**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.

* 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 signed by the lecturer. 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 sign the document. The content text for explanation of your situation:

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2023-2024/2. 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: “

Documents to be hand-delivered to the Department of Student Affairs (D-116) office:

* 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 (unofficial transcript taken from the student information system)
* Registration session information (Student Information (61))

The incomplete applications will not be considered.

**NOTE:** The registration correction application result is reflected in the student information system (https://student.metu.edu.tr/) by the ÖİDB within an average of 4 weeks. If there are any changes you want to make in your transcript for this period appear on your transcript, your record correction has been approved. If there has been no change in your transcript even after 4 weeks, please contact the Department of Student Affairs (D-116).