HOW TO ENROL IN A COURSE

I. LOGIN TO OASIS

Log in to the system with your OASIS password, PIN code and verification code (CAPTCHA).

If you have never logged in to OASIS before, you can learn how to receive your OASIS password and how to make your security settings at https://www.ieu.edu.tr/tlc/en/about-smart-campus address.

II. COURSE ENROLLMENTS

After logging into OASIS, you may enroll in a course by clicking on
Course Enrollments /Undergraduate and Associate Course Enrollments buttons respectively.

The university may make changes in the courses and the programs students have chosen.

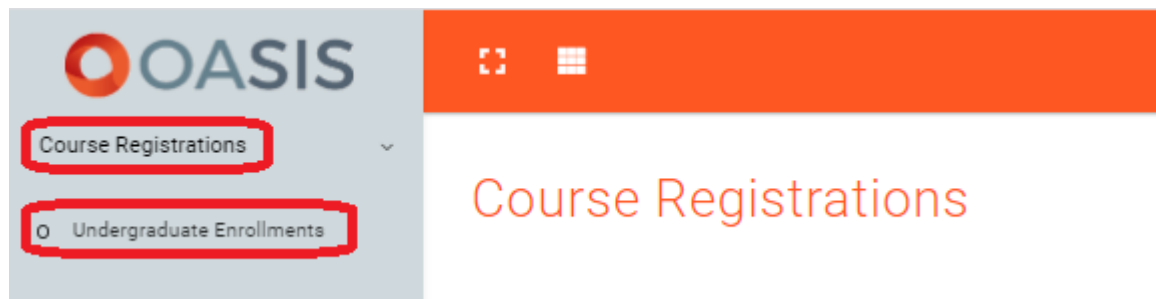The users may view the pages either in Turkish or in English.

Figure 1: *Entering Course Enrollments Screen*

II.I. Course Enrollment Screen and Explanations

II.I.1. Academic Status

In this section, you can see your CGPA, your class, total number of ECTS credits you took, your total course load for the relevant semester.

Class	Grade Point Average (GPA)	Academic Status	Explanations
1	0,00 - 1,49	Academic Inadequacy	Interactive Registration (*)
2	0,00 - 1,69		
3	0,00 - 1,79		
1	1,50 - 1,99	Academic Probation	Interactive Registration for 3rd and 4th grade students in undergraduate degree programs and 2nd grade students in Vocational School 2
2	1,70 - 1,99		
3	1,80 - 1,99		
4	1,80 - 1,99		
	2,00 - 4,00	Successful	Regular Registration

Students, who are required to do interactive registration, enter their OASIS passwords with their advisor by using computers on campus local network during add-drop period.

240 ECTS credits are required in order to graduate **from Undergraduate (4 years) Programs;**
120 ECTS credits (European Credit Transfer System) **are required** in order to graduate **from Associate (2 years) Programs.**

Please pay attention to the ECTS credits of the courses when you are enrolling in order to meet the total credit requirement.

1.85	3	32	120
GPA	Class	Course Load(ECTS)	Total ECTS

Figure 2: *Academic Status*

a) Students, given that they do not exceed their regular course load (32 ECTS credits per semester), have to take the following courses in the below order in order to obtain specified cumulative grade point averages:
- **failed courses (FF, FD, W, U) and non-attendance (NA) courses,**
- **courses from lower grades they have not taken before,**
- **courses from current grade they have not taken yet.**

b) Students may take courses, they have taken before and want to raise grades for, with the approval of their advisor.

c) Students may take course(s) of maximum 12 ECTS credits from upper grade provided that they get their advisor's approval. **However, students, who fail to obtain the grade point average for more than four semesters in the same grade (cumulative GPA of 1.50 at the end of first grade, 1.70 at the end of second grade, 1.80 at the end of third grade), lose their right to take a course from upper grade.** The semesters, in which the student fails to renew registration, are included in the four semesters' calculation.

