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.

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:

- Academic Advisors: Assist students with the required and elective courses of their academic programs.
- 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 for 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 via the 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.

Exemption from ENG 103 and 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.

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

Current undergraduate students must complete their course registrations themselves via the 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.

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 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 2019 - 2020 Spring semester between January 27 - 31, 2020 may make late payments before the start of the course registration periods specified 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 2019 - 2020 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.

Important reminder about the technology fee

Students, who have been allocated a computer by the university, and who do not pay the technology fee of the 2019-2020 academic year spring semester and or who have not paid the technology fee of previous semesters, will not be able to enter the course registration system.

Important reminder about the Professional Flight program

In addition to the annual tuition fee, students are required to pay a flight fee in 3 equal installments at the beginning of the 4th, 6th and 8th semesters of their undergraduate program for their compulsory flight training included in the Professional Flight Program. The students who are required to make the related payment have been informed by the Faculty of Aviation and Aeronautical Sciences. Students who do not pay the specified flight fees will not be able to gain access to the course registration system.

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** (completed credits over 180)	February 05 – 07, 2020 (from 10.00 on February 05, 2020 till 16.00 on February 07, 2020)
3.Year (Junior Year) **Course Registrations** (completed credits between 120-179)	February 05 – 07, 2020 (from 14.00 on February 05, 2020 till 16.00 on February 07, 2020)
2.Year (Sophomore Year) **Course Registrations** (completed credits between 60-119)	February 06 – 07, 2020 (from 10:00 on February 06, 2020 till 16:00 on February 07, 2020)
1.Year (Freshman Year) **Course Registrations** (completed credits between 0 - 59)	February 06 – 07, 2020 (from 14.00 on February 06, 2020 till 16.00 on February 07, 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, February 10, 2020
Add-Drops	February 12 – 18, 2020
Course Withdrawal	March 30 – April 03, 2020

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 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 Çotur – nazli.cotur@ozyegin.edu.tr
Faculty of Architecture and Design	Meltem Yalçındağ – meltem.mercan@ozyegin.edu.tr Banu Çavdar – banu.cavdar@ozyegin.edu.tr Duygu Demirel – duygu.demirel@ozyegin.edu.tr
Faculty of Engineering	Candan Tunçalp – candan.tuncalp@ozyegin.edu.tr Merve Korkmaz – merve.korkmaz@ozyegin.edu.tr Banu Polat – banu.polat@ozyegin.edu.tr Ayşe Genç – ayse.genc@ozyegin.edu.tr Sevinç Dursun – sevinç.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 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 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 sections 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.
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. • 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 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.
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 "W" 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 (W) from the substituted course in the respective semester, the last grade obtained from the former course will be effective.

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 within the <u>course registration period</u>.**
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. In the first academic year in which the prerequisite change will be applied for a course with a prerequisite course, fulfilling any of the old and new conditions will be 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 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 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.
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. The student 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.
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.
Registration for Minor Courses	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.
Registration for Courses Offered by Other Academic Programs	Students can register for courses offered by other academic programs so long as such courses can be counted toward their graduation requirements and are listed as electives in the curricula of their degree programs. If a Faculty/School has restricted the registration for a specific course to the specific students of an academic program only, other students cannot register for the courses with restricted registration. Such students must apply to the Administrative Secretary Offices of their faculties or schools in order to ask for permission to register for the courses with restricted registration.

Pre-Loaded Course Registrations	**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 approved by the Faculties/Schools: 	**SEC 101**	Introduction to University | 	**SEC 201 / 203**	Introduction to Sectors | 	**SEC 202 / 204**	Skills Management | • **For the School of Applied Sciences students:** The following seminar courses, which are the pre-requisites of **HMAN 403/HMAN 435/GARM 401/GARM 423 for the School of Applied Sciences students.** (Pre-loaded HMAN 408_U and GARM 408_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 403/HMAN 408/GARM 401/GARM 408 courses themselves via SIS.) 	**HMAN 408_U**	Hospitality Seminars | 	**GARM 408_U**	Culinary Shows and Seminars | • All students who registered for ENG 101 in the Fall semester and completed the course with at least a minimum passing grade (and did not complete ENG 102 before) will be registered for ENG 102 by Student Services in the following Spring semester.
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 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.
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 curricula of their academic program. If two courses are cross-listed, students cannot register for both of the courses.

IMPORTANT REMINDERS FOR CERTAIN COURSES

ENG 102 English II Course Registration via "Pre-Loading"

In response to needs arisen due to the changes made to the content of the ENG 101 English I and ENG 102 English II courses by the School of Foreign Languages, it has been decided to complete the course registration and other academic procedures for ENG 102 English II course as follows, starting from the 2018-2019 Spring semester.

- All students who registered for ENG 101 in the 2019 – 2020 Fall semester and completed the course with at least a minimum passing grade (and did not complete ENG 102 before) will be registered for ENG 102 by Student Services in the 2019 - 2020 Spring semester.
- Students whose course registrations are completed by Student Services may change their sections or drop their courses.
- Students who completed ENG 102 but need to repeat ENG 101 for any reason will not be registered for ENG 102 again.
- Students who failed or withdrew from ENG 102 or who wish to take ENG 102 to improve their grades must register for ENG 102 themselves.
- Students who are exempted from ENG 101 as they previously completed it at another higher education institution or at another program of OzU, but need to take ENG 102 will be registered for ENG 102 by Student Services in the first semester they are enrolled in their new program at OzU.

- Students who completed ENG 101 but afterwards received the status of "unregistered student" or took a leave of absence must register for ENG 102 themselves in the semester they renew their registration or thereafter.

