

We strongly recommend that you check your academic program's curriculum, courses offered, as well as the information provided in this document. We also advise you to consult your advisor, when necessary, before completing your course registrations.

Once your course registration is complete, we recommend that you go to the "Academic Information -Degree Audit" screen to make sure that you have registered for the right courses to fulfill your graduation requirements.

You have been assigned different advisors to help you with the following issues during your course registration. You may view the details of your academic advisors via the **My Profile → Advisor Information** tabs in the Student Information System ([SIS](#)). Please see the duties of advisors below:

- Academic Advisors: Assist students with the required and elective courses of their academic programs.
- Dean / Director Advisors: Provide general information about the respective faculty or school.
- Student Services Advisors: Inform students about rules, regulations and directives.



[Please click here to see the rules for course registration.](#)



[Please click here to see the important reminders for certain courses.](#)

### Curricula, Courses Offered, and Weekly Course Schedules

- The curriculum of your academic program is available on the OzU website. To check your curriculum, please go to the OzU website, click on the ACADEMICS tab, and then select your faculty/school and academic program. Your curriculum is available in the sub-pages of your academic program.
- Courses offered and course instructors are also available on the OzU website. To check the courses offered or the course instructors please go the OzU website, click on the STUDENTS tab, and then select Course Catalogue & Courses Offered page.

### Summary Information from Academic Calendar

Course registrations will be take place on the following dates specified in the academic calendar.

Summer Session Course Registration Schedule	
Course Registrations	June 18, 2018 (starting from 10 am) - June 19, 2018 (till 4pm)
Start of Classes	June 20, 2018 Wednesday
Add-Drops	June 25-June 26, 2018
Tuition Payments	June 28-June 29, 2018
Course Withdrawal	July 16-July 20, 2018

### Course Registration Requirements

Please be advised that you must make your tuition payments within the aforementioned dates in order to be eligible to complete your course registration.

### Tuition and Payment

The details of the Summer Session Tuition and Fees can be found [here](#).

### Faculty/School Contact Details

Students may contact the following persons when they need to consult the dean's office/director's office of their faculties or schools pertaining to the rules for course registration:

Faculty / School	Faculty/School Secretary
Faculty of Law	Fatmagül Kurt – <a href="mailto:fatmagul.kurt@ozyegin.edu.tr">fatmagul.kurt@ozyegin.edu.tr</a> Filiz Erşan – <a href="mailto:filiz.ersan@ozyegin.edu.tr">filiz.ersan@ozyegin.edu.tr</a>
Faculty of Business	Gül Harrison – <a href="mailto:gul.harrison@ozyegin.edu.tr">gul.harrison@ozyegin.edu.tr</a>
Faculty of Architecture	Meltem Mercan Yalçındağ – <a href="mailto:meltem.mercany@ozyegin.edu.tr">meltem.mercany@ozyegin.edu.tr</a> Banu Çavdar – <a href="mailto:banu.cavdar@ozyegin.edu.tr">banu.cavdar@ozyegin.edu.tr</a> Duygu Demirel – <a href="mailto:duygu.demirel@ozyegin.edu.tr">duygu.demirel@ozyegin.edu.tr</a>
Faculty of Engineering	Banu Polat – <a href="mailto:banu.polat@ozyegin.edu.tr">banu.polat@ozyegin.edu.tr</a> Ayşe Genç – <a href="mailto:ayse.genc@ozyegin.edu.tr">ayse.genc@ozyegin.edu.tr</a> Candan Tunçalp – <a href="mailto:candan.tuncalp@ozyegin.edu.tr">candan.tuncalp@ozyegin.edu.tr</a> Merve Korkmaz – <a href="mailto:merve.korkmaz@ozyegin.edu.tr">merve.korkmaz@ozyegin.edu.tr</a>
Faculty of Social Sciences	Reyhan Diker – <a href="mailto:reyhan.diker@ozyegin.edu.tr">reyhan.diker@ozyegin.edu.tr</a> Arzu Akgül – <a href="mailto:arzu.akgul@ozyegin.edu.tr">arzu.akgul@ozyegin.edu.tr</a>
Faculty of Aviation and Aeronautical Science	Gaye Taşoluk – <a href="mailto:gaye.tasoluk@ozyegin.edu.tr">gaye.tasoluk@ozyegin.edu.tr</a> Oğuzhan Sümer – <a href="mailto:oguzhan.sumer@ozyegin.edu.tr">oguzhan.sumer@ozyegin.edu.tr</a>
School of Applied Sciences	Necla Erinç – <a href="mailto:necla.erinc@ozyegin.edu.tr">necla.erinc@ozyegin.edu.tr</a>
School of Languages	Eda Öztürk – <a href="mailto:eda.ozturk@ozyegin.edu.tr">eda.ozturk@ozyegin.edu.tr</a> Sadettin Ünal – <a href="mailto:sadettin.unal@ozyegin.edu.tr">sadettin.unal@ozyegin.edu.tr</a> Aylin Yurtsever – <a href="mailto:aylin.yurtsever@ozyegin.edu.tr">aylin.yurtsever@ozyegin.edu.tr</a>

