

ADD-DROP IN GRADUATE PROGRAMS

Course enrolment screens will be opened at **13.00 on Thursday, February 22, 2024** and will be closed at **23.59 on Thursday, February 29, 2024**. You can make changes in your previously saved course selections until this time. Press the "SAVE" button after each change. The "**LAST SAVED CHANGES**" you made will be valid.

You need to click the "Change My Registration" button.

After the change, the "Save" button is clicked again.

I. WHO CAN ADD-DROP?

I.I. Those Who Did Not Enroll in Any Course Before, Although They Paid Their Tuition Fee, or Those Who Paid Their Tuition Fee Late

Log into OASIS and click on **Course Enrollments /Graduate Course Enrollments** buttons respectively. Determine the courses you need to take this semester, choose your courses as stated below and send them to the advisor's approval.

I.II. Those Who Enroll in Missing Courses

Log into OASIS and click on **Course Enrollments /Graduate Course Enrollments** buttons respectively. Choose your missing course from the screen that appears. If there are no other actions you want to do, click the "**Save**" button.

I.III. Those Who Want to Drop Any Course They Have Been Enrolled

Complete the process by clicking the "Delete" button opposite the course you want to drop from the "Registered Courses" field. Click on the "**Save**" button after completing the add / drop procedure.

Choose the new course you want to take instead of this course by entering the code of the course from the list of "Courses You Can Take" or "Elective Courses". When you are done, send it to the advisor for approval by clicking the "**Save**" button.

***New course registrations or course changes made during the Add / Drop period must be approved by the Advisors.** If not approved by the advisors, the actions made are not valid and cannot be transferred to the system.

****Education in the spring semester started on 19 February. Therefore, courses not attended during the add / drop period will be counted as absent.**

II. LOGIN TO OASIS

Log into the system with your OASIS password and PIN code.

If you have never logged into 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.

III. COURSE ENROLLMENTS

After logging into OASIS, you may enroll in a course by clicking on **Course Enrollments /Graduate 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.

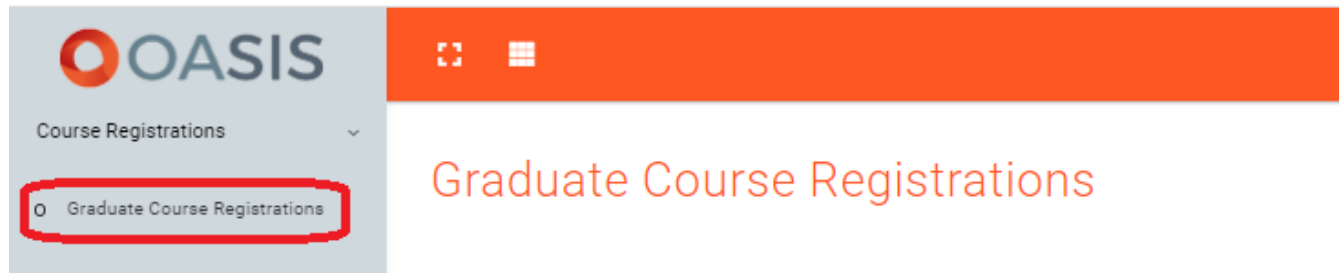


Figure 1: *Entering Course Enrollments Screen*

III.I. Course Enrollment Screen and Explanations

III.I.1. Academic Status

In this section, you can see the requirements and the maximum periods to complete graduate programs.

REQUIREMENTS TO COMPLETE GRADUATE PROGRAMS AND MAXIMUM PERIODS

Program Type	Minimum Number of Courses	Minimum Credit	Minimum ECTS	Period		Remarks
				Regular Period	Maximum Period	
Non-Thesis Program	10 courses + Semester Project	30	60	2 semesters	3 semesters	
Thesis Program	7 courses + Seminar + Thesis	21	120	4 semesters	6 semesters	Credit courses and Seminar course need to be successfully completed at the end of 4 semesters.
Ph.D. Graduate Degree	7 courses+ Competency Exam+Thesis	21	240	8 semesters	12 semesters	The maximum period for successfully completing the credit courses is 4 semesters for those who were admitted with graduate degree with thesis, and 6 semesters for those admitted with undergraduate degree.
Ph.D. Undergraduate Degree	14 courses + Competency Exam+Thesis	42	300	10 semesters	14 semesters	

III.I.2. Courses You Can Take

All compulsory courses you have not taken or taken and failed before in the respective semester are stated here.

