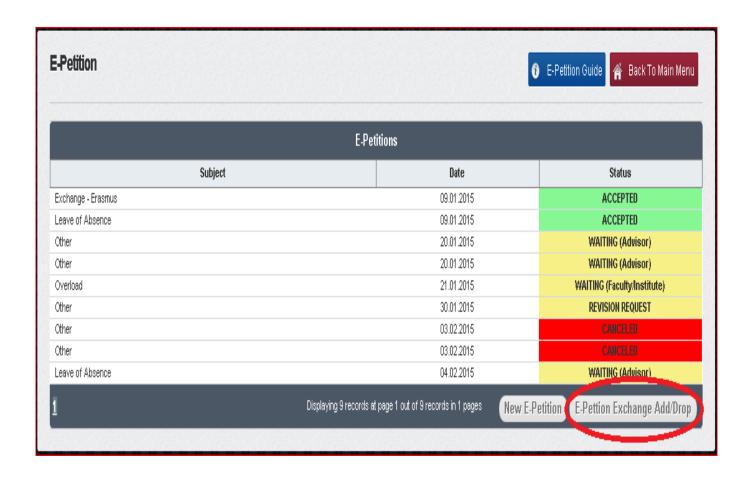
All students who have already had the **approvals from Registrar's Office** for the Spring 2015 Term Exchange/Erasmus Programs will be able to see the "E-Petition Exchange Add/Drop" button.

Step 1: In the case that you are willing to **change the courses** you have been enrolled in, please click on "E-Petition Exchange Add/Drop" button first.

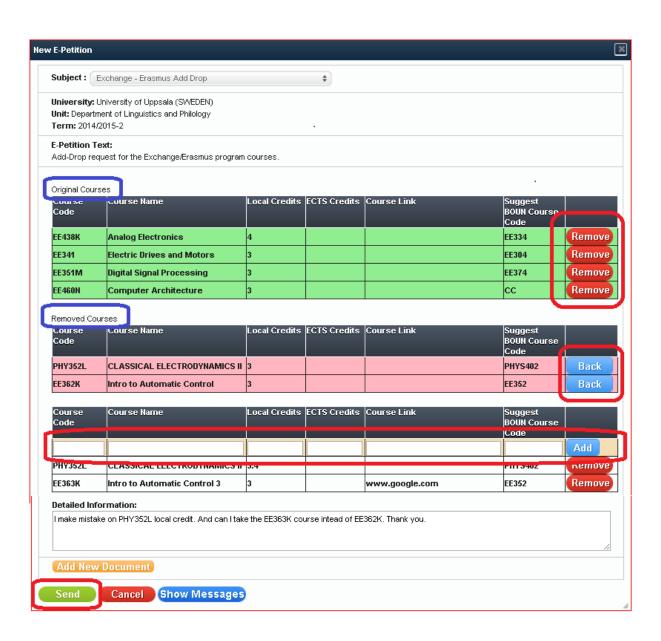


Step 2: You will see the courses you are already taking in the 'Original Courses' list. Click on the red 'Remove' button for the courses you would like to drop. The courses you will have dropped will be seen in the 'Removed Courses' list.

Step 3: If you would like to add a course, please click on 'Add' button after writing down the Course Name/Code/Credits etc.

In case you have the syllabus of the course, you may add it to the system by clicking on the 'Add New Document' button.

Step 4: After you are done with your add/drop procedure, DO SEND FOR APPROVAL!



Step 5: After you submit your new e-petition, you will observe that the status box which will reflect who is evaluating your petition.

Date 09.01.2015 09.01.2015	Status ACCEPTED ACCEPTED
09.01.2015	ACCEPTED
09.01.2015	ACCEPTED
20.01.2015	WAITING (Advisor)
20.01.2015	WAITING (Advisor)
21.01.2015	WAITING (Faculty/Institute)
30.01.2015	REVISION REQUEST
03.02.2015	CANCELED
03.02.2015	CANCELED
04.02.2015	CANCELED
06.02.2015	WAITING (Advisor)
	21.01.2015 30.01.2015 03.02.2015 03.02.2015 04.02.2015

Step 6: Once your new e-petition has been approved by the Advisor and the Coordinator, the status will take the following form. And you will be able to easily see the your 'Final Course List' like one below.

Date:

06.02.2015

Subject:

Exchange-Erasmus Add-Drop

Request:

Add-Drop request for the Exchange/Erasmus program courses.

Original Course List

Course Code	сош ѕе мате	Local Credits	ECTS Credits	Suggest BOUN Course Code
EE438K	Analog Electronics	4		EE334
EE341	Electric Drives and Motors	3		EE304
EE351M	Digital Signal Processing	3		EE374
EE460N	Computer Architecture	3		CC
PHY352L	CLASSICAL ELECTRODYNAMICS II	3		PHYS402
EE362K	Intro to Automatic Control	3		EE352

Removed Courses

Course Code	course Name	Local Credits	ECTS Credits	Suggest BOUN Course Code
PHY352L	CLASSICAL ELECTRODYNAMICS II	3		PHYS402
EE362K	Intro to Automatic Control	3		EE352

Added Courses

Code	2	ame	Local Credits	ECTS Credits		Suggest BOUN Course Code
PHY352L	CLASSIC	AL ELECTRODYNAMICS II	3.4			PHYS402
EE363K	Intro to A	utomatic Control 3	3		http://www.google.com	EE352

Final Course List

Course Code	course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUN Course Code
PHY352L	CLASSICAL ELECTRODYNAMICS II	3.4			PHYS402
EE363K	Intro to Automatic Control 3	3		http://www.google.com	EE352
EE438K	Analog Electronics	4			EE334
EE341	Electric Drives and Motors	3			EE304
EE351M	Digital Signal Processing	3			EE374
EE460N	Computer Architecture	3			СС

Detailed Information:

I make mistake on PHY352L local credit. And can I take the EE363K course intead of EE362K. Thank you.

Cancel Petition Print Petition Show Messages