

**COURSE REGISTRATION ANNOUNCEMENT**

2023-2024 Spring Semester will continue to be carried out as announced at the academic calendar. Please click [here](#) for the latest academic calendar.

Graduate course registrations are completed with the approval of the thesis/project advisor or program coordinator.

You may view the details of your advisors via the “My Profile”- “Advisor Information” tabs in the [Student Information System \(SIS\)](#). The advisor who is responsible for providing guidance for and approving your course selections is marked as “primary”.

Your advisor will be notified about your course selections via email, and if your advisor approves the courses you have selected, your course registrations will be completed.

Should your advisor recommend any changes to your course selections, you will be notified via your OzU email address. You are expected to revise your course selections based on your advisor’s feedback or contact your advisor.

**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.**

**Course Registrations for Graduate Students**

Current graduate students must complete their course registrations themselves via the SIS (<http://sis.ozyegin.edu.tr>) during the course registration dates and time slots. 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 (“C-“, “D+“, “D“, “F” / “U”)
- Required courses previously withdrawn (“W”)
- Previous semesters’ courses not taken
- Current semester courses (by giving priority to courses that are the pre-requisites of a higher number of required courses)

**Courses Offered**

Courses offered, course instructors are available both on the OzU website and on the [Student Information System \(SIS\)](#). On the OzU website, please click the [ECTS Course Catalog](#) and [Courses Offered](#) pages to display courses offered, course instructors.

**Thesis / Project / Seminar Courses**

In master’s with thesis and doctorate programs, each student is assigned with a thesis advisor with the resolution of the Graduate School Executive Board. Should the thesis project require more than one advisor due to its nature, a second thesis advisor may be assigned. Advisors are changed pursuant to the consent of the current advisor and approval of the Graduate School Executive Board.

In master’s degree programs without thesis, each student is assigned with an instructor who will provide guidance on the term project at the latest by the end of the first semester as per the resolution of the Graduate School Executive Board.

<b>Registration Renewal</b>	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 fees and any other required amounts and fulfill other liabilities the University might require.
<b>Late Registration</b>	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 complete late registration may be asked to fulfill other requirements determined by the University. Students who fail to renew their registrations receive the status of “unregistered students”. Such students cannot attend courses or sit for examinations, nor can they retain their scholarships or student privileges during the semesters they spend as “unregistered students”.

<p><b>Course Registrations</b></p>	<p>Course registrations must be completed via the SIS within the announced periods in the academic calendar. Students who fail to make the required payments or fulfill any other requirements 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.</p>
<p><b>Add-Drops</b></p>	<p>Students can add or drop courses for which they are registered, and complete late registration, within the “add-drop” period. The add-drop period is announced in the academic calendar.</p>
<p><b>Course Load</b></p>	<p>Course load refers to the total credits of the courses taken by a student in any given semester. There is no minimum nor maximum credit limits of course load for graduate students.</p>
<p><b>Course Repeats</b></p>	<p>Students may repeat the courses which they had previously taken as per the following rules. Students who wish to repeat a course must register for the relevant course via <a href="#">SIS</a>. Only the last grades obtained in the repeated courses are included in the calculation of the cumulative grade point average (CGPA). However all courses registered by the student are shown on the transcript.</p> <ul style="list-style-type: none"> <li>• Students must repeat the courses they failed or withdrew from. However, the course repeat requirement does not apply to additional courses taken by students who have successfully completed all of the graduation requirements of their degree programs.</li> <li>• Students may repeat the courses they had previously taken in any semester. Courses with a letter grade of I (Incomplete) cannot be repeated until the final grade is assigned for such courses.</li> <li>• In the case that the courses to be repeated are electives or courses which have been subsequently excluded from the program; in lieu of such courses, students may take other courses. This is called ‘Course Substitution’. Students must place their request for course substitution at the respective Graduate Schools. The final decision about course substitution requests is rendered by the relevant Graduate School Executive Board.</li> </ul> <p><b>Course Repeat with an Equivalent Course:</b> A course can be repeated not only with the same but also with an equivalent course. Students who wish to repeat a course with an equivalent course must register for the equivalent course via <a href="#">SIS</a>.</p> <p><b>Course Repeat via Course Substitution:</b> In the case that the courses to be repeated are electives or courses which have been subsequently excluded from the program; in lieu of such courses, students can take other courses which are approved by their advisors. This is called ‘Course Substitution’. Students must specify on the <a href="#">form</a> the course for which they wish to register and the course which they wish to substitute and must then submit the form to their academic advisors for approval. Course Substitution requests that are approved by the respective Graduate School Executive Board will be processed by Student Services.</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 <a href="#">Student Information System (SIS)</a>. After obtaining the approval of the course instructor, students must complete their course registration themselves via the <a href="#">SIS</a>.</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). <b>Students cannot register for courses with prerequisites unless they satisfy the prerequisite requirements.</b></p>

<b>Registration for Courses with Co-Requisites</b>	<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. <b>Students must register for both the course with a co-requisite and its co-requisite. Courses with co-requisites and their co-requisites must be added or dropped together.</b></p>
<b>Registration for Courses with Full Quota</b>	<p>Students cannot register for courses whose quota is filled. <b>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 <a href="#">Student Information System (SIS)</a> to the Dean/Director's Office of the faculty or school which offers the respective course.</b> Course quotas are increased in general, not just for specific students. <b>No notification is sent to students when the quota of a course is increased.</b> Therefore, students must check whether or not the quota of a course is increased via the <b>Course Catalogue and Course Registration Sections with Increased Quota tabs</b> on the <a href="#">Student Information System (SIS)</a>, 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 <a href="#">Student Information System (SIS)</a>. Students who are unable to register for a course whose quota is increased must re-apply for additional quota.</p>

### Institute / Program 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 of course registration:

Faculty / School	Faculty / School Secretaries
Graduate School of Business, Graduate Program for Financial Engineering & PhD in Business	Elif Şahinkaya – <a href="mailto:elif.sahinkaya@ozyegin.edu.tr">elif.sahinkaya@ozyegin.edu.tr</a> Ülkü Köknel – <a href="mailto:ulku.koknel@ozyegin.edu.tr">ulku.koknel@ozyegin.edu.tr</a> Nazlı Kısacık Çotur – <a href="mailto:nazli.cotur@ozyegin.edu.tr">nazli.cotur@ozyegin.edu.tr</a>
Graduate School of Science and Engineering (Without Financial Engineering)	Aylin Muhaddisoğlu - <a href="mailto:aylin.muhaddisoglu@ozyegin.edu.tr">aylin.muhaddisoglu@ozyegin.edu.tr</a> Gizem Bakır - <a href="mailto:gizem.bakir@ozyegin.edu.tr">gizem.bakir@ozyegin.edu.tr</a> Gizem Tekin Akbaş - <a href="mailto:gizem.tekin@ozyegin.edu.tr">gizem.tekin@ozyegin.edu.tr</a> Özge Aktoğ – <a href="mailto:ozge.aktog@ozyegin.edu.tr">ozge.aktog@ozyegin.edu.tr</a>
Graduate School of Social Sciences	Ceren Aydos <a href="mailto:ceren.aydos@ozyegin.edu.tr">ceren.aydos@ozyegin.edu.tr</a> Esra Turan Yukarıbaş – <a href="mailto:esra.yukaribas@ozyegin.edu.tr">esra.yukaribas@ozyegin.edu.tr</a>