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Date: 2025



Student Module User Guide

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1. Automation Login Screen

When you first enter the Student Information System, the Login screen appears. After the Username and Password information are filled in completely and correctly on this Login screen, and the Total of the Numbers asked for security purposes is entered, you can log in to the system after clicking the Login button. You can also log in by clicking the “Login with E-Devlet” button on the e-devlet login page you will be directed to.

English

Kullanıcı Adı: @ogr.proliz.edu.tr

Şifre

Sayıların Toplamı: 77 + 7 = 84

Oturum Açmak İçin Kalan Süre 04:07

Figure 1 Student Login Screen

1.1 If the Information Entered During Login is Incorrect

If the username and/or password is entered incorrectly, the system will give the following error message.

HATA:D21032301:Kullanıcı adı veya şifresi geçersiz.

Figure 1.1 Incorrect User Name/Password Message

1.2 When Logging into the Automation for the First Time

If you are logging into the system for the first time or if your password includes a part of your Turkish Republic ID number, you will be required to click on the Change Password screen.

Şifre Değiştir

Eski Şifre

Yeni Şifre

Yeni Şifre Tekrar

(Onay kutucuğu işaretlendiğinde kaydedilebilir)

Şifremin güvenliği tarafıma ait olup, bu şifre kullanılarak öğrenci otomasyon sistemi üzerinde yapılan tüm işlemlerin sorumluluğunun tarafıma ait olduğunu kabul eder, şifremini kimse ile paylaşmayacağına taahhüt ederim

Şifre tanımlarken lütfen aşağıdaki hususlara dikkat ediniz;

1. En Fazla 15 Karakter
2. Tahmin edilebilir olmamalıdır. Örneğin şu bilgileri içermemelidir: hesap adı, T.C. numarası, telefon numarası, doğum tarihi, aile fertlerinden birinin adı, vs.
3. Şifrenin içinde en az bir büyük harf bulunabilir (sistem, büyük - küçük harf duyarlılığına sahiptir). Yanlış örnek: "abhde5F", doğru örnek: "abHde5F".
4. Şifrenizde en az bir sayı bulunabilir.
5. Şifrenizde bulunan sayılar veya harfler ardışık olmamalıdır. Yanlış örnek: "abcd1234", doğru örnek: "a1B2c3d4".
5. Şifreniz bulunan sayılar veya harfler en fazla 2 defa tekrar etmemelidir. Yanlış örnek: "aaaa1111", doğru örnek "aa11BB22".
7. Şifrenizi hiç kimseye paylaşmayınız.

Not: Verilen yeni şifre T.C. Kimlik Numarasından Bir Parça İçermemelidir.
Eğer şifre T.C. Kimlik Numarasından bir parça içeriyorsa,
Öğrenci sisteme her girdiğinde şifre değiştirme ekranı ile karşılaşır.

Figure 1.2 Change Password

2. Main Menu Screen

After users log in to the system with their passwords, the main menu screen, an example of which is shown in Figure 2.1, opens. There are 'Information' messages at the top of the screen. In the section just below, you can view the 'Active Academic Period', 'Advisor Information', 'Major/Minor Program Information' and 'Registration Date/Reason for Registration' information.

Information: You have 6 registered course in 2024 - 2025 Academic Year Fall Semester semester

Current Academic Semester Information
2024 - 2025 Akademik Yılı Güz Dönemi

Advisor Information
Dr. Öğretim Üyesi
merickaragozler@eu.edu.tr
Detay

Double Major / Minor Information
Faculty of Law/Law
2.Sınıf

Date of Registration: 24.08.2022
CGPA: --
Detay

Figure 2.1 Main Menu

General Announcements and Instructor Messages will appear by clicking the Announcements



button. In this way, you will have quick access to announcements and messages sent for informational purposes. General announcements section includes announcements made to students from the administrative side and automatic announcements made by the system to inform you. In the Messages section, there are messages sent by your instructors through the system.

