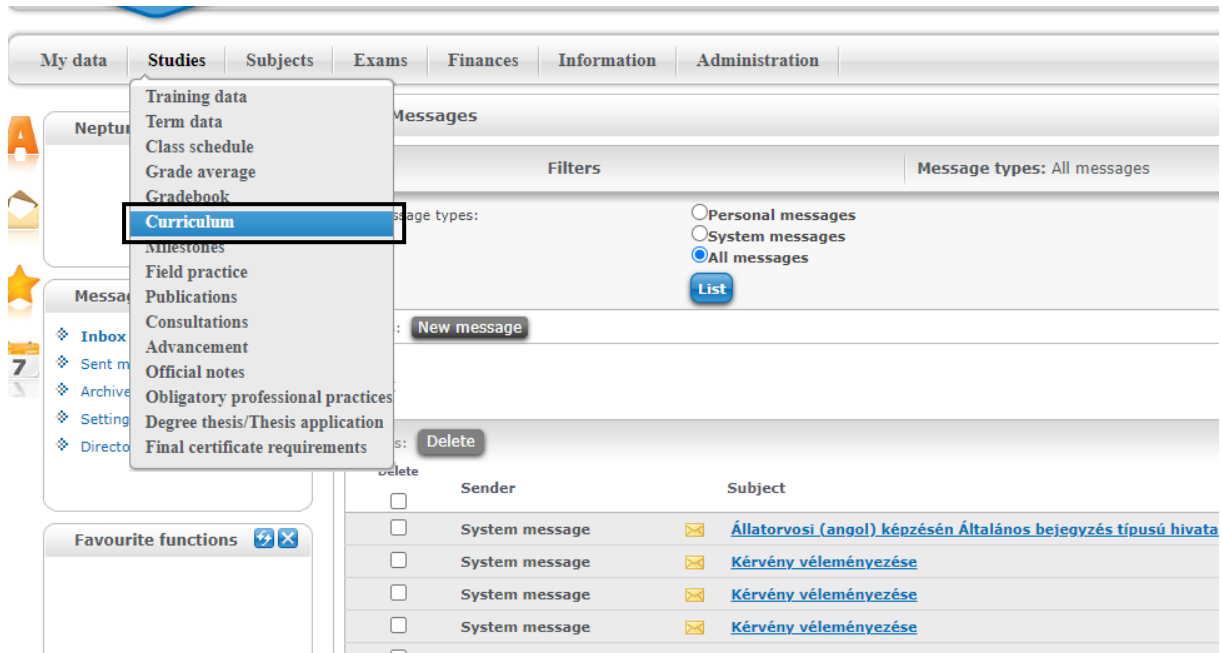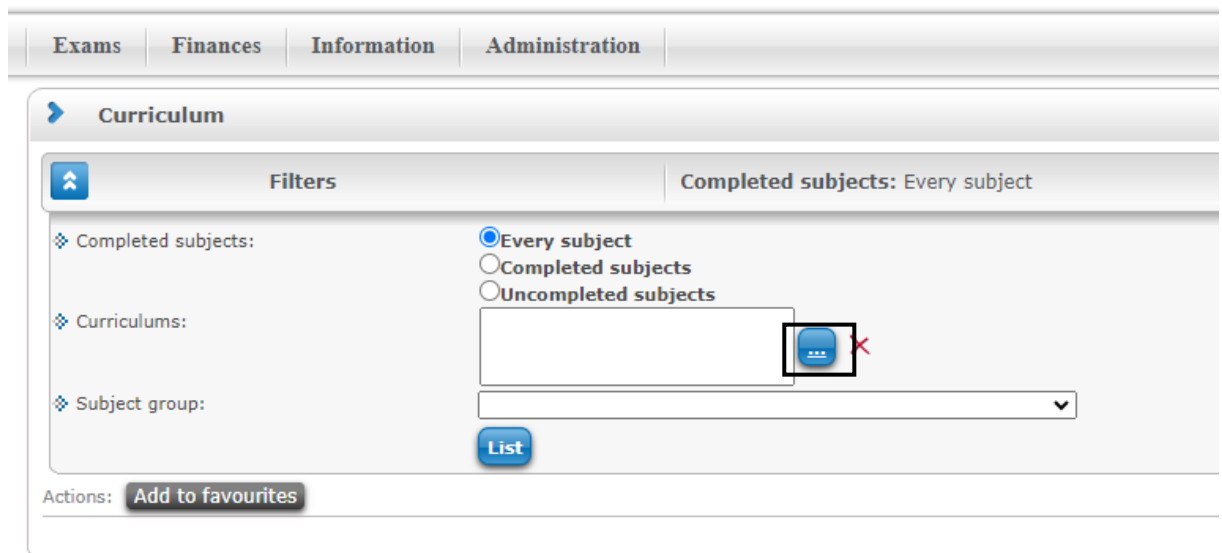# Process of submitting a request form to sign up and drop off a subjects (after the set deadline)

1. Please pick the Studies / Curriculum menu

2. At the menu please pick the relevant curriculum with the „…" button, from which you would like to pick the subject of your request

3. In the pop-up window at the Select option in the square, please pick the relevant curriculum, then approve it with the Choose curriculum button. Then you return to the former screen.

4. Please click on the List button, then the subject of the given curriculum will show up.

5. Please click on the + button at the end of the row of the subject that entitles you to submit your request.

6. Please pick the relevant request to submit and click on it.

7. Please fill out and submit the request in its regular way.