**UNDERGRADUATE REGISTRATION ADJUSTMENT FORMAT**

The following forms and petitions under the “BS Forms” in <https://eee.metu.edu.tr/forms> should be filled in the computer environment.

The forms and petitions should be sent as a word document.

* EE BS 15-kayit\_duzeltme\_formu.doc (. *eng* “EE BS 15-registration adjustment form.doc”)
* EE BS 16-kayit\_duzeltme\_dilekcesi.doc (. *eng* “EE BS 16-registration adjustment petition.doc”) (The petition must be digitally or wet-signed by the student.)

For each course you want to add to your program, the petition must be digitally or wet-signed by the lecturer (The photo of the wet signature of the related lecturer can be placed on the document). There is no need for the lecturer's approval or signature to drop a course.

Your advisor should explain your situation in the petition and wet ink sign the digital document (The photo of the wet signature of the related lecturer can be placed on the document). The content text for explanation of your situation:

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2022-2023/1. 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 sent via e-mail: (The incomplete applications will not be considered)

* Kayıt Düzeltme Formu (*. eng “*Registration Adjustment Form”)
* 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 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. “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 MFYK (. eng “Engineering Faculty Board of Directors”) decisions will be reflected to your academic situation (within **3** weeks) in the student information system; please check your situation regularly.