Announcements -

There is no General Announcements

Instructor Messages -

There is no New Message

Figure 2.1.1 General Announcements Instructor Messages

3. General Procedures

3.1 Personal Information

This is a screen you will first encounter when you log in to the system. In this section, you can see your identity and contact information and make the necessary edits. After the necessary edits, you can save the changes by pressing the **Save** button.

Family Contact Information			
Address	<input type="text"/>		
City	<input type="text" value="Choose"/>	County	<input type="text" value="Choose"/>
Postcode	<input type="text"/>	Phone	<input type="text"/>
Residence Contact Information			
Address	<input type="text"/>		
City	<input type="text" value="İZMİR"/>	County	<input type="text"/>
Postcode	<input type="text"/>	Phone	<input type="text"/>
Other Contact Information			
1.Mobile Phone	<input type="text"/>	*(used for SMS) Phone number must not start with 0 and must be a total of 10 digits	
2.Mobile Phone	<input type="text"/>		
3.Mobile Phone	<input type="text"/>		
1. Email	<input type="text"/>	1st and 2nd e-mail addresses are used for password reminder	
2. Email	<input type="text"/>	Social media	<input type="text"/>
Web Page	<input type="text"/>	ORCID	<input type="text"/>
Bank Information to be Used in Refunds Made by the University			
Bank Name	<input type="text"/>	Branch Name	<input type="text"/>
Branch Code	<input type="text"/>	Account Number	<input type="text"/>
IBAN	TR <input type="text"/>	Bank Account Owner Name Last Name	<input type="text"/>
<input type="button" value="Save"/>			

Figure 3.1 Personal Information

However, if your personal information includes missing mobile phone and e-mail addresses, the system will not allow you to save. These fields are mandatory.

1st Mobile Phone: It is used to send exam score information to the specified number via SMS.

1st E-Mail: It is used to send the user code and password information to the specified e-mail address, in case the user login information is forgotten.

3.2 General Information

It is a menu where you can easily access your general information on a single screen. By clicking on the desired menu, the information entered is displayed at the bottom of the screen.

General Information	General Information		
Education Information	Program Normal/Maximum Time	4/7	Double Major Count
Penalty Information	Registration Date/Student Class	24.08.2022 / 2	Minor Registration Count
Readiness Status	Year Studied	3	Penalty Status
Scholarship Information	According to the New Law	3	Registration Freeze
Club/Community/Act.	Number of Active Semester Course Registrations	6	Contribution/Tuition Fee
Other Information/Evn.	Number of Thesis/Seminar	0/0	Exchange Program or Horizontal/Vertical Education
Registration Freeze			
Honor/Honorary			
Board of Directors Dec.			
Seminar Information			
Qualification Info.			
Project Information			
Thesis Information			
Research Reports			
Thesis Mon. Exams			
Thesis Defense Exams			

Figure 3.2 General Information

3.3 Academic Calendar

In this section, you can see the academic calendar defined for your faculty.

Calendar Name	Starting Date	Ending Date
Examination Grade Entry For Midterm	13.01.2025 15:30	17.01.2025 12:00
Examination Entry For Midterm	20.01.2025 12:00	
Examination Grade Entry For Final	13.01.2025 15:30	17.01.2025 12:00
Announcement Of Final Exam	20.01.2025 12:00	


Figure 3.3 Academic Calendar

3.4 Advisor Information

You can see the information of your advisor. You can follow the defined course schedule by clicking the **Course Schedule** button.

3.5 Registered Courses

In this section, you can see the list of courses taken in the selected period with the selected period filter. You can easily see information such as course code, name, credit, theoretical and practical hours, class, compulsory or elective information, and letter grade received.

You can get detailed information about the course by using the  (other operations) button at the beginning of the row where the course is located. This information is given below.

 Course Information

button allows you to see course credits, ECTS, theoretical and practice hours can be seen.