### Summer Session Course Registrations

- The summer session is optional.
- Students should register for summer session courses themselves via the [Student Information System \(SIS\)](#) within the course registration period specified in the [Academic Calendar](#).
- Course registrations become effective after summer tuition and fees are paid. Failure to pay the tuition and fees by the due dates will result in the cancellation of the course registration.
- Students who failed to complete their course registration within the announced course registration period may complete their course registrations during the add-drop period. Course registrations are not allowed after the end of the add-drop period.
- Students who have registered for a course which is subsequently cancelled are refunded for the tuition they paid. Refunds are made directly to the bank accounts the students provided to Student Services.
- Students can withdraw from courses for which they registered within the “withdrawal period”, which is specified in the academic calendar.
- Course withdrawals are considered course cancellations during the summer session. Students who have withdrawn from summer session courses are not refunded.
- Students who fail to duly register for courses are not allowed to attend classes, sit for examinations or receive any grades.
- It is strongly recommended that students give priority to the following courses in order not to extend their period of study.
  - Required courses previously failed ('F' / 'U')
  - Required courses previously withdrawn ('W')
  - Previous semesters' courses which have not been taken yet
  - Current semester courses (by giving priority to courses that are the pre-requisites of a higher number of courses)

**COURSE REGISTRATION RULES**

<p><b>Course Registrations</b></p>	<p>Course registrations must be completed via the SIS within the announced periods in the academic calendar. Course registrations become effective after summer tuition and fees are paid. Failure to pay the tuition and fees by the due dates will result in the cancellation of the course registration. Students who fail to duly register for courses are not allowed to attend classes, sit for examinations, or receive any grades.  <b>Students who have not completed their internship, despite having completed all courses offered in their curricula, must pay their tuition, and register for the internship/certificate/seminar courses at the beginning of each academic semester during the registration period specified in the academic calendar.</b></p>
<p><b>Add-Drops</b></p>	<p>Students may make changes to the courses for which they were registered (add, drop, or change the sections of courses) within the “add-drop” period, which is announced in the academic calendar. Students who were unable to complete their “course registrations” during the course registration period may also complete their late course registrations during the add-drop period by paying their tuition and any other required amounts. <b>Students may not register for or make any changes to courses after the add/drop period is over.</b></p>
<p><b>Course Load</b></p>	<p>The maximum course load that can be taken at the University or another higher education institution during the summer session is 18 ECTS credits.</p>
<p><b>Students Who Were On Exchange Previous Semester</b></p>	<p>The maximum course load of students who were on exchange in the previous semester but whose substituted courses have not been submitted to Student Services yet is calculated based on their grade point averages at the end of the last semester they completed at OzU before they went on exchange. In the case of registrations for courses with year or credit requirements, it is presumed that exchange students will earn 30 credits from their exchange programs when calculating their years or total number of credits.</p>
<p><b>Course Repeats</b></p>	<p>Students must repeat and pass the required courses they withdrew from or failed with a letter grade of either F or U in order to be eligible for graduation from their programs. Where the course to be repeated is an elective; the student may repeat the same course or may substitute it with another elective. Courses in which students earned a grade of B or higher cannot be repeated. Courses in which students earned a grade of B- or lower can be repeated until students receive a grade of C or higher. Courses with a letter grade of I or BÜT cannot be repeated until the final grade is assigned. Waived/exempted courses which students took at other higher education institutions cannot be repeated. Students are recommended to repeat the courses they failed or withdrew from in the very first semester they are offered in order to increase their GPA, and be eligible to take the courses whose prerequisites they have failed to meet. In repeated courses, only the most recent grade earned is counted towards the grade point average calculation. In the event that a student withdraws from a repeated course, the grade previously obtained from the repeated course will be reinstated. Where the repeated course is a pre-requisite, only the most current grade obtained is applicable.</p>
<p><b>Course Substitution</b></p>	<p>Course substitution is a type of course repeat and, hence, is subject to same terms and conditions applicable to course repeats. Students may repeat an elective course they previously failed by substituting it with another elective. However, withdrawn courses (W) cannot be substituted. The course for which a substitution request is initiated (the latter course) must have been taken later than the course to be substituted (the former course) and must not have been graded.          In course substitutions, the total points obtained from the last course (latter course) taken in lieu of the previously taken course (former course) are included in the cumulative grade point average (GPA). The cumulative grade point average and semester grade point average relating to the previous semesters are not affected. Only the total grade point average is changed.          In substituting passed courses, it is recommended that due care and attention is paid to the aforementioned details. Only the last grade obtained from a substituted course is counted towards the grade point average. However, we would like to remind you that in a case where the student withdraws from the substituted course in the respective semester, the last grade obtained from the former course will be effective.</p>
<p><b>Registration for Courses Requiring the Approval of the Instructor</b></p>	<p>In certain courses, the approval of the course instructor is required in order to be eligible for course registration. Students who wish to register for such a course should send their request via the Student Information System (SIS). <b>After obtaining the approval of the course instructor, students must complete their course registration themselves via SIS within the <u>course registration period</u>.</b></p>

