**GRADUATE REGISTRATION ADJUSTMENT FORMAT**

A petition to the head of the EEE Department stating your registration adjustment request should be written in the computer environment. The section information (section no) and the course codes of the courses you want to drop or register for should be included in the petition. 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 you want to register for, 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). To drop a course, there is no need for the lecturer's approval or signature.
* The documents that do not document the reason for the excuse and that do not have a detailed advisor explanation on the petition about the request are returned by the Institute. The document of justification must be attached to the annex of the document.
* The advisor should explain your situation in the petition and wet-ink sign the relevant digital document (The photo of the wet-signature can be placed on the document). The Content of text:

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

……………... 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 sent via e-mail: (The incomplete applications will not be considered)

* Kayıt Düzeltme Dilekçesi (*. eng “*Registration Adjustment Petition”) (The reason should be stated in the explanation part. It should be signed by the advisor, lecturer, and the student.)
* Transcript (from the student information system, in .pdf format)
* Registration session information (The screenshot of the course that is added to your schedule and approved by the advisor)

The application should be completed through the METU e-mail (…….@metu.edu.tr) account.

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

**NOTE:** The Registration Adjustment application results will be reflected (within the **3** weeks) to your academic situation in the student information system after the MFYK (*. eng “*Engineering Faculty Board of Directors”); please check your situation regularly from your transcripts.