Students can take a maximum of 45 ECTS credit courses in one semester.

Current Semester Courses			
Code	Course	Credit	Operation
CE 595	Seminar	1	Q Search
CE 599	Thesis	4	Q Search
IE 513	Mathematical Programming and Applications	3	Q Search
IE 530	Evolutionary Algorithms	3	Q Search

Figure 2: Courses You Can Take

Current Semester Courses	Lessons You Fail	Elective Courses	Grade Improvement
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The kind of courses stated here are specified in above colors.

Green: Indicates the Compulsory courses offered in your program in the respective semester.

Red: Indicates the courses have failed at previous semesters.

You can see the number of sections from the alternative column across the course. You can see the weekly course schedule for a 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.

Important Information For Phd Programs

Students, who do not successfully complete the credit courses in the PhD program curriculum and do not achieve a cumulative GPA of 3.00, cannot enroll in thesis proposal, doctoral qualification, individual study, seminar, or thesis course.

Students, who are in the first semester of the PhD program, cannot enroll in thesis proposal, doctoral qualification, individual study, seminar, or thesis course.

Important Information For Master’s Programs With Thesis

Students, who do not successfully complete the credit courses and the seminar course in the master’s with thesis program curriculum and do not achieve a cumulative GPA of 3.00, cannot enroll in THESIS course.

Students, who are in the first semester of the master’s with thesis program, cannot enroll in SEMINAR and THESIS course.

Important Information For Master’s Programs Without Thesis

Students, who are in the first semester of the master’s without thesis program, cannot enroll in SEMINAR PROJECT course.

III.I.3. Searching for Elective Courses

The compulsory and elective courses for each program, and the number of elective courses that should be taken from or outside the program, are published in the instruction plans under ECTS Guide.

You can type the course code of the elective you want to take in capital letters like “ECON 532” and see the course in “Search Results” by clicking to “Search” button. You can enroll to the course by clicking the “+” button in the “Add” column.

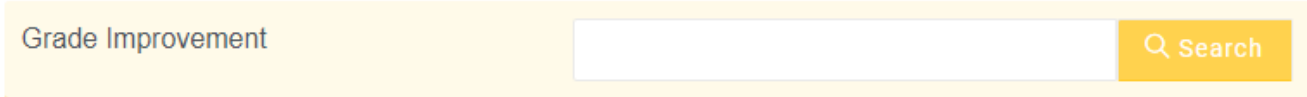


The image shows a search interface for elective courses. It consists of a light purple header bar with the text "Elective Courses" on the left. Below this is a white search input field. To the right of the input field is a purple button with a white magnifying glass icon and the text "Search". Below the search bar is a purple button with a white plus sign (+).

Figure 3: Searching For Elective Courses

III.I.4.Courses to Take For Grade Improvement

In this section, you can search your courses you passed except with AA grade by selecting your courses or your grades. The courses you search for can be seen in “**Search Results**”. You may enroll to a course from here.

A search bar with a light yellow background. On the left, the text "Grade Improvement" is displayed. To its right is a white input field. Further right is a yellow button with a magnifying glass icon and the text "Search".