PE Coded Courses

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

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

b) Effective from 2019-2020 academic year, a maximum of two PE coded course can be counted towards the degree credits in all undergraduate programs,

c) All PE-coded courses successfully completed before the 2019-2020 academic year will be counted towards degree credits up to the limit specified by the undergraduate program, even though the number of PE courses exceeds the one defined in clause "b" above.

Courses Offered Without Course Schedules

The following courses are offered without a course schedule. Course instructors will notify their students about the course schedules at the end of the course registration period.

Undergraduate Law Program - I. Semester Electives

Elective courses in the curriculum of the first academic semester for the Faculty of Law have been determined as follows, and students have been registered for these courses by Student Services via "pre-loading. 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.

HUK 126	Legal French
HUK 128	Law Methodology II
HUK 129	Legal English
HUK 130	Parliamentary Law

Certification Courses of the Faculty of Law

Faculty of aw Certification Courses will be offered as minimum 2 and maximum 4 sertificate courses each semester. **Students must register for certification courses via the course registration module on the SIS during the course registration period. The credits of the certification courses will be counted towards the regular course load and there will not be final and/or composite examinations.**

The following principles of application have been set forth by the University Senate regarding the certification course requirements in the Law degree curriculum.

- Students are not allowed to take certification courses from other institutions during an academic semester, and have them counted towards their graduation requirements. Any certification courses taken from other institutions are subject to the approval of the Faculty Executive Board in order to be counted towards the graduation requirements.

- Students may take more certification courses than what is required to fulfill their graduation requirements. Certification courses cannot be substituted with a mandatory or elective course.

- Certificate courses are not the prerequisites for each other. Specific prerequisites may be placed for the certificate course.

- Related certificates will be taken into account as course credit in per-credit charging.

Offered Certification Courses
HUK 383
HUK 385
HUK 492
HUK 493

The certificate courses opened in 2019 - 2020 Spring semester can be accessed from the BLAW Seminar/ Certificate course pool included in the curriculum of the Faculty of Law.

SEC 101 Introduction to University

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. Introduction to University course is offered with the course code of SEC 101 and with 1 ECTS credit every Fall and Spring semester, and is listed in the second semester of the lesson plan that students are liable to.

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 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.

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. 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 who freeze their registration in the first semester (fall semester) they enroll at the University are registered for for the SEC 101P course at the beginning of the second semester (spring semester).

Students who take SEC 101P in the first semester (fall semester) they enroll at the University, but take a leave of absence in the second semester (spring semester) or acquire unregistered status, are enrolled in the SEC 101 course in the first fall or spring semester that they renew their registration.

Except for this pre-loaded course, if students do not register for another course in the relevant semester and they do not have a petition otherwise, students' SEC 101P or SEC 101 course registration is canceled by the Student Services and the student status is changed to "Unregistered Student".

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. SEC101P is not shown in the transcript, but SEC 101 is.

For Students Taking/Having Taken ENG 102, ENG 104 and ENG 106 Courses as 4 ECTS:

Students who have taken the ENG 102, ENG 104 and ENG 106 courses as 4 ECTS before, and who want to repeat these courses or have never taken these courses, will enroll to these courses as 3 ECTS as of 2016-2017 spring semester. For the 1 ECTS that will appear in the graduation requirements of the students, the grade "T" for SEC 101 will be processed by Student Services. This process is carried out after the completion of the withdrawal period in each semester.

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, if 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

BSHMAN and BSGCA - Applied Food Production Courses

Undergraduate Hotel Management Program students who passed the "HMAN 134 - Nutrition, Hygiene and Food Safety" course and the Undergraduate Gastronomy and Culinary Arts Program students who passed the "GARM 103 -Safety and Hygiene" course must undergo the following medical tests in order to be eligible to register for their first food production course 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 **at least one month and at the latest 15 days before the course registration period** begins. Students are also required to attend classes as of the first day. **The 90% attendance requirement** applies to all students, starting from the first day of class, regardless the date of registration, (including the students who added the course during the add/drop period.)

Test results of students will be evaluated by the university physician. **Students whose test results are classified as "positive-can be treated" cannot register for food production courses until their results are "negative".**

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 the applied food production courses.

Student Services will make the necessary arrangements in the SIS, and in a case where it is required to offer courses with the corresponding theoretical content, Student Services will contact the school director's office.

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.

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, Arabic, Chinese, French, Spanish, Italian or Russian

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 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:**

   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 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.

Registrations of Architecture (Turkish) and Law Students for English-Medium Courses

Turkish-medium Architecture and Law program students who were unable to pass 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 University-recognized proficiency examination are eligible to take the English-medium courses listed as electives in the curricula of their programs.

Registrations of Architecture (Turkish) and Law Students for "ENG" Coded 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". Students, who wish to register for these courses, must submit a petition to the School of Foreign Languages.

Law and Architecture degree program students who have successfully passed the TRACE exam or external examinations that are accepted by the University, and move on to their degree programs may be exempted from the ENG 103 and/or ENG 104 courses according to their scores and "Principles For Exemption Examinations Administered For Foreign Language Courses Offered By Turkish-Medium Undergraduate Programs At Özyeğin University". Students who do not take the TRACE exam or who do not submit an external examination result may be exempted from the courses by taking the "exemption exam" on the first day of the courses.

Exempted courses are transcribed with EW (Waiver with Examination) grade in the transcripts. Students who are granted exemptions can register to courses from the Student Information System (SIS) in the course registration and add-drop periods without exceeding the credit loads in accordance with the lesson plans.