Subject registration in Neptun

1. Steps of subject registration

When logged in to the Student Neptun (HWEB) interface, **click on the + sign in the Administration/Enrollment/Registration** menu during the current semester and then click on the **Log in** option. To enroll in a course, select **Active status**.

In the **Subjects/Register for subjects** registration menu, select the current semester from the drop-down menu. Use the Curriculum and Subject drop-down menus to narrow down your search results. If you select the All option, you will also see the compulsory, specialised, optional and physical education subjects. The List subjects button will display the subjects that can be taken.

To add a subject, click on the Register button in the subject row, then in the pop-up window, select the course(s) you wish to register. If you have more than one course type, you must select each course type. Be sure to select courses in the same language and pay attention to any instructions in the Comment field. After ticking the course box, click Save to add the course.

2. For which subjects should register?

Always register for subjects according to the progress recommended in the model curriculum, if possible. In the list of subjects, you will find the semester indicated in the Subject Group Name column. You will find the recommended semester for the optional (elective) subjects indicated in the model curriculum in the curriculum grid.

3. When does the subject registration start?

The 2 weeks preceding the academic term are registration weeks, during the first week of which the subject registration procedure takes place.

4. There are no subjects in the subject list, what may be the problem?

Check if you are enrolled for an Active status semester by going to Enrollment/Registration menu.

Check if you are trying to register a relevant study program (In case of undertaking more than one study program)

Check that you are looking for subjects in the correct semester in the Semesters drop-down menu.

Check if you have selected the Subjects from the Model Curriculum option in the Subject Type field.

Check if you have not set any other filtering conditions in the Subject Name, Subject Code, Course Lecturer, Course Code, Period Start, Period End options.

Check if you have clicked on the List Subjects button.

If completing all of the above steps did not fix the issue, please email any errors with a screenshot to neptuncsoport@uniduna.hu.

5. **There is no free place on the course, what should I do?**

If you do not find the wording "No increase in number of students" in the course comment, please indicate your request for an increase in the number of students during the course enrollment period by sending an e-mail to neptuncsoport@uniduna.hu.

The number of places will only be increased if all the courses in the subject are full and the student is registered a subject which is compulsory for the student according to the model curriculum. In the case of electives, the Director of the Institute decides on the number of places to be added.

6. **What do the captions in the Comment field of the course mean?**

NVO: The lecturer listed for the course is not the Final Lecturer and may change.

Number of students cannot be increased: It is not possible to increase the maximum number of students specified for the course.

MINFBSC, GAZDBA, etc.: Course codes indicating which course timetable the subject fits into without conflict if progressing according to the model curriculum.

Examination course - examination only in the examination period, for those with a valid signature: this course is open to students who have obtained a signature in the subject in the last 1 year but have not completed it. The course does not require any timetabled lessons or consultations, only the examination during the examination period. It is only available for courses with an examination requirement.

Individual course: A course with individual consultations but no timetabled lessons.

Exam course which has teachers signature (indicating the fulfilment of the term requirements of a course-unit): Examination course for our foreign students.

7. I missed the deadline of subject registration.

Week 2 of registration offers the opportunity to register subjets at a later date. Registration is possible by filling in the fee-based application form "Request for subsequent subject registration " via the Administration/Applications menu.

8. I have registered a subject that I would like to drop, where can I do it?

Registration week 2 offers the opportunity to drop a previously registered subject. You shall request that by filling in the fee-based application form "Request for a subsequent subject registration " via the Administration/Requests menu.

9. What is a model curriculum-based progress?

To progress according to the model curriculum means that the student has to pass all subjects on the first attempt in the semester in which the model curriculum requires the subject to be passed.