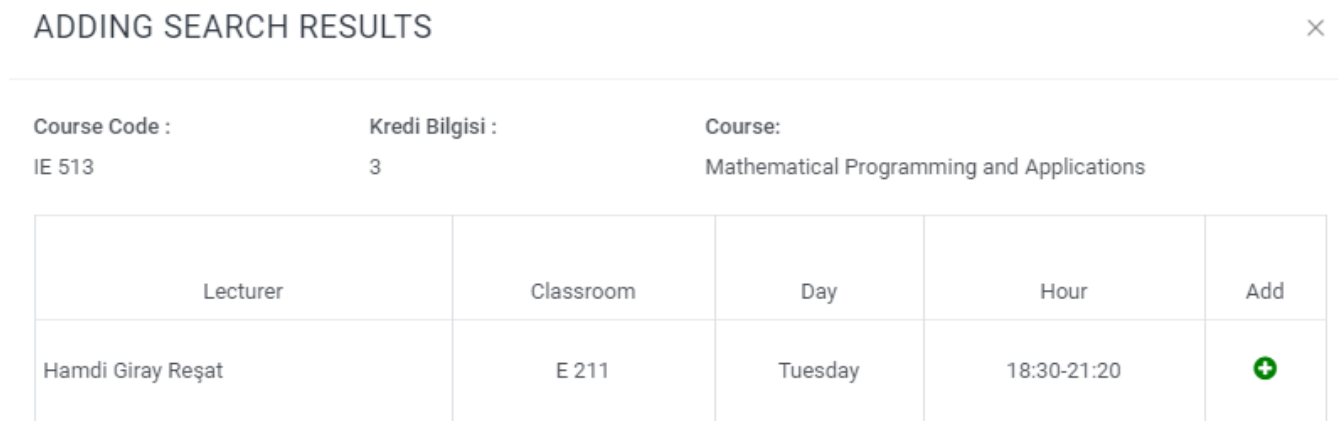
Grade Improvement Search

Figure 4: *Grade Improvement*

III.I.5.Search Results

The entire search results about “Courses You Can”, “Searching for Elective Courses”, and “Courses to Take for Grade Improvement” are shown in this section.

In Search Results a course’s weekly program and the class are shown.

A table titled "ADDING SEARCH RESULTS" with a close button (X) in the top right corner. The table displays course information: Course Code (IE 513), Kredi Bilgisi (3), and Course (Mathematical Programming and Applications). Below this, a table lists details for a specific course: Lecturer (Hamdi Giray Reşat), Classroom (E 211), Day (Tuesday), and Hour (18:30-21:20). The "Add" column contains a green plus sign (+) button.

ADDING SEARCH RESULTS ×

Course Code : IE 513 Kredi Bilgisi : 3 Course: Mathematical Programming and Applications

Lecturer	Classroom	Day	Hour	Add
Hamdi Giray Reşat	E 211	Tuesday	18:30-21:20	+

Figure 5: Search Results

You can enroll to the course by clicking the “+” button in the “Add” column.

While adding the courses in this screen you may see warnings about “course conflict, insufficient fees, etc.” You cannot enroll to a course with a warning

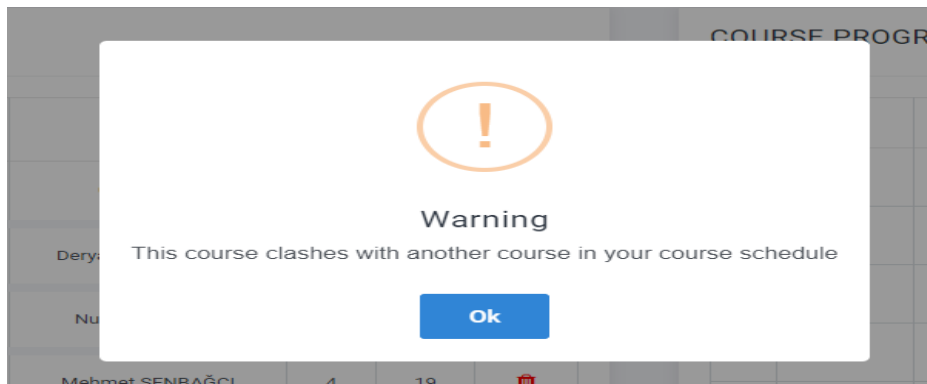


Figure 6: Automated Enrolment Warnings

III.I.6. Enrolled Courses

All the compulsory, elective courses are shown here.

ENROLL COURSES

Code	Course	Lecturer	Credit	Delete
FFD 509	Ethics and Social Responsibility in Design	Şölen KİPÖZ	3	
GSSS 597	Term Project	Can ÖZCAN	0	

Current Semester Courses	Lessons You Fail	Elective Courses	Grade Improvement
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Figure 7: Enrolled Courses

III.I.7. Weekly Course Schedule

COURSE PROGRAM

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30							
10:30							
11:30						GSSS 597 X 001	
12:30							
13:30							
14:30							
15:30							
16:30							
17:30							
18:30	FFD 509 D 314						
19:30	FFD 509 D 314						
20:30	FFD 509 D 314						
21:30							
22:30							

Figure 8: Weekly Course Schedule

In this section, you can see the weekly course schedules based on the courses you enrolled. In here, the course code, course hours and class of the course are shown. The program renews itself each time the student adds or drops courses.

III.I.8.Save

After completing all the steps above about your course enrolment, **click “Save” button and complete your course enrolment procedure.**



Figure 9: Save button