

COURSE REGISTRATION ANNOUNCEMENT

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. 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 on 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 program
- 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 of course registration.](#)

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

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 on the [SIS](#) as per the announced course registration schedule. 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.

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

Current undergraduate 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 (exceed?) 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- Required courses previously withdrawn ('W')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 will be registered in certain courses that are approved by their faculty/school via pre-loading. However, students may drop the pre-loaded courses during the course registration and add-drop period, if they wish.

Curricula, Courses Offered, and Weekly Course Schedules

- The curriculum of your academic program is available on the OzU website. You may access the curriculum of your academic program via the sub-pages of your faculty/school under the [ACADEMICS](#) tab of the OzU website.
- Courses offered and course instructors information are available both on the OzU website and on the Student Information System (SIS). On the OzU website, please click the "[Course Catalogue & Courses Offered](#)" page under the "[ACADEMICS](#)" tab to display courses offered, course instructors and weekly course schedules.

Course Registration Requirements

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 between January 16 and January 20, 2017 for the 2016-2017 Spring semester may make late payments before the start of the course registration dates. The start dates of course registrations are listed above based on years. Please note that students who fail to make their tuition payments cannot register for their courses. First semester course registrations of freshman students who have matriculated to their undergraduate programs in the 2016-2017 Spring 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.

COURSE REGISTRATION ANNOUNCEMENT

Course Registration Schedule

Course registrations will be 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	
Senior Year Course Registrations	January 25-27, 2017 (from 10:00 on January 25, 2017 till 16:00 on January 27, 2017)
Junior Year Course Registrations	January 25-27, 2017 (from 14:00 on January 25, 2017 till 16:00 on January 27, 2017)
Sophomore Year Course Registrations	January 26-27, 2017 (from 10:00 on January 26, 2017 till 16:00 on January 27, 2017)
Freshman Year Course Registrations	January 26-27, 2017 (from 14:00 on January 26, 2017 till 16:00 on January 27, 2017) <ul style="list-style-type: none"> First semester students have been registered in their Fall semester courses by Student Services via “pre-loading.” You may change the sections of your pre-loaded courses within the course registration period. However, in order to do that, the section you prefer must have available capacity.
Start of Classes	January 30, 2017, Monday
Add-Drops	February 01-10, 2017
Course Withdrawals	March 20-24, 2017

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 of course registration:

Faculty / School	Faculty/School Secretary
Faculty of Law	Sevda İşçi – sevda.isci@ozyegin.edu.tr Fatmagül Kurt – fatmagul.kurt@ozyegin.edu.tr
Faculty of Business	Gül Harrison – gul.harrison@ozyegin.edu.tr
Faculty of Architecture	Meltem Yalçındağ – meltem.mercany@ozyegin.edu.tr Banu Çavdar – banu.cavdar@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
Faculty of Social Sciences	Reyhan Diker – reyhan.diker@ozyegin.edu.tr
Faculty of Aviation and Aeronautical Science	Gülşah Sedefoğlu – gulsah.sedefoglu@ozyegin.edu.tr Oğuzhan Sümer – oquzhan.sumer@ozyegin.edu.tr
School of Applied Sciences	Necla Erinc – 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

RULES OF COURSE REGISTRATION

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 fees and any other required amounts and fulfill other liabilities the University might require.
Late Registration	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". 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 the like, if awarded). However, scholarships of students who apply to return to the University are reinstated (including additional scholarships). Returning students must pay the tuition set for the current academic year based on the year in which they were first admitted to the University.
Course Registrations	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. Students who have not completed their internship, despite having completed all courses offered in their curricula, must renew their registration, 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 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. Students may not add/drop or register for courses after the add/drop period is over.
Course Load	<p>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.</p> <p>The maximum course loads are specified below according to the academic standing of students. Students may not exceed the given maximum course loads.</p> <ul style="list-style-type: none"> • 34 ECTS credits in only the first semester for freshman students beginning the first semester of their undergraduate programs during the Spring semester. • 30 ECTS credits for students with a cumulative grade point average less than or equal to 1.99 out of 4.00. • 36 ECTS credits for students with a cumulative grade point average between 2.00 and 2.99 out of 4.00. • 42 ECTS credits for students with a cumulative grade point average 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 grade point average 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 grade point average. • 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.
Students Who Were On Exchange Previous Semester	<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.</p> <p>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>