II.I.2. Search for your Courses

The courses you failed, and all the courses you can take in the relevant semester from lower/current grades are included.

Students, who have received an FF, FD, NA, W or U in any course, or have not taken a course during the regular semester, **have to repeat it in the first semester the course is offered.**

Search For Your Courses

Course Code	Course Name	Course's Class	Course's Semester	ECTS	Number Of Section	
ENG 102	Academic Skills in English II	1	Spring	4	61	Q Search
POOL 002	GEC-Natural and Life Sciences	1	Spring	0	3	☰ List
MATH 280	Intro. to Probability and Statistics	2	Fall	6	1	Q Search
GER 201	German Language III	2	Fall	4	2	Q Search
BA 302	Operations Management	2	Spring	6	2	Q Search
GER 202	German Language IV	2	Spring	4	12	Q Search
BA 350	Managerial and Cost Accounting	3	Fall	6	1	Q Search
BA 311	Management Information Systems	3	Spring	6	1	Q Search
ENG 310	Essential Speaking Skills in English	3	Spring	4	43	Q Search
ITF 312	Financial Management	3	Spring	6	3	Q Search

Figure 3: *Courses You Can Take*

Course Categories

Current Semester Courses	Failed Courses	GEC Courses	Compulsory Courses from Lower and Upper
Major/Minor Courses	Elective Courses	Grade Improvement	

The kind of courses stated here are specified in above colors.

Green: Indicates the courses you need to take in the respective semester based on the department/program instruction plan for your grade.

Red: Indicates the courses that you were unsuccessful before and you have to take. You may change the section of the course by examining the alternative day, hour and classes of the course

Turquoise: Indicates the Compulsory Courses from Lower and Upper classes.

Purple: Indicates Elective Course.

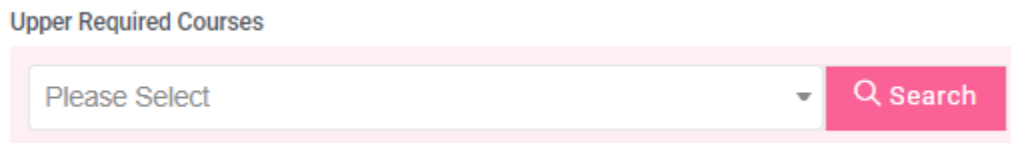**Blue:** Indicates the General Education Course pools.

Orange: Indicates Double Major Program (DMP)/ Minor Program (MP) courses.

Yellow: Indicates the courses taken to Grade Up Lessons.

You can see the number of sections from the "Number of Section" column across the course. You can see the weekly course schedule and the quotas for that course in "Search Results" by clicking to "Search" button. You can enroll to a course you wish by clicking the "**+**" button in the "Add" column.

II.I.3. Searching for Compulsory Courses from Upper Grades
When you want to take a compulsory course from the upper grade, you can select the course from the "Upper Required Courses" field, search by typing the code of the course or the name of the course.

Figure 4: *Searching for Compulsory Courses from Upper Required Grades Screen*

II.I.4. Double Major/Minor Courses
The Double Major Program (DMP)/ Minor Program (MP) courses that DMP/MP students must take are included in the "Courses You Can Take" field. The elective courses to be taken for DMP/MP can be taken by selecting the course from the "Elective Courses & Double Major/Minor Courses" field, searching for it by typing the code of the course or the name of the course, and ticking the DMP/MP box on the right.

Students can take 48 ECTS credit courses the most in a semester in addition to double major, minor program courses.

Students enrolled in **Double Major Program (DMP)** and **Minor Program (MP)** can enroll by ticking the **DMP/MP box** on the right side of the course after searching for the elective courses to be taken in this program from the Elective Course Search field.

Figure 5: *Searching for "Elective Courses & Major/Minor Courses" Screen*

II.I.5. General Education Courses

Courses, to be taken within the scope of General Education Courses (POOL)**, are shown a different section in blue.** For these courses, you can click on the "Search" button to see the list of courses opened for the respective semester. You can click on the "**+**" sign under the "Add" column in order to enrol for a GEC course you want to take.