 Course Detail

button allows you to see information such as textbook, course description, explanation about the course.

 Weekly Course Topics

button allows you see weekly lesson topic and source information.

 Assignments of the Course

button allows you to see the assignments of the course.

button allows you to see the weekly course schedule of the course instructor.

3.6 Courses Offered in the Department


You can see the curriculum courses that the student is affiliated with in the program he/she is registered in. Information such as course code, course name, class, credit and ECTS information are listed here.

Bc.	Course Code	Course Name	Class	U	L	T	C	GRD	ECTS
28	IUE 100	Orientation and Career Planning	1	0	0	1	1	1	2
1	HUK 280	Personal Data Protection Law	2	0	0	3	1	3	3
1	HUM 100	Philosophy and Ethics	1	0	0	3	1	3	6
2	HUK 307	Property Law I	3	0	0	3	1	3	5
1	HUK 307	Property Law I	3	0	0	3	1	3	5
1	HUK 115	Roman Law	1	0	0	3	1	3	4
1	HUK 217	The Art of Oratory and the Language of Defense	2	2	0	1	1	2	3
1	HUK 293	Turkish Constitutional History	2	0	0	3	1	3	3
1	HUK 490	Turkish Constitutional History	4	0	0	3	1	3	4

Figure 3.6 Program Courses

3.7 Exam Dates

This section contains exam information defined for the courses taken. You can also view exam information defined in previous semesters with the semester filter.

If you see a flashing exclamation mark  on the line where the exam is located, it means that a description has been entered for you to see. When you hover over the exclamation mark, you can see the description that has been entered.














Semester		2024 - 2025 Academic Year Fall Semester		Type of Exam	All			
Bc.	Course Code	Course Name	Exam Name	Date	Impact Rate	Classroom	Included to exam list	
1	LAW 294	Economic Analysis of Law	Final	(Not disclosed)	50		Yes	
1	LAW 294	Economic Analysis of Law	Quiz	(Not disclosed)	35		Yes	
1	LAW 294	Economic Analysis of Law	Homework	(Not disclosed)	15		Yes	
1	LAW 203	Anglo-Saxon Legal System	Final	(Not disclosed)	60		Yes	
1	LAW 203	Anglo-Saxon Legal System	Quiz	(Not disclosed)	40		Yes	
1	HUK 215	Law of Obligations-General Provisions I	Final	(Not disclosed)	60		Yes	
1	HUK 215	Law of Obligations-General Provisions I	Quiz	(Not disclosed)	40		Yes	
1	HUK 213	Administrative Law I	Final	(Not disclosed)	60		Yes	
1	HUK 213	Administrative Law I	Quiz	(Not disclosed)	40		Yes	
2	HUK 211	Criminal Law - General Provisions I	Final	(Not disclosed)	60		Yes	
2	HUK 211	Criminal Law - General Provisions I	Quiz	(Not disclosed)	40		Yes	
2	HUK 207	International Public Law	Final	(Not disclosed)	60		Yes	
2	HUK 207	International Public Law	Quiz	(Not disclosed)	40		Yes	

Figure 3.7 Exam Calendar

3.8 Time Table

You can access the course schedule of the selected semester from this menu.

3.9 Department Time Table

You can view the course schedule determined for other classes by the program to which the student is affiliated from this menu.

3.10 Internship

This is the screen where you can see the internship information. You can view the acceptance status of your internship on this screen.

Staj Bilgileri						
Dönemi	Baş.Tarihi	Bit.Tarihi	Süre	Kabul Durumu	Kabul Gün	Not
2019-2020 Bahar	27.01.2020	27.02.2020	30	Kabul Oldu	30	80

Figure 3.10 Internship Information

3.11 Public Announcements

It allows you to quickly navigate to the 'General Announcements' area, which you can view on the main screen, via the menus.

3.12 Graduation Confirmation

This is the screen where you can follow up on-line when you are in graduation status, while the dismissal procedures are being carried out. Approval units are created by student affairs. You can track your approval status for each approval unit through this screen.

