COURSE REGISTRATION ANNOUNCEMENT

Due to the ongoing COVID-19 pandemic, all Fall semester undergraduate courses will be online during the 2020-2021 Fall semester, excluding the 3 GARM courses **(GARM 221, GARM 321, GARM 423) and i**t has been announced via MyOzU. We strongly urge you to read these principles, and make your academic plans carefully in these days we are going through.

Grading will be performed based on the grading method specified in the respective course's Senate-approved course description form. In courses graded with letter grades, grades **will not be converted** to Satisfactory (S) / Unsatisfactory (U) grades.

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:

- 360 Advisor: Informs you about the University's rules and regulations, directives, policies, and processes; ensures that you take the necessary measures against potential risks, and collaborates with other student support units to help you achieve your goals.
- Academic Advisors: Assist students with the required and elective courses of their academic programs.
- Dean / Director Advisors: Provide general information about the faculty or school.

Course Registration Schedule

Course registrations will take place on the following dates specified in the academic calendar. **Please check your year via the SIS before the course registration period begins.**

Course Registration Dates and Times	
4. Year (Senior Year) Course Registrations (for the completed credits of 180 and above)	September 30 - October 02, 2020 (from 10:00 on September 30, 2020 till 16:00 on October 02, 2020)
3. Year (Junior Year) Course Registrations (for the completed credits between 120 and 179)	September 30 - October 02, 2020 (from 14:00 on September 30, 2020 till 16:00 on October 02, 2020)
2. Year (Sophomore Year) Course Registrations (for the completed credits between 60 and 119)	October 01 - 02, 2020 (from 10:00 on October 01, 2020 till 16:00 on October 02, 2020)
1. Year (Freshman Year) Course Registrations (for the completed credits between 0 and 59)	October 01 - 02, 2020 (from 14:00 on October 01, 2020 till 16:00 on October 02, 2020) *Students who matriculate to their undergraduate programs are registered in their first semester courses by Student Services via "pre-loading." You may make changes to your pre-loaded courses within the course registration period provided that you do not exceed the maximum course load, and the course you prefer has available capacity.*
Start of Classes	Monday, October 05, 2020
Add-Drops	October 07 - 13 2020 (from 10:00 on October 07, 2020 till 16:00 on October 13, 2020)
Course Withdrawal	November 23 - 27, 2020 (from 10:00 on November 23, 2020 till 16:00 on November 27, 2020)

Please click here for the latest version of the 2020-2021 academic calendar.

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. Grade and credit transfers may result in changes to your graduation requirements. Therefore, we recommend that you check your graduation requirements via the Student Information System (SIS) ➔Academic Information➔Graduation Requirements tabs.
- 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.

Course Registrations for Freshman Students (Newly Matriculated 1st Semester Students)

Your first semester course registrations will be completed by Student Services via "pre-loading".

You may view the courses in which you are registered and your weekly course schedule via the Student Information System (SIS) starting from the announced course registration dates. You may drop your pre-loaded courses and add new courses during the add-drop period provided that you do not exceed your maximum course load. However, we strongly advise you to take the courses as listed in your curriculum in order to prevent any future complications while creating your course schedule or while taking courses with pre-requisites in subsequent semesters.

Important note: Transfer students, including horizontal transfer students or any other student transferring courses from other universities for a similar reason, must complete their course registrations themselves. These students must refer to the section "Course Registrations for Current Students" in this document.

Course Registrations for Current Students (Students Attending Their Second Semester or Beyond)

Current undergraduate students must complete their course registrations themselves via the Student Services System (SIS) during the announced course registration dates and times. 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)

Current students have been registered in certain courses that were approved by their faculties/schools via pre-loading. However, students may drop the pre-loaded courses during the course registration and add-drop period, if they wish.

Course Registration Requirement

We would like to remind you that, in order to be eligible for course registration, you must have paid your semester tuition.

