



2024-2025
RE-REGISTRATION
GUIDE
SPRING
TERM

PLEASE NOTE that, according to Paragraph 3 of Article 11 of the Associate and Undergraduate Degree Education Regulations, STUDENTS ARE REQUIRED TO COMPLETE THE COURSE SELECTION PROCESS IN ORDER TO BE CONSIDERED 'RE-REGISTERED'.

**Spring Term Begins on
17.02.2025**

- Once you have paid your tuition fee and re-registered, you must select courses on the student information system (www.ois.topkapi.edu.tr) after 10.02.2025
- All students enrolled in associate and undergraduate degree programmes must select courses in the spring term.
- Turkish preparatory year and preparatory year students will not select courses.
- If you are a newly admitted transfer student, you need to select your courses after the credit/course exemption procedures are completed. Exemption decisions will be entered into the OIS by the Registrar's Office.
- If you have your registration suspended, you must re-register at the Finance Office before selecting courses.
- If your failed courses do not display on the system, please contact your advisor.
- When you re-register, you first need to select the courses you have failed, and have your advisor approve the final draft of your course enrolment.
- If you fail to re-register within the deadline set in the academic calendar for course enrolment and course add/drop, you will not be allowed to attend classes and exams, nor you will be allowed to benefit from your student privileges. The amount of time during which you miss your classes and exams will be counted towards the duration required to complete your studies.

- If you have failed courses, you need to retake them together with the courses you must take during your registered term.
- If you have a minimum GPA of 2.00 out of 4.00, you may take courses offered in upper years of study, provided that you have approval from your advisor and you meet the prerequisites for these courses. The marks you are assigned for courses offered in upper years will be included in your overall GPA. The University Senate shall decide the procedures and regulations governing taking courses offered in upper years and graduating students. The financial provisions that apply to taking courses offered in upper years and early graduation, on the other hand, shall be determined by the Board of Trustees.
- To complete your course enrolment, you must have your advisor approve on the OIS the courses you will take in your registered term.
- Although you have passed all the courses you have taken yet failed to complete your work placement, you must re-register in order to complete it.

ATTENTION 2ND, 3RD AND 4TH YEAR STUDENTS!

On the OIS' course selection page, you can view the **Courses You Have Not Previously Taken, Courses You Can Repeat, and Courses You Are Required to Repeat.**

Courses You Have Not Taken Before are the courses you need to take during the term.

Courses You Can Repeat are the courses you passed with the lowest passing grade such as DD or DC. You may take these courses in order to raise your GPA.

Courses You Are Required to Repeat are the **courses you must retake** because you had an FF or FD in them.

The letter P you see on your transcript means the selected course.

When selecting courses, you must first select those you have failed and then take your term courses.

ADD/DROP WEEK

Add/drop week will begin on 24.02.2025 and end on 28.02.2025. You need to visit the Student Information System to enrol in courses.

Accordingly,

- To add or drop courses, you need to log in to the Student Information System (ois.topkapi.edu.tr) and submit your choices to the approval of your advisor.
- Once you get approval, the course selection process will be completed.
- In case your selection is not approved by your advisor, you **must** meet with him or her in person to obtain approval and fully complete your re-registration.
- Please be reminded that the courses you add or drop and other course enrolments must be approved by you and your advisor before the deadline, otherwise you will lose your student privileges in Academic Year 2024-2025 Spring Term.

2024-2025 SPRING TERM COURSE ENROLMENTS

Paid My Tuition Fee

Not Paid My Tuition Fee Yet

Have to repeat my failed classes in spring term

Re-registered

Not re-registered yet

Have to repeat my failed classes in spring term

Go to 'Ders Seçme' (Course Selection) screen in 'Course Actions' (Ders İşlemleri) menu on the OIS.

Drop by the Finance Office to re-register for the term.

Go to 'Ders Seçme' (Course Selection) screen in 'Course Actions' (Ders İşlemleri) menu on the OIS.

Select your courses.

Go to 'Ders Seçme' (Course Selection) screen in 'Course Actions' (Ders İşlemleri) menu on the OIS

Select your courses.

Submit them to advisor approval.