RULES OF COURSE REGISTRATION

Course Repeats	Students must repeat the required courses they withdrew from or failed with a letter grade of F or U. In the case that 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 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. In the event the prerequisite is a repeated course, only the most current grade obtained is applicable.
Course Substitution	Course substitution is a type of course repeat and hence is subject to the 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.
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 SIS.
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). Students cannot register for courses with prerequisites unless they satisfy the prerequisite requirements.
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 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 Courses with Overlapping Class Times ("Time Conflicts")	<p>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:</p> <ul style="list-style-type: none"> In the case that 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 Food Production courses), students may register for the course with the approval of the course instructor. In the case that 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.

RULES OF COURSE REGISTRATION

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 registration tab on SIS to the Dean/Director's Office of the faculty or school which offers the respective course. If approved, additional quota requests are processed by Student Services. Student Services notifies all students of courses whose quota will be increased at least two hours before the quota is increased. Students must register for such courses themselves via the SIS.
Registration for Courses with Seat Reservation	In certain courses, a portion of available seats are 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.
Registration for Double Major Courses	<p>Students are recommended to take into account their double major courses while completing their course registration in order to graduate from their double major programs within the maximum period of study.</p> <p>Failure to take courses from the secondary major for two successive semesters will result in the termination of enrollment in the secondary major.</p> <p>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.</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>
Registration for Minor Courses	<p>Students are recommended to take into account their minor program courses while completing their course registration in order to graduate 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.</p> <p>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 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>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.</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>
Registration for Courses Offered by Other Academic Programs	Students can register for courses offered by other academic programs so long as such courses are listed as electives in the curriculum of the academic programs in which they are enrolled.

RULES OF COURSE REGISTRATION

Registration for Turkish-Medium Courses	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 Secretariat, 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.
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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.

Courses without Schedule

IR 300, PSY 400, CS 401, CS 402, EE 401, EE 402, ARCH 402, MIM 402, CE 402, INAR 402, ECON 403, FIN 403, MIS 403, MKTG 403, OPER 403, ENTR 405, IBUS 405, MGMT 405 and PSY 490 will be offered without a course schedule. The course instructor will notify students of the course schedule at the end of the course registration period.

Undergraduate Law Program - I. Semester Electives

HUK 124	Legal German
HUK 126	Legal French
HUK 129	Legal English

In lieu of pre-loaded courses, students may take other courses listed among the required and elective courses in the curriculum of their undergraduate programs during the course registration and add-drop period.

SEC 101 - INTRODUCTION TO UNIVERSITY COURSE

"SEC 101 - Introduction to University" is a required course which must successfully completed by all students who enrolled in the undergraduate programs at Özyeğin University in the 2016-2017 academic year. SEC 101 is offered every Fall and Spring semester, and are taken by students in their second semesters.

"SEC 101 - Introduction to University" is offered to the groups of students classified based on their type of admission to the University in accordance with the principles approved by the Senate. Accordingly:

- Exchange students and special students cannot take the SEC 101 - Introduction to University course.
- Students who enrolled in OzU in the 2016-2017 academic year or in subsequent years, and transferred to another program within the University without taking SEC 101 are required to take the SEC 101 course in their new programs.
- Students who enrolled in the University pursuant to the decree law No: 667 are exempt from SEC 101. These students are awarded a grade "T" for SEC 101, and the Grade "T" is shown on their transcripts.
- Students who enrolled in OzU through vertical or horizontal transfers in the 2016-2017 academic year are exempt from SEC 101. These students are awarded a grade "T" for SEC 101, and the Grade "T" is shown on their transcripts.

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. Students are assigned either a Pass/Fail grade (S/U) for SEC 101 at the end of the respective semester.

Students who completed SEC101P in their first semester (Fall semester) at the University but took a leave of absence or received the status of "unregistered student" in the second semester (Spring semester) are registered for SEC 101 course in the first Fall or Spring semester in which they returned to the University.

Students may not add, drop or withdraw from SEC 101. The "Add/Drop" or "Course Withdrawal" sections of the Rules and Regulations for Undergraduate Programs do not apply to SEC 101.

