Subject registration guide

Registering to subjects is only possible after having set your term to *"Active"* status.

The method of registering to subjects is as follows:

- On the *Subjects – Register for Subjects* pane select the appropriate term from the dropdown menu and select the subject type of your choice.

- You may choose between your *Curricula* or you can list all of them.

Subjects of the Curriculum:

- After selecting the appropriate *Term* and *Curriculum* and choosing the *Subjects from Curriculum* option you can list the subjects of your curriculum/a, which include above all the *Obligatory* and the *Elective* subjects which should be completed in the order suggested by your *Curriculum*.

- At the *Curriculum* pane, you may list the subject belonging to a given *Curriculum* or list the subjects of all your *Curricula*.

All other subjects in the institution (*Optional Elective Subjects*):

- The courses may be set as *Optional Elective Subjects* in every term by the Institutions responsible for the courses.

- The number of students allowed to register to a given *Optional Elective Subject* is set by the Institution responsible for the course.

- The registration period for the *Optional Elective Subjects* is at the same time as the registration for the *Subjects in the Curricula*, therefore the *Subject Registration Period* for both *Subject Types* is the same. New subjects may be added to the list of the *Optional Elective Subjects* at any time during the *Subject Registration Period*, therefore it is advised to regularly check the list.

    Keep in mind if you have set any search parameters previously (e.g. Setting Monday will only show those subjects which have courses on Monday etc.)

    After listing the subjects, at the desired subject click on the *Register* button, which opens another window, where you can see the available courses of the given subject.

    You may also store subjects in the *Class Schedule Planner*, from which pane you can also register to them.

    You can finalise your *Subject Registration* by ticking the checkbox of the course you would like to register to and then clicking on the *Save* button.

    The list of courses contains only those courses, of which *Site* is the same as the one assigned to the students *Training* (i.e. if the *Training* is at the *X Site* then only those courses appear

where *X* is set as the *Site*), or those ones which do not have a *Site* set. (Do account for the travelling time when registering for subjects at different *Sites*).

The registration for a *Course* will only be successful if:

- If you have completed the *Prerequisites* of the registration of both the *Subject* and the *Course* (i.e. completion of another subject, choosing a subject on the corresponding *Site* etc.).

- If there are enough free spaces left on the *Subject* (i.e. on the *Headcount/Limit* column the *Headcount* is lower than the *Limit*).

- If the subject has not been completed before (i.e. in a previous term).

- A pop-up message notifies you whether the registration was *Successful* or *Failed*. The notification also contains the reason why the registration failed (i.e. certain prerequisites of the registration are not fulfilled or there is not enough space on the course for additional registrations etc.)

- If the registration fails and the issue is with the *Subject Prerequisites*, please verify that you indeed registered or completed the required subject under the exact (!) *Subject Code* which is specified in your *Curriculum* (i.e. there might be several variations of the same subject under similar names with different *Subject Codes*, but in each case the *Subject Code* is the relevant factor). If the *Prerequisite* is registration to another subject then the order of the registration also matters (i.e. if the registration to *Subject A* is the prerequisite of the registration to *Subject B* then you can only register to *Subject B* if you have already registered to *Subject A* etc.)

- If the registration fails and the issue is with the *Course Prerequisites* or with the *Course Limits*, then contact the *Institution* responsible for the course.

- In case of a *Neptun error* (which does **NOT** include the previously listed issues) you may ask for help by writing an e-mail to neptun@btk.ppke.hu supplying your **Neptun Code (!) Subject Code (!) and the error message itself**.

Unregistering from a subject:

- If you registered for a *Subject*, but for some reason you would like to unregister, you can do it at the *Additional options*, clicking on the *Unregister from Subject* button, which unregisters you from the selected *Course* and *Subject*. Unregistering from courses is only possible during the *Subject Registration Period* (!).