Submit them to advisor approval.

The system will display the amount you are required to pay for the selected courses

Do you have all your courses approved?

Make your payment at the Finance Office.

YES

NO

The course enrolment process will be complete once your advisor registers you for all the courses you have selected.

Delete the course that is not approved by your advisor and re-submit it. Once your advisor approves it, you will be enrolled in your courses.

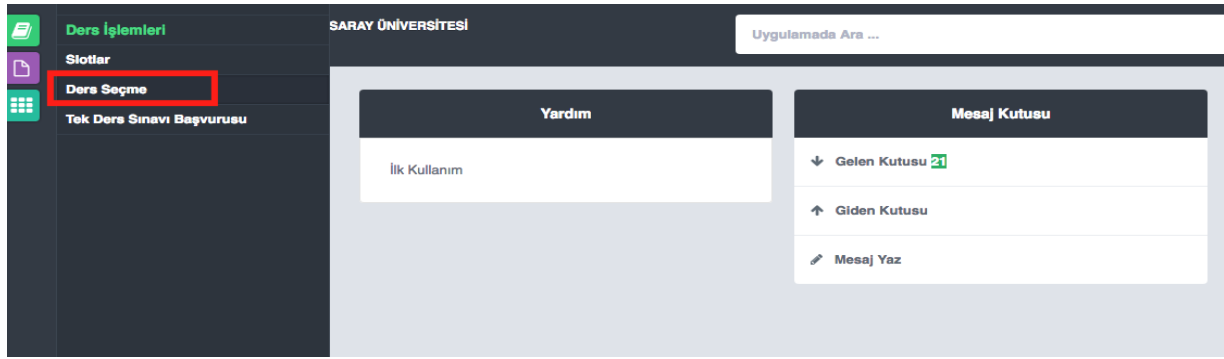
Check the courses you have selected on your transcript.

Course Selection Steps on OIS

How to log in

Go to www.ois.topkapi.edu.tr and type your name and surname using lowercase letters (without spaces between them). Do not use Turkish characters, e.g. “metinaltiok”. If you have forgotten your password, you can request a new one by clicking “I forgot my password” button.

1) Go to Ders Seçme (Course Selection) screen on the OIS.



2) You can select all courses that do not overlap in your class schedules, regardless of their ECTS credits.

3) After selecting your courses, submit them for advisor approval.

Yarınla Seyirci Dersler												
Ders Kodu	Ders Adı	Kredit	AKTS	Slot Dönemi	Grup	Öğretim Yılı	Dİ	Ders Kodu	Ders Adı	Ders Notu	Ders Alan Öğrenci Sayısı	Ders Durumu
OGDG.101	Akademik ve Sosyal Oryantasyon	0	2	1	1	Edisyon					80	Dersli
GÖR1005	Sanat ve Tasarım Kuramları	3	5	1	1	Örgün					32	Dersli
GİTS.103	Fotograf Teorileri	3	5	1	1	Örgün					5	Dersli
GİTS.105	Tipografi	3	5	1	1	Örgün					4	Dersli
GİTS.107	Dijital İmaj Tasarımı	3	5	1	1	Örgün					5	Dersli
SDG.101	Tamam İşletme	3	4	1	1	Uzaktan Eğitim					152	Dersli

Kredi Limiti: 40 Aldığımız Kredi: 15 Aldığımız AKTS: 26 Kalan Kredi: 25 Ek Kredi: 0

Tekrar Etmek Zorunda Olduğunuz Dersler					
Ders Kodu	Ders Adı	Kredit	AKTS	Slot Dönemi	Harf Notu

Tekrar Edilebilir Dersler				
Ders Kodu	Ders Adı	Kredit	AKTS	Harf Notu

Daha Önce Almadığınız Dersler				
Ders Kodu	Ders Adı	Kredit	AKTS	Slot Dönemi
GİRS.205	Web ve Mobil Arayüz Tasarımı	3	0	3
İSG.201	İş Sağlığı ve Güvenliği	2	0	3
GİRS.203	Büroasyon	3	0	3
İBL.201	Belirli Becerileri	2	0	3
GİRS.201	Dijital Medya	3	0	3