

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.

The screenshot displays the E-Petition system interface. At the top left, the title "E-Petition" is shown. On the top right, there are two buttons: "E-Petition Guide" and "Back To Main Menu". Below this is a table titled "E-Petitions" with three columns: "Subject", "Date", and "Status". The table contains 9 rows of data. At the bottom of the interface, there is a footer area with a page number "1", a status message "Displaying 9 records at page 1 out of 9 records in 1 pages", and two buttons: "New E-Petition" and "E-Petition Exchange Add/Drop". The "E-Petition Exchange Add/Drop" button is circled in red.

Subject	Date	Status
Exchange - Erasmus	09.01.2015	ACCEPTED
Leave of Absence	09.01.2015	ACCEPTED
Other	20.01.2015	WAITING (Advisor)
Other	20.01.2015	WAITING (Advisor)
Overload	21.01.2015	WAITING (Faculty/Institute)
Other	30.01.2015	REVISION REQUEST
Other	03.02.2015	CANCELED
Other	03.02.2015	CANCELED
Leave of Absence	04.02.2015	WAITING (Advisor)

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!**

New E-Petition ✕

Subject: Exchange - Erasmus Add Drop

University: University of Uppsala (SWEDEN)
Unit: Department of Linguistics and Philology
Term: 2014/2015-2

E-Petition Text:
 Add-Drop request for the Exchange/Erasmus program courses.

Original Courses

Course Code	Course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUN Course Code	
EE438K	Analog Electronics	4			EE334	Remove
EE341	Electric Drives and Motors	3			EE304	Remove
EE351M	Digital Signal Processing	3			EE374	Remove
EE460N	Computer Architecture	3			CC	Remove

Removed Courses

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

Course Code	Course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUN Course Code	
						Add
PHY352L	CLASSICAL ELECTRODYNAMICS II	3			PHYS402	Remove
EE363K	Intro to Automatic Control 3	3		www.google.com	EE352	Remove

Detailed Information:

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

Add New Document

Send
Cancel
Show Messages

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

E-Petition [E-Petition Guide](#) [Back To Main Menu](#)

E-Petitions		
Subject	Date	Status
Exchange - Erasmus	09.01.2015	ACCEPTED
Leave of Absence	09.01.2015	ACCEPTED
Other	20.01.2015	WAITING (Advisor)
Other	20.01.2015	WAITING (Advisor)
Overload	21.01.2015	WAITING (Faculty/Institute)
Other	30.01.2015	REVISION REQUEST
Other	03.02.2015	CANCELED
Other	03.02.2015	CANCELED
Leave of Absence	04.02.2015	CANCELED
Exchange-Erasmus Add-Drop	06.02.2015	WAITING (Advisor)

1 | Displaying 10 records at page 1 out of 10 records in 1 pages | [New E-Petition](#)

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

Added Courses

Course Code	Course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUH Course Code
PHY352L	CLASSICAL ELECTRODYNAMICS II	3,4			PHYS402
EE363K	Intro to Automatic Control 3	3		http://www.google.com	EE352

Final Course List

Course Code	Course Name	Local Credits	ECTS Credits	Course Link	Suggest BOUH 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			CC

Detailed Information:

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

Cancel Petition

Print Petition

Show Messages