



FEYZİYE SCHOOLS FOUNDATION

İŞIK UNIVERSITY

2024-2025

**ACADEMIC YEAR
FALL SEMESTER COURSE
REGISTRATIONS**



www.isikun.edu.tr

2024-2025 Academic Year Fall Semester Course Registration Procedures for **students enrolled** in Associate / **Undergraduate** / **Graduate** programs of our university will be made through the E-Campus system <http://e-campus.isikun.edu.tr/> depending on the dates specified below in the **academic calendar**.

Course registration- [Click here](#) for the e campus user guide prepared to help you with your course selection process.

http://e-campus.isikun.edu.tr/files/media/ders_secim_kilavuzu.pdf

Our registration system will open on September 16, 2024 at 09:00 and will close for course selection at 17:00 on September 20, 2024.

Fall Semester education beginning; 23 September 2024

Course registration procedures will be carried out by our students themselves, including our students who registered to our University for the first time in the fall semester of the 2024-2025 academic year. Course registration will not be done automatically by the system.

-Exceptional application, at the end of the 2024-2025 academic semester, students who have passed from the preparatory program to the program (who do not have financial disabilities) will be assigned an automatic course schedule by the system and the e-campus system in need to follow up.



PROCEDURES TO BE FOLLOWED IN COURSE REGISTRATIONS

DATES

16.09.2024, Fall Semester Course Registrations of 4th Year Under-graduate - 2nd Year Associate Degree - Graduate Students

17.09.2024, 3rd year undergraduate - 1st year associate degree - fall semester course registrations of graduate students

18.09.2024 , 2nd year undergraduate - fall semester course registrations of all associate degree - graduate students

19.09.2024, 1st year undergraduate - all associate degree - fall semester course registrations of graduate students

30.09- 04.10.2024 Monday - Friday, Online course adding-dropping and late registration period for all students.

Link where you can reach our regulations and guidelines;

<https://www.isikun.edu.tr/hakkinda/mevzuat/egitim>

Maximum Amount of Credits That Can Be Obtained (Associate Degree/Undergraduate)

The normal course load is 30 ECTS credits. Students who have completed the first year status according to the credits they have completed cannot enroll in the excess course load. For students with a GPA of 2.49 and below, the maximum course load in a semester is 31 ECTS credits. For students with a GPA in the range of 2.50-3.49, the maximum course load in a semester is 37 ECTS credits. For students with a GPA of 3.50 and above, the maximum course load in a semester is 43 ECTS credits. The maximum course load in a semester for students in the DMM program is 45 ECTS credits.

For students in the YAP program, the maximum course load in a semester is 37 ECTS credits; however, Article 14-(5) may be applied for students with a GPA of 3.50 or above. Students in the DMM and YAP programs can only take their excess course loads from the courses in the DMM or YAP programs.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf (Article 14)

Taking Lessons Priorities

For undergraduate and associate degree students; Students must re-enroll in the F-graded course in the first semester in which the course is offered. In cases where the student cannot re-enroll in all F courses due to other restrictions in this directive, the courses in the lower semesters of the student's curriculum are repeated first. The student may repeat the courses with DD or DC grades at any time, taking into account the other restrictions in this directive. Courses with grades of CC and above cannot be repeated.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf (Article 12)



In graduate students; Courses that are successful with a grade of BB and above in CB and Doktora programs in master's programs cannot be repeated.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-lisansustu-egitim-ve-ogretim-yonetmeligi_R1.pdf (Article 28)

Due to the difference in the course selections of our graduate school students in Distance Education and Formal education programs, they should contact their advisors to complete the course taking process and get information from their secretariats.

It is essential that the student enrolls in the courses in a way that does not create an hour overlap in the weekly course schedule. In compulsory cases, a maximum of two courses may be allowed to overlap one hour each. In overlapping course schedules, it is the student's responsibility to fulfill the attendance requirements.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf (Article 18)

The maximum number of students who can enroll in the course branches and the set of students who can take the course are determined by the programs that open the course. In case of compulsory registration for courses whose quota is not suitable, the positive opinion of the student's advisor and the approval of the program offering the course are sought.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf (Article 13)



Taking Courses from the Upper Semester

Students must register for the courses in the curriculum without leaving any gaps in the series sorted by semesters. In cases where graduation is delayed or in cases where the courses in the series are not opened, the student can take the courses from the upper semesters in the curriculum with the approval of the advisor.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf (Article 17)

Registration by credit fee

Students who complete all courses in the program, except for 15 or fewer ECTS credits, pay a fee per credit instead of a semester fee. Students who cannot take more than 15 ECTS credits in a semester due to the fact that the courses they can take are not opened or do not meet the prerequisites pay a fee per credit.

http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf (Article 6)



PAYMENT

- midb@isikun.edu.tr of the Department of Financial Affairs and finans@isikun.edu.tr, finance@isikun.edu.tr should be contacted

<https://www.isikun.edu.tr/hakkinda/yonetim/genel-sekreterlik/mali-isler-daire-baskanligi/mali-isler-daire-baskanligi/ogrenci-islemleri>

Students who have financial obstacles during registration should contact the finans@isikun.edu.tr of the **Financial Affairs Department** and the finance@isikun.edu.tr for fees and payments in the first place.

The Registrar's Office does not have authority in this regard. In the case of wage payments, the department of financial affairs opens the system of the teacher as a result of bank trols. Course selection can take place the next time this process.

Other Issues Related to Course Registration:

- The Quota Administrator is the academician who determines the quota of the course authorized by the Academic Units, and the process of increasing / decreasing the quota is carried out by the Quota Manager via e-campus. A request for a quota increase can be made by contacting the quota administrator.

https://www.isikun.edu.tr/web/132-2074-1-1/isik_universitesi/hakkinda/yonetim_idari_birimler__ogrenci_isleri_daire_baskanligi/danisman_ve_kota_yoneticileri

- During course selections, you should contact your advisor, who is assigned to you by your academic unit. Your academic advisor should be placed on your personal page on the student information system.

Passive Student

After the completion of the course selections, the status of the students who do not make course selections/have financial obligations and do not complete the process will be counted to the education periods in accordance with the YÖK legislation **and will be withdrawn to the status of "Passive Student"**.

Students who are passive students in accordance with the relevant legislation; They cannot get documents from e-Government and our University. They cannot benefit from their student rights.



FEYZİYE SCHOOLS FOUNDATION

İŞIK UNIVERSITY

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