SEC 101 is a pre-requisite for SEC 202, SEC 204, HMAN 200, GARM 200 and PLT 221.

The credits of ENG 102, ENG 104 and ENG 106 have been reduced from 4 ECTS credits to 3 ECTS credits. Therefore, students who wish to repeat the ENG 102, ENG 104 or ENG 106 courses, which they previously took with 4 ECTS credits, and students who have never taken ENG 102, ENG 104 or ENG 106 before will earn 3 ECTS credits upon their completion of these courses, starting from the 2016-2017 Spring semester. The remaining 1 ECTS credit will be assigned to students as a grade "T" for SEC 101 by Student Services. The grade "T" is assigned after the end of the course withdrawal period each semester.

Among Current Students:

- a) Students who have never taken ENG 102 or who failed ENG 102 are assigned a Grade T for SEC 101. However, these students must take ENG 102 and earn the remaining 3 ECTS credits.
- b) Students who passed ENG 102 but wish to repeat it in the following semester are assigned a Grade T for SEC 101 in the respective semester, provided that the students have not withdrawn from the course.

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

SEC 201 and SEC 202 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. Turkish-medium Undergraduate Law and Undergraduate Architecture Program students must take SEC 203 and SEC 204 in lieu of SEC 201 and SEC 202, respectively.

SEC 201/202 and SEC 203/204 are the pre-requisites of required internships, excluding for Undergraduate Law and Undergraduate Aviation Management Programs.

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.

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 have completed at least 45 ECTS credits and passed SEC 101 are advised to give priority to SEC 201/202/203/204 courses in their course registrations as these courses are the pre-requisites of required internships, and failure to take these courses might result in the extension of the period of study.

IMPORTANT REMINDERS FOR CERTAIN COURSES

BSHMAN and BSGCA - Applied Food Production Courses

HMAN 206	Food Production and Purchasing / HMAN 212 Food Production
HMAN 301	Restaurant Management and Cost Analysis / HMAN 311 Managing Restaurant Service
HMAN 303	Culinary World / HMAN 313 International Cuisines
GARM 111	Essentials of Classical Culinary Techniques and Skills
GARM 114	Fundamentals of Gastronomic Practices
GARM 208	International Cuisines
GARM 302	A La Carte Cookery
GARM 306	Food and Beverage Service
GARM 310	Traditional Baking and Pastry Techniques and Decoration Methods
GARM 408	Culinary Exhibitions and Seminars
GARM 468	Refined Techniques on Plated Desserts, Boulangerie, Chocolate and Sugar Artistry
GARM 473	Local Ingredients of Anatolia and Their Place in Gastronomy

Undergraduate Hotel Management and Undergraduate Gastronomy and Culinary Arts Program students must undergo several medical tests within the dates announced by the University in order to be eligible for registration in applied food production courses. Students may undergo the medical tests at medical institutions the University recommends or they prefer. Students must submit their test results to the University physician on Çekmeköy Campus.

As these courses require **90% attendance**, students are expected to complete their medical tests and submit their test results to the University physician before the course registration period begins. Students are also required to attend classes as of the first day. The 90% attendance requirement starts as of the first day of class for all students, regardless the date of registration, (including the students who added the course during the add/drop period.)

The University physician will classify the test results presented by students as **"negative"**, **"positive-can be treated"** or **"positive- long-term treatment is required"**. The University physician will then submit his/her evaluation of the test results to Student Services.

According to the University physician's evaluation, the applicable procedure is as follows:

- **"Negative"**: The student **can register** for applied food production courses.
- **"Positive- Can be treated"**: The student cannot register for applied food production courses until his/her test result is concluded as **"negative"**.
- **"Positive- Long-term treatment is required"**: The student will fulfill his/her graduation requirements by registering for courses which have the same theoretical content as applied food production courses.

Student Services will make the necessary arrangements on the [SIS](#) and will contact the school director's office where it is required to offer the courses with the corresponding theoretical content.

Students who are deemed eligible to register for the relevant courses based on their test results are considered to have fulfilled the medical test requirement of their programs. Students who have fulfilled the medical test requirement must complete their course registrations via the [SIS](#).

IMPORTANT REMINDERS FOR CERTAIN COURSES

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](#).

