



FEYZİYE SCHOOLS FOUNDATION

**İŞIK UNIVERSITY**



# 2024-2025

## ACADEMIC YEAR FALL SEMESTER COURSE REGISTRATIONS

[www.isikun.edu.tr](http://www.isikun.edu.tr)

2024-2025 Academic Year Fall Semester Add Drop and Late 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- For the e campus user guide prepared to help you with your course selection process [Click](#).

[http://e-campus.isikun.edu.tr/files/media/ders\\_secim\\_kilavuzu.pdf](http://e-campus.isikun.edu.tr/files/media/ders_secim_kilavuzu.pdf)

- 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 year, students who have passed from the preparatory program to their program (without financial obstacles) will be assigned an automatic course schedule by the system and must follow it from the e-campus system.



# DATES AND PROCEDURES TO FOLLOW FOR ADD-DROP AND LATE COURSE REGISTRATIONS

**23.09.2024 Monday**, ACADEMIC OPENING and "FIRST COURSE"

**23.09.2024 Monday**, 2023-2024 Academic Year fall semester classes start in 14 weeks (69 days).

**30.09.2024 Monday**, Opening of the online registration system at 09:00 for course add-drop and late registration

**04.10.2024 Friday**, Closing the online registration system to students at 17.00 for adding and dropping courses.

Link where you can reach our regulations and guidelines;

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

## **Maximum Amount of Credits That Can Be Taken (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](http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf) (Article 14)

## Course Taking Priorities

**In 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](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 CB in master's programs and BB and above in doctoral programs cannot be repeated.

[http://www.isikun.edu.tr/i/content/14119\\_1\\_isik-universitesi-lisansustu-egitim-ve-ogretim-yonetmeligi\\_R1.pdf](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 course selections and formal education programs, our students of the Institute should contact their advisors to complete the course taking processes and get information from their secretariats.

It is essential that the student registers for the courses in such a way that there is no time conflict in the weekly course schedule. In compulsory cases, **it may be allowed to overlap one hour of maximum two courses.** In conflicting 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](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 compulsory cases 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 required for student registration

[http://www.isikun.edu.tr/i/content/14119\\_1\\_isik-universitesi-ders-kayit-yonergesi\\_R2.pdf](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 their curriculum without leaving any gaps in the series in which they are sorted according to semesters. In cases that delay graduation 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](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 the courses in their 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](http://www.isikun.edu.tr/i/content/14119_1_isik-universitesi-ders-kayit-yonergesi_R2.pdf) (Article 6)



## PAYMENT

- The [midb@isikun.edu.tr](mailto:midb@isikun.edu.tr) of the Financial Affairs Department should be contacted [finans@isikun.edu.tr](mailto:finans@isikun.edu.tr).

Students who are in financial obstacles during registration should contact the Financial Affairs Department [finans@isikun.edu.tr](mailto:finans@isikun.edu.tr), [finance@isikun.edu.tr](mailto:finance@isikun.edu.tr) in the first place for fees and payments.

The Registrar's Office has no authority in this regard. In fee payments, the Financial Affairs Department opens the student's system as a result of bank checks. Course selection can take place after this process.

## Other Issues Related to Course Registration:

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

[https://www.isikun.edu.tr/web/132-2074-1-1/isik\\_universitesi/hakkinda/yonetim\\_idari\\_birimler\\_ogrenci\\_isleri\\_daire\\_baskanligi/danisman\\_ve\\_kota\\_yoneticileri](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 need to contact your advisor assigned to you by your academic unit. Your academic advisor is located on your personal page on the student information system..

## Passive Discipleship

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 towards the education periods in accordance with the YÖK regulations **and will be withdrawn to the status of "Passive Student"**.

Our students who have the status of passive students in accordance with the relevant Legislation; They cannot get a Certificate from e-Government and our University. They cannot benefit from student rights.

**Registrar's Office**



FEYZİYE SCHOOLS FOUNDATION

**IŞIK UNIVERSITY**

### **Şile Kampüsü**

Meşrutiyet Mahallesi, Üniversite Sokak No:2  
Şile / İstanbul

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### **Maslak Kampüsü**

Büyükdere Caddesi No: 194  
34398 Maslak/İstanbul



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Isik Üniversitesi