Figure 6: *GEC (POOL) Courses Section*

II.I.6. Search Elective Courses

Compulsory and elective courses and number of elective courses within the department and from other departments that students need to take for each department are published in the ECTS NQF Catalogue.

You can take the elective course, you want to take by selecting the course from the "Elective Courses" field, by typing the code of the course or the name of the course.
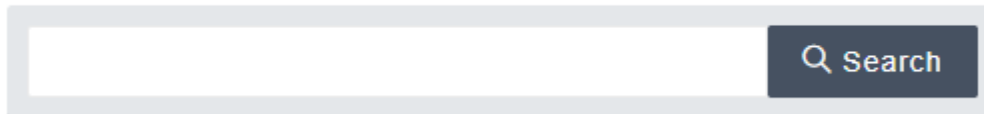

Figure 7: *Elective Course Search*

II.I.7. Courses for Repeat

You can search for the courses you have passed with grades other than AA / EX for which you want to increase your grade, by typing the code of the course in the "Grade Up Lessons" field and enroll. Regardless of the previous grade, the last grade is valid for the repeated course.

DMP students, after searching for the courses, they took within DMP schedule, in the "Grade Up Lessons" section, need to check the DMP/MP box on the right side of the course, and enroll.

Figure 8: *Grade Up Lessons*

II.I.8. Search Results

All the search results about "Upper Required Courses", "*Elective Course*", "Double Major/Major Courses", "General Education Course (POOL)" and "Search Elective Courses" are shown in this section.

In Search Results a course's alternative sections, weekly program, quota and the class are shown.

Figure 9: *Search Results*

You will be enrolled to a course in a section that you chose by considering the quota by clicking (+) button near the section or the alternative section. This course will be shown in "My Enrolled Courses".

The quota values you see here are instant and active. These changes are reflected instantly when the students add or drop courses and the remaining quota is indicated.

While adding the courses in this screen you may see warnings about "course conflict, quota problem, exceeding course load, etc." You cannot enroll to a course with warning. In that case, please review the alternatives.
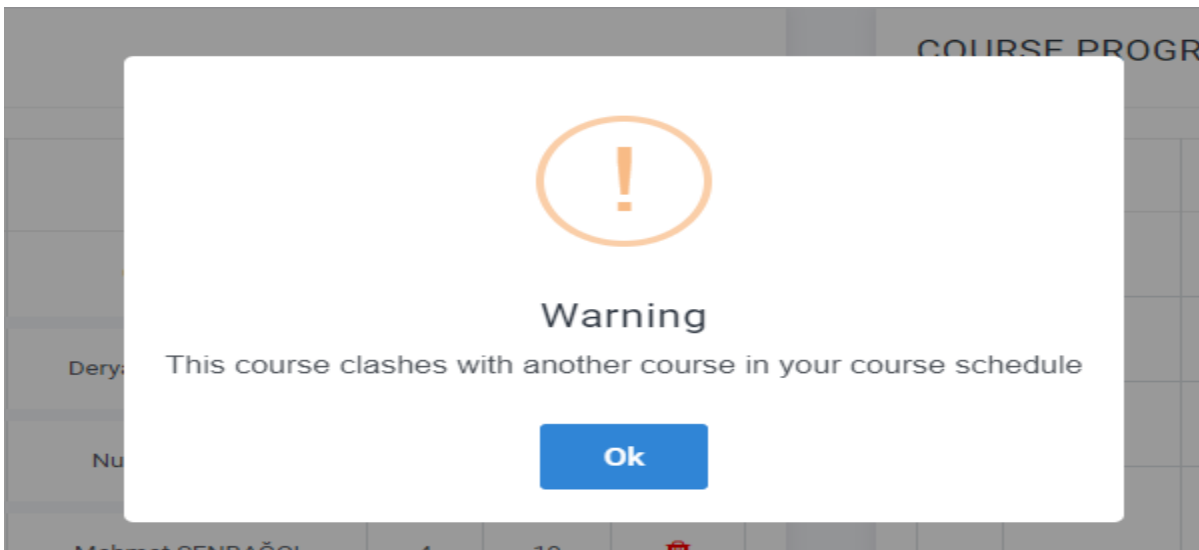
Figure 10: *Automatic Enrollment Problem Warnings*

II.I.9. My Enrolled Courses

All the Compulsory, GEC (POOL), Elective Courses and Double Major Program and Minor Program courses if any are shown here.