REMINDER: Students who **failed** to make their tuition payments for the 2020 - 2021 Fall semester until 25 September, 2020 may make late payments before the start of the course registration periods specified above based on years. First semester course registrations of freshman students who have matriculated to their undergraduate programs in the 2020 - 2021 Fall semester will be "pre-loaded" by Student Services. **However, the preloaded courses of those who fail to pay their tuition will be dropped before the add-drop period.** Students who fail to make their tuition payments or complete their registrations on the specified dates may complete late registrations during the add-drop period provided that they make the required payments.

Undergraduate students who need to complete at most 18 more ECTS credits, excluding internship, in order to be eligible for graduation must first complete their course registrations before making any tuition payment. These students' tuition will be assessed at the end of the course add-drop period based on the total credits of the courses they have taken for the current semester. Therefore, these students are not expected to pay any tuition during the course registration period. If the total credits of the selected courses amount to at most 18 ECTS credits, these students will pay per-credit tuition. If the total credits of the selected courses exceed 18 ECTS credits, these students are charged the semester tuition of their degree programs. Students with per-credit tuition must pay their tuition after the add-drop week during the dates announced on the Academic Calendar. For more about tuition & payments, please visit our webpage.

Important Reminder for The Technology Fee

Students who are assigned laptops by the University but have overdue technology fees from the previous semesters, including the 2020-2021 Fall semester, are not granted access to the course registration system.

Important Reminders for the Professional Flight Program

In addition to the annual tuition of the Undergraduate Professional Flight Program, students pay a separate fee for their required flight training. The flight training fee is paid in 3 equal installments at the beginning of the 4th, 6th and 8th semesters in the undergraduate program. Students who need to make their flight training payment have been informed separately by the Faculty of Aviation and Aeronautical Science. Students who fail to pay their flight training fees are not granted access to the course registration system.

Faculty/School Contact Details

Due to the ongoing Covid-19 pandemic, limited access is granted to the campus, and all academic and administrative units offer their services online remotely. Therefore, for any guidance or support, we urge you to contact the respective units via email, instead of coming to the campus in person. 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 – fatmagul.kurt@ozyegin.edu.tr Esra Yukarıbaş – esra.yukaribas@ozyegin.edu.tr
Faculty of Business	Mine Mut – mine.mut@ozyegin.edu.tr Beyhan Özçınar – beyhan.ozcinar@ozyegin.edu.tr Gözde Şirin – gozde.sirin@ozyegin.edu.tr Nazlı Kısacık Çotur – nazli.cotur@ozyegin.edu.tr
Faculty of Architecture	Meltem Mercan Er – meltem.mercan@ozyegin.edu.tr Banu Çavdar – banu.cavdar@ozyegin.edu.tr Duygu Demirel – duygu.demirel@ozyegin.edu.tr
Faculty of Engineering	Banu Polat – banu.polat@ozyegin.edu.tr Ayşe Genç – ayse.genc@ozyegin.edu.tr Candan Tunçalp – candan.tuncalp@ozyegin.edu.tr Merve Korkmaz – merve.korkmaz@ozyegin.edu.tr Sevinç Dursun – sevinc.dursun@ozyegin.edu.tr
Faculty of Social Sciences	Gül Harrison – gul.harrison@ozyegin.edu.tr Arzu Akgül – arzu.akgul@ozyegin.edu.tr
Faculty of Aviation and Aeronautical Science	Oğuzhan Sümer – oguzhan.sumer@ozyegin.edu.tr Zeynep Yılmaz – zeynep.yilmaz@ozyegin.edu.tr
School of Applied Sciences	Necla Erinç – necla.erinc@ozyegin.edu.tr
School of Languages	Eda Öztürk – eda.ozturk@ozyegin.edu.tr Sadettin Ünal – sadettin.unal@ozyegin.edu.tr Aylin Yurtsever – aylin.yurtsever@ozyegin.edu.tr

COURSE REGISTRATION RULES

Registration for Courses with Pre-Requisites	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. For courses whose pre-requisites have been changed, meeting any of the former or new eligibility requirements in the first academic year in which the changes will be effective is sufficient to take the course.