<p><b>Registration for Courses with Pre-Requisites</b></p>	<p>In order to take a course with a prerequisite, the prerequisite(s) must have been completed with at least a passing grade of D or S. In some cases, the prerequisite of a course may not require the completion of a course but attainment of a specific status (i.e. being a senior student, and having completed at least 60 ECTS credits). Students cannot register for courses with prerequisites unless they satisfy the prerequisite requirements.</p>
<p><b>Registration for Courses with Co-Requisites</b></p>	<p>A co-requisite course is a course that must be taken simultaneously with another course. The co-requisite of a course generally entails course hours like laboratory sessions or discussions. In certain cases, two courses can be defined as each other's co-requisites. In order to register for a course with a co-requisite, students must also register for its co-requisite. Students who previously completed the co-requisite of the course they would like to take with at least a passing grade of D can take the course on its own without having to register for the co-requisite. Students must register for both the course with a co-requisite and its co-requisite. Courses with co-requisites and their co-requisites must added or dropped together.</p>
<p><b>Registration for Courses Offered in Previous or Subsequent Semesters</b></p>	<p>It is strongly recommended that students give priority to the current semester courses offered in their curricula in order not to extend their period of study. It is the responsibility of students to determine for which courses they will register.</p>
<p><b>Registration for Courses with Full Quota</b></p>	<p>Students cannot register for courses whose quota is filled. Students who wish to register for a course whose quota has been filled may submit a request for additional quota. Additional quota requests must be submitted via the course registration tab on the SIS to the Dean/Director 's Office of the faculty or school which offers the respective course. Student Services notifies all students of courses whose quota will be increased at least two hours before the quota is increased. Course quotas are increased in general, not just for specific students. Therefore, students must keep themselves posted of the quota increase announcements, and complete their course registrations via the SIS.</p>
<p><b>Registration for Courses with Seat Reservation</b></p>	<p>In certain courses, a portion of available seats is reserved for a specific academic program or faculty. This is called "seat reservation". Reserved seats are only available for the respective program's students. Students from other academic programs are not allowed to register, even if the system shows that course has available quota.</p>
<p><b>Registration for Courses with Overlapping Class Times ("Time Conflicts")</b></p>	<p><b>When registering for the first time, it is not permitted to register for courses with overlapping meeting times ("courses with time conflicts"), even if the courses only overlap ("time conflict") partially.</b> Should the meeting times of a course overlap with those of a previously graded course, applicable rules for registration are determined by the faculty/school executive board. Accordingly, the following rules apply: In a case where the repeated course with overlapping meeting times ("time conflict") is offered by the <b>Faculty of Business, Faculty of Engineering, Faculty of Social Sciences, or the School of Applied Sciences (excluding applied food production (culinary) course)</b>, you may register for the course with the approval of the course instructor. In order to register for such courses, the following actions are taken on the Course Registration screen in the SIS: <b>Step I:</b> The student registers for the course which s/he took before and now wishes to repeat ("repeated course"). <b>Step II:</b> The student registers for the course which will be taken for the first time, and submits a request to obtain the approval of the course instructor during the registration. <b>Step III:</b> Should the course instructor approve the student's request; the student may add the course via the approval screen. In a case where the request is not approved by the course instructor, the course to be taken for the first time will be cancelled, and the student will need to make a choice between the two courses, and register for only one of the courses. In a case where the repeated course with overlapping meeting times ("time conflict") is offered by the <b>Faculty of Law</b>, students may register for the course without obtaining the approval of the course instructor. In a case where the repeated course with overlapping meeting times ("time conflict") is offered by the <b>Faculty of Architecture and Design</b> or the <b>Faculty of Aviation and Aeronautical Science</b> students are not allowed to register.</p>
<p><b>Registration for Double Major Courses</b></p>	<p>Students are recommended to take into account their double major courses while completing their course registration in order to be eligible for graduation from their double major programs within the maximum period of study. <b>Failure to take courses from the secondary major for two successive semesters</b> will result in the <b>termination of enrollment in the secondary major.</b> <b>Failure to achieve an overall GPA of at least 2.50 for two times, or failure to achieve a</b></p>