ENROLL COURSES

Code	Course	Lecturer	ECTS	Quota	Delete
MATH 240	Probability for Engineers	Cemal Murat ÖZKUT	6	99	🗑
MATH 250	Linear Algebra for Engineers	Sıla Övgü KORKUT UYSAL	6	99	🗑
SE 302	Principles of Software Engineering	Kaya OĞUZ	5	99	🗑
SPN 202	Spanish Language IV	Dilek AMET	4	99	🗑

Current Semester Courses	Failed Courses	GEC Courses	Elective Courses	Compulsory Courses from Lower and Upper	Grade Improvement	Major/Minor Courses

Figure 11: *My Enrolled Courses*

II.I.10. Weekly Course Schedule

Your Course Program

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00						
10:00			PSY 203 ⊽ A 1		PSY 201 ⊽ D 022	
11:00	PSY 203 ⊽ MB 158		PSY 203 ⊽ A 1		PSY 201 ⊽ D 022	
12:00					PSY 201 ⊽ D 022	
13:00	MATH 101 ⊽ C 208				PSY 205 ⊽ C 605	
14:00	MATH 101 ⊽ C 208				PSY 205 ⊽ C 605	
15:00	MATH 101 ⊽ C 208				PSY 205 ⊽ C 605	
16:00						

Figure 12: Weekly Course Schedule

In this section, the weekly course schedules made up of the courses the students enrolled can be seen. In here, the course code, hour and class of the course are shown. The program renews itself each time the student adds or drops courses.

II.I.11.Save

After completing all the steps above about your course enrolment, **click "Save" button and complete your course enrolment procedures.**

💾 SAVE

Course enrolment screens will close on **Thursday, February 15, 2024 at 13.00**. You may make changes on the previously saved courses. Please click on "SAVE" button after each change you make. **"THE LATEST SAVED VERSION"** of the changes you make **will be taken into consideration**.

You need to click on "Change My Enrolment" button.

You need to click on "Save" button again after any changes.

You need advisor approval during the initial registration also. Please follow up the approval procedures of your advisors.

II.I.12. Those Who Paid Tuition Fee But Did Not Make Course Registration

Those, who paid their tuition fees but did not complete their course enrolment through the internet by **Thursday, February 15, 2024 at 13.00,** will be able to complete their course enrolments on their own through OASIS between **27-28 and 29 February 2024 (Until 11.00)** during Add-Drop period.

II.I.13. Course Add-Drop Procedure

Courses in Spring semester begin on **19 February, 2024**.

Add-Drop will not take place in the first week.

In the first week, students will follow the courses they registered to; **the system will be accessible for add-drop in the second week 27-28 and 29 February 2024).**

III.2. Interactive Registration

Students who require Interactive Registration are required to make their course registration approval by meeting with their advisor.

III.3. Invitation for Interactive Approval

Students, who are not subject to Interactive Registration, may be invited by their advisors for Interactive Approval when necessary.

Students, who are invited for Interactive approval by their advisors, are instantly sent OASIS and GSM messages.

Students in this situation must meet with their advisor to get course registration approvals.

III.4. Full Approval

Full approval is granted by the advisor when all courses, selected by student, are in accordance with the regulation.

III.5. Tentative Approval

Tentative approval may be granted for courses, which are selected in accordance with the regulation, that are not recommended by the advisor to be taken for that semester. The justification for tentative approval is recorded in the system.

Tentative approvals for students, whose course registrations are approved, are also stated on their screen.