Registration for Courses with Co-Requisites	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.
Registration for Courses Requiring the Approval of the Instructor	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). **After obtaining the approval of the course instructor, students must complete their course registration themselves via** Student Information System (SIS) **within the course registration period.**
Registration for Courses with Full Quota	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 Catalogue and Course Registration tab on the Student Information System (SIS) to the Dean/Director's Office of the faculty or school which offers the respective course. Course quotas are increased in general, not just for specific students. **No notification is sent to students when the quota of a course is increased**. Therefore, students must check whether or not the quota of a course is increased via the **Course Catalogue and Course Registration Sections with Increased Quota** tabs on the Student Information System (SIS), before the **quota increase times (9:45, 11:45, 13:45, 15:45)**. If the quota of the course is increased, students must complete their course registrations themselves via the Student Information System (SIS). Students who are unable to register for a course whose quota is increased must re-apply for additional quota.
Registration for 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. You can display the courses which require seat reservation via the Courses Offered webpage.
Courses with Restriction Error	Students can take the courses in the course plans of other diploma programs within the framework of their graduation requirements, if the courses are among the elective courses of the diploma program they are enrolled in. If a course is not considered appropriate by certain program students within the framework of the restriction rules determined by the Faculty / School, students cannot register for these courses.

Registration for Courses with Overlapping Class Times ("Time Conflicts")	**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.** 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 **Faculty of Business**, **Faculty of Engineering**, **Faculty of Social Sciences**, or the **School of Applied Sciences (excluding applied food production (culinary) course)**, 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: **Step I:** The student registers for the course which will be taken for the first time. **Step II:** The student registers for the course which s/he took before and now wishes to repeat. Repeated course and submits a request to obtain the approval of the course instructor during the registration. **Step III:** 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 **Faculty of Law**, 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 **Faculty of Architecture and Design** or the **Faculty of Aviation and Aeronautical Science** students are not allowed to register.
Course Load	The regular course load that can be taken in a semester is 30 ECTS credits. Students, if they wish, may reduce their course load. However, it is not advised to reduce the course load below 18 ECTS credits. The maximum course loads are specified below according to the academic standing of students. Students may not exceed the given maximum course loads. • 30 ECTS credits in only the first semester for freshman students beginning the first semester of their undergraduate programs during the Fall semester. • 30 ECTS credits for students with a cumulative GPA less than or equal to 1.99 out of 4.00. • 36 ECTS credits for students with a cumulative GPA between 2.00 and 2.99 out of 4.00. • 42 ECTS credits for students with a cumulative GPA between 3.00 and 4.00 out of 4.00. • 42 ECTS credits for students who have completed at least 198 ECTS credits with a cumulative GPA of at least 1.60 out of 4.00. • 42 ECTS credits in the Spring semester for students who have completed at least 180 ECTS credits by the end of the Fall semester with a cumulative GPA of at least 1.60 out of 4.00. • 42 ECTS credits for double major students, regardless of their cumulative GPA. Students with exempted and substituted courses may take the course loads corresponding to their cumulative grade point average even if they are in their first semester, provided that their GPA is calculated based on at least 24 ECTS credits.