	<p><b>GPA of at least 2.00 in either the primary or secondary major for two times</b> will result in the <b>termination of enrollment in the secondary major.</b></p> <p>Double major students may apply to transfer from their primary majors to their secondary majors so long as they fulfill the requirements for horizontal transfer within the University. Students who transfer to another degree program are no longer considered double major students, and their double major status is terminated.</p> <p>Students who qualify for graduation from their primary majors but not from their secondary majors may extend their periods of study for at most 2 semesters, subject to the Executive Board resolution of the Faculty/School that offers the secondary major, provided that the maximum period of study stipulated in Article 44 of the Higher Education Law No:2547 is not exceeded. Failure to graduate from the secondary major within the maximum period of study will result in the forfeiture of the student's double major student status, and the termination of the enrollment in the secondary major.</p>
<b>Registration for Minor Courses</b>	<p>Students are recommended to take into account their minor program courses while completing their course registration in order to be eligible for graduation from their minor programs within the maximum period of study. Common courses which are offered by both the major and minor programs are counted towards the graduation requirements of both programs. <b>Failure to take courses from the minor program for two successive semesters</b> will result in the <b>termination of enrollment in the minor program.</b> Students <b>must achieve a minimum GPA of 2.30 in their major programs</b> in order to be eligible to pursue their studies in the minor program. Failure to fulfill the GPA requirement will result in the termination of the enrollment in the minor program.</p> <p><b>In order to be eligible to graduate from their minor programs, students must qualify for graduation from their majors, and achieve a minimum GPA of 2.00 in their minor programs.</b></p> <p>Students who have qualified for graduation from their majors but have not completed their minor program yet are granted a grace period for at most a semester to complete their minor program, subject to the Executive Board decision of the faculty/school that offers the minor program.</p>
<b>Registration for Courses Offered by Other Academic Programs</b>	<p>Students can register for courses offered by other academic programs so long as such courses can be counted toward their graduation requirements and are listed as electives in the curricula of their degree programs.</p>
<b>Registration for Turkish-Medium Courses</b>	<p>Students who are enrolled in English-medium programs cannot take Turkish-medium courses to complete their graduation requirements. Nevertheless, students who wish to take a Turkish-medium course without having it counted towards their graduation requirement may submit a request at their Faculty / School Secretary's Office, <b>provided that they do not exceed their course load by taking the Turkish-medium course.</b> If the student's request is approved, the student's course registration for the Turkish-medium course will be completed by Student Services.</p>

### IMPORTANT REMINDERS FOR CERTAIN COURSES

#### HIST 103 History of Civilization I and HIST 104 History of Civilization II

Students who must repeat HIST 101 may take HIST 103 History of Civilizations I in lieu of HIST 101. Among students who passed HIST 101, those who must register for or repeat HIST 102 may take HIST 104 in lieu of HIST 102.

#### Course without Schedule

The following courses are offered without a course schedule. The course instructor will notify students of the course schedule at the end of the course registration period.