Course	Course
CS 458 A	PSY 313 A
CS 466 A	PSY 315 A
GARM 406 A	PSY 400 A
GARM 406 B	PSY 400 B
HMAN 406 A	PSY 400 C
HMAN 406 B	PSY 400 D
HMAN 406 C	PSY 400 E
HMAN 406 D	PSY 490 A
HMAN 406 E	PSY 490 B
HMAN 412 A	PSY 490 C
HMAN 412 B	PSY 490 D
HMAN 412 C	PSY 490 E
HMAN 412 D	SEC 499 A
HMAN 412 E	

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.

IMPORTANT REMINDERS FOR CERTAIN COURSES

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" 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".

Courses with Seat Reservation

COURSE	RESERVED SEATING
AVM 101.A	Faculty:30
	Non Faculty:5
AVM 102.A	Faculty:30
	Non Faculty:5
AVM 202.A	Faculty:30
	Non Faculty:5
AVM 204.A	Faculty:30
	Non Faculty:5
AVM 304.A	Faculty:30
	Non Faculty:5
AVM 404.A	Faculty:30
	Non Faculty:5
AVM 406.A	Faculty:30
	Non Faculty:5
OPER 314.A	Faculty:5
	Psychology: 35
IBUS 302.A	From Within the Department: 20
IBUS 304.A	International Business and Trade: 30
MGMT 406.A	International Business and Trade:20
	From Other Departments:30
MGMT 302.A	International Business and Trade:25
	From Other Departments:25
MGMT 302.B	International Business and Trade:25
	From Other Departments:25
MGMT 404.A	International Business and Trade:25
	From Other Departments:25

COURSE	RESERVED SEATING
IE 301.A	From Within the Department: 65
	From Other Departments: 5
IE 302.A	From Within the Department: 65
	From Other Departments: 5
MATH 216.A	From Within the Department: 65
	From Other Departments: 5
MATH 216.B	From Within the Department: 65
	From Other Departments: 5
MATH 215.A	From Within the Department:75
	From Other Departments:5
MATH 215R.A	From Within the Department:75
	From Other Departments:5
IR 313.A	From Within the Department:15
	From Other Departments:10
IR 311.A	From Within the Department:18
	From Other Departments:12
IR 312.A	From Within the Department:18
	From Other Departments:12
IR 329.A	From Within the Department:18
	From Other Departments:12
IR 402.A	From Within the Department:18
	From Other Departments:12
IR 405.A	From Within the Department:18
	From Other Departments:12
IR 409.A	From Within the Department:18
	From Other Departments:12

COURSE	RESERVED SEATING
IE 391.A	From Within the Department:40
	From Other Departments:10
IE 392.A	From Within the Department:40
	From Other Departments:10
IE 392.B	From Within the Department:40
	From Other Departments:10
IE 395.A	From Within the Department:40
	From Other Departments:10
IE 203.A	From Within the Department:55
	From Other Departments:5
IE 203.B	From Within the Department:55
	From Other Departments:5
IE 203.C	From Within the Department:55
	From Other Departments:5
IE 325.A	From Within the Department:55
	From Other Departments:5
IE 325.B	From Within the Department:55
	From Other Departments:5
IE 201.A	From Within the Department:59
	From Other Departments:1
IE 201.B	From Within the Department:59
	From Other Departments:1

COURSE	RESERVED SEATING
IR 304.A	From Within the Department:32
	From Other Departments:8
IR 101.A	From Within the Department:35
	From Other Departments:15
IR 202.A	From Within the Department:40
	From Other Departments:15
IR 206.A	From Within the Department:40
	From Other Departments:15
IR 306.A	From Within the Department:40
	From Other Departments:5
SEC 301.A	Faculty of Business:55
	From Other Faculties:5
SEC 301.B	Faculty of Business:55
	From Other Faculties:5
SEC 301.C	Faculty of Business:55
	From Other Faculties:5
SEC 302.A	Faculty of Business:60
	From Other Faculties:10
SEC 302.B	Faculty of Business:60
	From Other Faculties:10
IBUS 102.A	From Within the Department:18

IMPORTANT REMINDERS FOR CERTAIN COURSES

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 curriculum of their academic program. If two courses are cross-listed, students cannot register for both of the courses.