Registration Renewal	Students must personally renew their registrations by registering for courses within the periods announced in the academic calendar. In order to be eligible for registration renewal, students must pay all of the tuition and any other required amounts, and fulfill other obligations that the University might require. Students who fail to complete their registration within the announced dates may complete late registrations during the add/drop period specified in the academic calendar. Students who fail to renew their registrations by the given deadlines receive the status of "unregistered students". These students cannot attend courses or sit examinations, nor can they retain their student privileges during the semesters they spend as "unregistered students". Scholarships of unregistered students are terminated (including cash stipends and other similar scholarships, if awarded). However, scholarships of students who apply to return to the University are reinstated (including additional scholarships). Returning students must pay the current year's tuition based on their year of admission (the year when they were first admitted to the University). Semesters spent as unregistered students are counted towards the maximum period of time allowed to maintain the scholarships.
Late Registration Renewal	Students who fail to renew their registration within the announced dates may complete late registration renewal during the add/drop period specified in the academic calendar. A late fee is assessed on late registration renewals. Therefore, students who are late with their registration renewals must pay both their tuition and a late fee.
Course Registrations	Course registrations must be completed via the Student Information System (SIS) within the announced periods in the academic calendar. Students who fail to make the required payments or fulfill any other obligations that might be required by the University are not allowed to complete their course registration, and, if previously completed, their course registrations will be cancelled. Students who fail to duly register for courses are not allowed to attend classes, sit for examinations, or receive any grades. Students who have not completed their internship/certificate/seminar, 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.
Add-Drops	Students may make changes to the courses for which they were registered (add, drop, or change the branches 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. **Students may not register for or make any changes to courses after the add/drop period is over.**
Branch Changes	You must change the branch by using the "Change Branch" button on the "Course Registration" screen. Otherwise, since the quotas may be filled when you delete the branch you are already registered in order to register for other branches, and if you cannot register for the new branch, you may not be able to re-register to the branch you registered in the first place.
Students Who Were On Exchange Previous Semester	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 ECTS credits from their exchange programs when calculating their years or total number of credits.

Course Repeats	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.
Course Substitution	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.
Registration for Courses Offered in Previous or Subsequent Semesters	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.
Registration for Double Major Courses	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. **Failure to take courses from the secondary major for two successive semesters** will result in the **termination of enrollment in the secondary major.** **Failure to achieve an overall GPA of at least 2.50 for two times**, or **failure to achieve a GPA of at least 2.00 in either the primary or secondary major for two times** will result in the **termination of enrollment in the secondary major.** 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. The period of study for students who qualify for graduation from their primary majors but have not completed their secondary majors yet is the maximum period of study (14 semesters) stipulated in Article 44, clause (c) of the Higher Education Law No: 2547 starting from the academic year in which they enrolled in their second majors. 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.

<table>
<tr><td>Registration for Minor Courses</td><td>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. Failure to take courses from the minor program for two successive semesters will result in the termination of enrollment in the minor program. Students must achieve a minimum GPA of 2.30 in their major programs in order to 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.

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.

Students who have graduated from their majors but have not completed their minor program yet are granted a grace period for at most two (2) semesters to complete their minor program, subject to the Executive Board decision of the faculty/school that offers the minor program.</td></tr>
<tr><td>Pre-Loaded Course Registrations</td><td>Courses Pre-Loaded by Student Services:

• For students beginning the 1st semester of their degree programs: All of the first semester courses.
• For current students attending their 2nd semester or beyond: The following courses based on the course requirements:

<table><tr><td>SEC 101</td><td>Introduction to University</td></tr><tr><td>SEC 201</td><td>Introduction to Sectors</td></tr><tr><td>SEC 202</td><td>Skills Management</td></tr><tr><td>SEC 203</td><td>Introduction to Sectors</td></tr><tr><td>SEC 204</td><td>Skills Management</td></tr><tr><td>ENG 102</td><td>English II</td></tr></table>
• For the School of Applied Sciences students: The following seminar courses, which are the pre-requisites of HMAN 435/GARM 423 for the School of Applied Sciences students. (Pre-loaded HMAN 435_U and GARM 423_U are non-credit courses. They are not shown on transcripts but are listed in the curricula. Students who attend the required number of seminars must register for HMAN 435/GARM 423 courses themselves via Student Information System (SIS))</td></tr>
<tr><td>Registration for Turkish-Medium Courses</td><td>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, provided that they do not exceed their course load by taking the Turkish-medium course. If the student's request is approved, the student's course registration for the Turkish-medium course will be completed by Student Services.</td></tr>
<tr><td>Cross-Listed Courses</td><td>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.</td></tr>
</table>

IMPORTANT REMINDERS FOR CERTAIN COURSES

Courses Offered Without Course Schedules

For courses listed without any course schedules on the "Courses Offered" screen, course instructors will notify their students about the course schedules at the end of the course registration period.

