeltme talebi-programı-ad-soyad-öğrenci no” (*ing “*Registration Adjustment Request-Program-Name-Last Name-Student No”)

NOTE: The Registration Adjustment applications will be resulted (within the 3 weeks) to your academic situation in the student information after the MFYK (*.ing* “Engineering Faculty Board of Directors”), please check your situation regularly.