Cross-Listed Dersler
ARCH 401.A/MİM 401.A
ARCH 401.B/MİM 401.B
ARCH 402.A/MİM 402.A
ARCH 402.B/MİM 402.B
ARCH 402.C/MİM 402.C
AVM 405.A/PLT 221.A
CE 403.A/CE 503.A
CE 409.A/CE 509.A
CE 424.A/CE 524.A
CE 428.A/CE 528.A
CE 460.A/CE 560.A
CS 422.A/CS 522.A
CS 442.A/CS 542.A
CS 444.A/CS 544.A
CS 452.A/CS 552.A
CS 456.A/CS 556.A
CS 458.A/CS 558.A
CS 462.A/CS 562.A
CS 466.A/CS 566.A
CS 475.A/CS 575.A
EE 421.A/EE 521.A
EE 444.A/EE 544.A
EE 450.A/EE 550.A
EE 455.A/EE 555.A
EE 484.A/EE 584.A
EE 491.A/EE 591.A
ENTR 304.A/IDE 208.A
ENTR 401.A/MGMT 401.A
ENTR 402.A/MGMT 402.A
ENTR 402.B/MGMT 402.B
GARM 101.A/HMAN 101.A
GARM 107.A/HMAN 107.A
GARM 202.A/HMAN 202.A
GARM 207.A/HMAN 207.A
GARM 213.A/HMAN 106.A/HMAN 109.A
GARM 305.A/HMAN 105.A/HMAN 108.A

Cross-Listed Dersler
GARM 305.A/HMAN 105.A/HMAN 108.A
GARM 307.A/HMAN 355.A
GARM 308.A/HMAN 308.A
GARM 403.A/HMAN 208.A/HMAN 310.A
GARM 404.A/HMAN 402.A/HMAN 413.A
GARM 407.A/HMAN 411.A
GARM 408_U.A/HMAN 408_U.A
GARM 472.A/HMAN 305.A/HMAN 409.A
GARM 476.A/HMAN 465.A
GARM 477.A/HMAN 366.A
HMAN 102.A/HMAN 110.A
HMAN 104.A/HMAN 209.A
HMAN 112.A/HMAN 201.A
HMAN 203.A/HMAN 211.A
HMAN 204.A/HMAN 214.A
HMAN 206.A/HMAN 212.A
HMAN 206.B/HMAN 212.B
HMAN 210.A/HMAN 307.A
HMAN 303.A/HMAN 313.A
HMAN 303.B/HMAN 313.B
HMAN 315.A/HMAN 401.A
HMAN 403.A/HMAN 408.A
HMAN 403.B/HMAN 408.B
HMAN 406.A/HMAN 412.A
HMAN 406.B/HMAN 412.B
HMAN 406.C/HMAN 412.C
HMAN 406.D/HMAN 412.D
HMAN 406.E/HMAN 412.E
HMAN 407.A/HMAN 410.A
HUK 211.A/HUK 319.A
HUK 212.A/HUK 320.A
IE 394.A/MGMT 322.A
IE 401.A/IE 402.A
IE 410.A/IE 510.A
IE 568.A/OPM 906.A
INAR 301.A/INAR 302.A/INAR 401.A

Cross-Listed Dersler
IR 332.A/SOC 302.A
MATH 103.A/MATH 113.A
MATH 103.B/MATH 113.B
MATH 103.C/MATH 113.C
MATH 103R.A/MATH 113R.A
MATH 103R.B/MATH 113R.B
MATH 103R.C/MATH 113R.C
ME 401.A/ME 402.A
ME 409.A/ME 509.A
ME 417.A/ME 517.A
ME 425.A/ME 525.A
ME 431.A/ME 531.A

Cross-Listed Dersler
ME 464.A/ME 564.A
PHYS 101.A/PHYS 111.A
PHYS 101.B/PHYS 111.B
PHYS 101L.A/PHYS 111L.A
PHYS 101L.B/PHYS 111L.B
PHYS 101R.A/PHYS 111R.A
PHYS 101R.B/PHYS 111R.B
PHYS 101R.C/PHYS 111R.C
PSY 100.A/PSY 101.A
SEC 201.A/SEC 203.A
SEC 202.A/SEC 204.A