ENG 102 English II

For students who have ENG 101 English I and ENG 102 English II courses in their registered diploma program:

- Students, who have previously successfully completed the ENG 101 English I course and have never enrolled in ENG 102, have been enrolled in ENG 102 by Student Services in the fall semester of 2020-2021. Students who have registered for courses by Student Services can make changes in the branch where they are registered or drop the course.

- Students who previously enrolled in ENG 102, but failed or withdrawn from the course must register for the course themselves. Students, who want to take the ENG 102 course again because they want to increase their grade, can register for the course themselves.

- All students who enroll in ENG 101 in the fall semester of 2020-2021 and complete the course with at least a passing grade (and have not completed ENG 102 before) will be enrolled in ENG 102 by the Student Services in the 2020-2021 Spring semester.

- Students who become unregistered or take a leave of absence in the period after completing ENG 101, will be responsible for enrolling in ENG 102 during and after the semester they become active students.

PE Courses

Effective from 2019-2020 academic year, the principles and procedures for PE-coded courses that students may take in their undergraduate programs in a semester are as follows:

Only one PE coded course can be taken in a semester, excluding course repetitions,

a) In programs which offer the PE-coded courses as electives towards their graduation requirements, a maximum of 2 PE-coded courses will be counted as electives (only 2 PE-coded courses will be counted as electives towards the total credits and GPA required for the degree. Any additional courses will be denoted as "unused courses" in the degree audit report.)

b) All PE-coded courses successfully completed before the 2019-2020 academic year will be counted towards the degree credits up to the limit specified in the graduation requirements of the academic program, even if the number of the PE-coded courses the student has completed exceeds the threshold defined in clause "b" above. In other words, if you took and passed more than two PE courses before the 2019-2020 academic semester, and if the PE-coded courses are counted as electives to the graduation requirements of your degree program, these courses will be counted towards your total credits and GPA. However, the PE-coded courses you took or will take in the 2019-2020 academic year or thereafter will not be counted towards your graduation requirements.

Important Reminders for Architecture (Turkish) or Law Program Students:

Students of the Turkish-medium Architecture and Law programs who have obtained the minimum passing score on TRACE or who have proven their English proficiency by submitting a University-recognized external English proficiency exam score report may be exempted from the "ENG 103 English I" (For Turkish-medium programs) and "ENG 104 English II" courses (For Turkish-medium programs).

Students who wish to be exempted from ENG 103 and/or ENG 104 courses but do not have the TRACE or an external English proficiency exam score report may take the "exemption exam", which will be announced by the School of Languages.

Exemption from ENG 103 and/or ENG 104 courses is denoted on the transcript as EW (Exemption through examination). Exempted students may take other courses via the Student Information System (SIS) in lieu of

their waived courses during the course registration and add-drop periods. When taking other courses in lieu of their waived courses, students must pay careful attention to meet the requirements of their curricula and not to exceed their maximum course load.

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

HIST 201 Principles of Atatürk and History of Turkish Republic I and HIST 202 Principles of Atatürk and History of Turkish Republic II

In all of the undergraduate programs, HIST 201 Principles of Atatürk and History of Turkish Republic I and HIST 202 Principles of Atatürk and History of Turkish Republic II are required courses.

However, in the English-medium programs, international students may take **HIST 303 Principles of Atatürk and History of Turkish Republic I (for International Students)** and **HIST 304 Principles of Atatürk and History of Turkish Republic II (for International Students)** in lieu of HIST 201 and HIST 202. Student Services identifies the courses in which students may register based on the high schools from which they graduated, and the system is set up in a way to make sure students register for the appropriate courses only.

Students registered in Turkish-medium undergraduate programs must take the HIST 201 and HIST 202 courses

SEC 101 Introduction to University

As of the 2016-2017 academic year, “SEC 101 - Introduction to University” is a required course which must successfully be completed by all students enrolled in the undergraduate programs at Özyeğin University. The course aims to help our students have an easier transition to life at university. SEC 101 is included in the second semester curricula of all undergraduate programs, and is offered every semester (excluding the summer session).