Course without Schedule		
ECON 403.A	MKTG 403.A	PLT 318.A
ENTR 405.A	OPER 403.A	PLT 401.A
FIN 403.A	PLT 202.A	PLT 403.A
IBUS 405.A	PLT 204.A	PLT 404.A
IR 300.A	PLT 206.A	PLT 405.A
MGMT 405.A	PLT 208.A	
MIS 403.A	PLT 210.A	

### Registration for Courses Requiring the Approval of the Instructor

Students who wish to register for the following courses must first obtain the approval of the respective course instructor. Students must submit a request to the respective course instructor via the [SIS](#). After obtaining the approval of the course instructor, student must then complete their course registration again via [SIS](#).

Registration for Courses Requiring the Approval of the Instructor
ECON 403.A
EE 568.A
ENTR 405.A
FIN 403.A
IBUS 405.A
MATH 211.A
MATH 217.A
ME 588.A
MGMT 405.A
MIS 403.A
MKTG 403.A
OPER 403.A

### Registrations of Architecture and Law Students for English-Medium Courses

Students of the Turkish-medium Architecture and Law programs who have failed the English Language Proficiency Examination (TRACE) cannot take the English-medium courses.

However, students who have matriculated to their undergraduate programs by proving their English proficiency through TRACE or any other proficiency examination recognized by the University are eligible to take the English-medium courses listed as electives in the curriculum of their programs.

### Registrations of Architecture and Law Students for “ENG” Coded Courses

Students of the Turkish-medium Architecture and Law programs may take the “ENG 103 English I” (For Turkish-medium programs) and “ENG 104 English II” courses (For Turkish-medium programs).

Students who matriculated to their undergraduate program by proving their English language proficiency either through TRACE or other English proficiency examinations recognized by the University are eligible to take both “ENG 101 - English I” and “ENG 102 - English II”.

### Second Foreign Language Courses

In academic programs which require students to learn a second foreign language other than English, student may take the following language courses:

- **Hotel Management Students:** German, Chinese, Spanish or Russian
- **International Business and Trade Students:** German, Arabic, Chinese, French, Spanish, Italian or Russian
- **International Relations Students:** German, Chinese, French, Spanish, Italian or Russian

Students must complete the 101-102-201-202 courses in one of the specified second foreign language tracks. Students cannot register for another foreign language course in order to fulfill their free/non-faculty elective course requirements before completing these 4 consecutive courses. Students registered on academic programs which offer foreign language courses as required electives in their curricula may change the course they chose only once in the following semester, regardless of the course repetition rules in the rules and regulations. **The following rules apply to course changes:**

- If the student completes the first level but withdraws (W) from the second level in the following semester, the student may change the foreign language course in the following semester.
- If the student withdraws (W) from the course in the first semester s/he took the course, it will not be considered course repetition in the following semester. In order to be eligible to change the course, the student should have received a grade from that course that contributes to his/her GPA.
- When the student changes the course, it will not be considered course repetition, unless s/he received a Fail grade (F) the first course. If the student wishes to have it counted as course repetition, the student may personally do so by completing the “course repetition (substitution)”
- process via SIS. If the course changed is counted as an elective in the graduation requirements of the respective academic program, the course is directly added to the electives pool.

Students who register for a second foreign language course for the first time may, if they wish, change their second foreign language preference by the end of the add-drop period, provided that the new language course they choose has enough quota.

### Courses with Seat Reservation

In certain courses, a portion of available seats is reserved for a specific academic program or faculty. This is called "seat reservation". Reserved seats are only available for the respective program's students. Students from other academic programs are not allowed to register, even if the system shows that course has available quota. There is seat-reservation on the courses listed below.

Courses with Seat Reservation
IR 327.A
IR 330.A
SPA 102.A

### Cross-Listed Courses

Cross-listed courses are courses taught in the same classroom with different course codes. Students may register for cross-listed courses, which are listed as the required or elective courses in the curricula of their academic program. If two courses are cross-listed, students cannot register for both of the courses.

Cross-Listed Courses
ARCH 102.A/MİM 102.A
ARCH 201.A/MİM 201.A
ARCH 202.A/MİM 202.A
ARCH 301.A/MİM 301.A
ARCH 302.A/MİM 302.A
ARCH 401.A/MİM 401.A
EE 401.A/EE 402.A
HUK 104.A/HUK 109.A
IDE 202.A/IDE 301.A/IDE 302.A/IDE
MATH 103.A/MATH 113.A
MATH 103R.A/MATH 113R.A