



2024-2025  
**RE-REGISTRATION  
GUIDE  
AUTUMN  
TERM**

**PLEASE NOTE: 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'.**

**Autumn Term Begins on  
30.09.2024**

- Course enrolments of undergraduate students and first year associate degree students will be performed automatically therefore such students do not need to select courses.
- Once you have paid your tuition fee and re-registered, you must select courses on the student information system ([www.ois.topkapi.edu.tr](http://www.ois.topkapi.edu.tr)) after 23.09.2024.
- Preparatory year students are not required to select courses.
- If you study on a full scholarship, you only need to select your courses. **If you wish to extend your semester (if you have failed courses), however, you will be required to pay your tuition fee.**
- If you are a newly admitted transfer student, you need to select your courses on the OIS after credit recognition and course exemption procedures are complete. You may view the courses from which you are exempt on the OIS.
- 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 or if you have extended your semester but you cannot view your failed courses 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 will you 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 may 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. If you wish to take courses offered in upper years, you have to make sure that upper year courses and the courses you are taking in your current semester do not overlap in the timetable.
- 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 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.**

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

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

**3-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.

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.

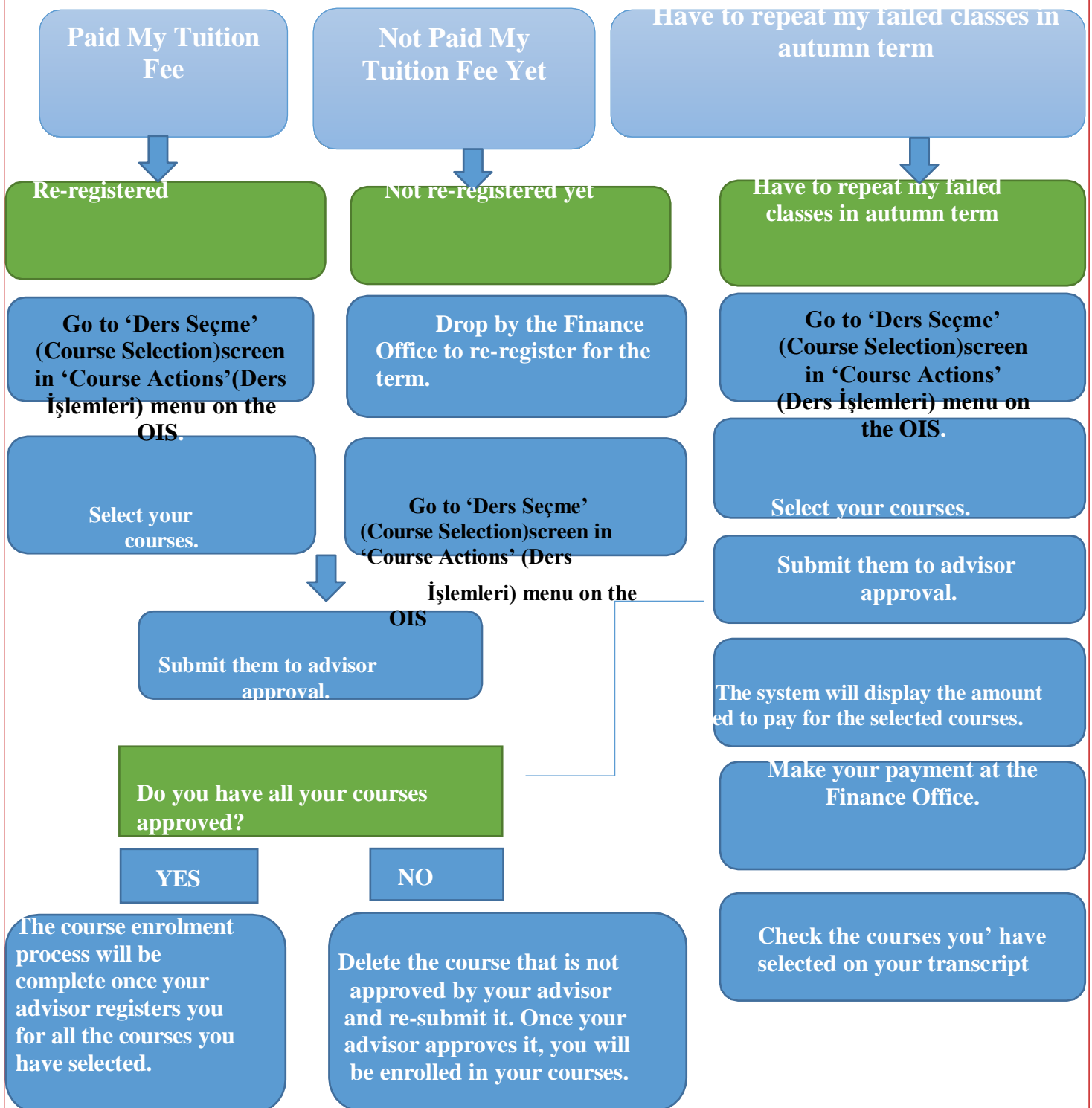
## ADD/DROP WEEK

Add/drop week will begin on 07.10.2024 and end on 11.10.2024. You need to go to the Student Information System (OIS) 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.
- Approvals from advisors will be emailed to you so make sure you check your emails regularly.
- Please be reminded that the courses you add or drop and other course enrolments must be approved by your advisor before the deadline, otherwise you will lose your student privileges in Academic Year 2024-2025 Autumn Term.