Regardless of their levels, students (including preparatory program students) are registered for SEC101P in their first semester at the University. Course registrations for SEC101P are completed by Student Services via pre-loading. SEC 101P is not shown on the students’ transcript, and no final grades are assigned to the students for SEC101P at the end of the semester. Students who were registered for SEC101P via pre-loading are registered for SEC101 by Student Services via pre-loading at the beginning of the second semester.

Student who fail the SEC 101 course (student who get U Grade) are registered to SEC 101 course by Student Services via pre-loading every semester until they pass the course.

Students may not add, drop or withdraw from SEC 101. Students who have not registered for any course other those pre-loaded are given the “Unregistered Student” status by Student Services, and the pre-loaded SEC 101P or SEC 101 courses are dropped from their course registrations, unless they have a petition to the contrary.

Students who are enrolled before 2016-2017 academic year and leave the University by horizontal transfer are liable to take SEC 101 course, if they return to the University, since they will be subject to the new curriculum of the registered program.

Students, who are enrolled before the 2016-2017 academic year and are withdrawn from the University due to failure to complete the English Preparation Program within the maximum period, are liable to take SEC 101 course, if they are qualified to return to the University within the scope of the related regulations, since they will be subject to the new curriculum of the registered program.

SEC 101 is a pre-requisite for SEC 202, SEC 204 and PLT 221. As you will not be able to start an internship or be eligible for graduation unless you complete the courses listed among your graduation requirements, we kindly remind you that you must complete all of the courses in your curricula in the semesters they are offered.

SEC 201/SEC 203 Introduction to Sectors and SEC 202/SEC 204 Competency Management

SEC 201/SEC 203 Introduction to Sectors and SEC 202/SEC 204 Competency Management are the required courses for the undergraduate programs of all English-medium faculties, excluding the Undergraduate Professional Flight Program and the programs offered by the School of Applied Sciences. These courses are also the pre-requisites for mandatory internships in some programs. English-medium programs require SEC 201 and SEC 202, while Turkish-medium programs require SEC 203 and SEC 204.

Students who have completed at least **45 ECTS** credits and passed SEC 101 have been registered in the SEC 202/204 courses via pre-loading. Students who completed at least **45 ECTS** credits have been registered in the

SEC 201/203 courses. Students may take the SEC courses in any order. Both courses are offered both semesters (excluding summer).

Students who wish to change the pre-loaded SEC 201/203 or SEC 202/204 courses for any reason or take both courses concurrently can do so during the course registration period without the need to obtain any approval.

Students who are registered in these courses via pre-loading after the necessary checks are completed to make sure they meet the pre-requisites are advised to give priority to SEC 20x courses in their course registrations as these courses are the pre-requisites of mandatory internships, and failure to take these courses might result in the extension of the period of study.

Modern Language Courses and Second Foreign Language Obligations

Modern Languages cover German (GER), Arabic (ARB), Chinese (CHN), French (FRE), Spanish (SPA), Italian (ITA), and Russian (RUS).

- **Hotel Management students** may take German, Chinese, Spanish or Russian to complete their second foreign language requirement.
- **International Trade and Business** and **International Relations students** may take any of the modern languages courses to complete their second foreign language requirement.
- Students registered in the programs which do not have a second foreign language requirement may register any of the modern languages courses and have them counted towards the graduation requirements of their degree programs.

Students may not register for the foreign language courses in their mother languages or the official language of their home countries. Also, students who graduated from high schools whose language of instruction is a foreign language or students who completed their secondary education in a foreign country cannot take the foreign language courses in the respective languages during their studies at the University.

In programs which have a second foreign language requirement, students must complete the 101-102-201 and 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 unless they complete all of 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:**

a) 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.

b) 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.

c) 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 Student Information System (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 quotas.

Please click here to see the “Modern Languages Principles” which are approved by the University Senate.