## 2024-2025 AUTUMN TERM COURSE ENROLMENTS

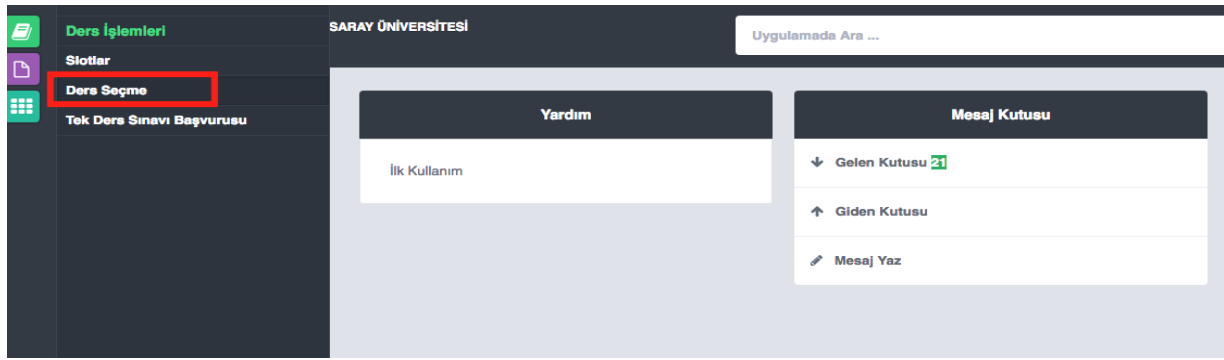


## Course Selection Steps on OIS

### How to log in

Go to [www.ois.topkapi.edu.tr](http://www.ois.topkapi.edu.tr) and type your name and surname using lowercase letters (no spaces between). Do not use Turkish characters, e.g. “**metinaltiok**”. If you have forgotten your password, you can request a new one sent to your phone by clicking “I forgot my password” (şifremini unuttum) 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 schedule, regardless of their ECTS credits.
- 3) After selecting your courses, submit them for advisor approval. Once you get the “Approved” message from your advisor, your re-registration will be complete.
- 4) If you see a “pending” (beklemede) or “denied” (reddedildi) icon on the screen, please contact your advisor as soon as possible.

Sağlığınız Dereler					Yerine Geçilecek Dereler							
Ders Kodu	Ders Adı	Kredi	AKTS	Stüt Dönemi	Grup	Öğretim YGİB	DİB	Ders Kodu	Ders Adı	Ders Notu	Ders Alın Öğrenci Sayısı	Ders Durumu
OGDG.101	Akademik ve Sosyal Orientasyon	0	2	1	1						89	Ders Durumu
GÖR1005	Sanat ve Tasarım Kuramları	3	5	1	1	Örgün					32	Ders Durumu
GİTS.103	Fotoğraf Teknikleri	3	5	1	1	Örgün					5	Ders Durumu
GİTS.105	Tipografi	3	5	1	1	Örgün					4	Ders Durumu
GİTS.107	Dijital İmaj Tasarımı	3	5	1	1	Örgün					5	Ders Durumu
BDG.101	Temel İşletme	3	4	1	1	Uzaktan Eğitim					152	Ders Durumu

Kredi Limiti: 40 Aldığınız Kredi: 15 Aldığınız AKTS: 26 Kalan Kredi: 25 Ek Kredi: 0 5

Tekrar Etmek Zorunda Olduğunuz Dereler					
Ders Kodu	Ders Adı	Kredi	AKTS	Stüt Dönemi	Harf Notu
Tekrar Edilebileceğiniz Dereler					
Ders Kodu	Ders Adı	Kredi	AKTS	Harf Notu	

Daha Önce Almadığınız Dereler				
Ders Kodu	Ders Adı	Kredi	AKTS	Stüt Dönemi
GİTS.205	Web ve Mobil Arayüz Tasarım	3	0	3
İSG.201	İş Sağlığı ve Güvenliği	3	0	3
GİTS.203	İllüstrasyon	3	0	3
İB.201	İletişim Becerileri	2	0	3
GİTS.201	Dijital Medya	3	0	3