Öğrenci Mezuniyet Onay Detayı 2009-2010 Bahar						
Adı Soyadı	TUNA YAĞMUR	Kayıt Tarihi	22/09/2005	Aldığı Dersler		
Öğrenci No	16000016/ 1**0**1**00	Kayıt Nedeni	YÖS (Yabancı)	Mez.Transkript		
/T.C.Kimlik No		AGNO	2,17	Transkript		
Fakülte	Hukuk Fakültesi	Danışmanı	Dr.Öğretim Üyesi Gökmen ÇİFTÇİ	Müf.Durumu		
Program	Hukuk	Öğrenim Süresi (Yıl)	16	Harç Bilgileri		
Öğrenim Durumu	Aktif					
Öğrenci Mezuniyet Onay Listesi						
Onaylayan Birim	Onay Durumu	Onay Tarihi	Açıklama	Onay Veren Kullanıcı		
Merkez Kütüphane	Onay Bekliyor					

Figure 3.12 Graduation Approval

You can learn a lot of information without leaving the screen through the buttons on the screen:



Courses Taken button allows you to see the courses you have taken in semesters you select.



Graduation Transcript button allows you to review your graduation transcript and get a print out.



Transcript button allows you to review your semester transcript and get a print out.

YOKSIS Information button allows you to review YOKSIS information.



Curriculum Status button allows you to see your success status in the courses included in your curriculum.





Button shows other information such as education, penalties, club, seminar, and scholarship document.


4. Semester and Course Op.


4.1 Course Registration



Below the student information section is a list of your curriculum courses.

When the  button is clicked, if the desired course has been opened, it will be displayed in the opened courses area. You can ensure that the course is taken by clicking the plus button next to the opened course.


If you see an exclamation mark  in the row where the course is located; the course has not yet been opened by the department.


You can make changes to the courses that appear in the selected courses area. You can remove the taken course from the selected courses with the **Remove** button .

You can substitute one course taken with another course with the **Substitute** button  Saydır .


Click the **Check**  Kontrol Et button to check your course registration. If there is a situation that does not comply with the course registration rules, the system will give a warning. If course registration is appropriate, when you click the **Finalize**  Kesinleştir button, your course registration will be sent for advisor approval.


Öğrenci Kesinleştirme Durumu :Finalization Status

If the student completed the course registration, it appears as **Finalized**  Kesinleştirildi .

If the student did not complete or approve the course registration, it appears as **Not Finalized**  Kesinleştirilmedi ! .


Danışman Onay Durumu : Advisor Approval Status


If the advisor did not approve the course registration, it appears as **Not Approved**  Onaylanmadı ! .

If the advisor approved the course registration, it appears as **Approved**  Onaylandı .

4.2 Course Add/Drop

It is the screen where the student is able to add/drop courses.

When the  button is clicked, if the desired course has been opened, it will be displayed in the opened courses area. You can take the course by clicking the plus button next to the opened course.

In the 'Selected Courses' area, there is a drop button  next to the courses you have selected. By clicking this button for the course you want to drop, you can finalize your add/drop course registration if it is appropriate. If your advisor approves, your course add/drop status will be determined.

Öğrenci Kesinleştirme Durumu : **Kesinleştirilmedi !** Danışman Onay Durumu : **Onaylanmadı !**





Seçilen Dersler											
	Şb.	Ders Kodu	Ders Adı	Z/S	T+U	Krd	AKTS	Snf	Alış	Ağma Nedeni	Grup Kod
	1	A101	Hukuksal Terimler	Z	2+0	4	5	4	Zorunlu	Dnm.	 Diğer Bilgiler
	01	ECON 105	Microeconomics	Z	2+3	2	2	1	Alltan	Dnm.	 Diğer Bilgiler

Figure 4.2 Selected Courses

4.3 Semester Grades

It is a screen where you can see the number of courses taken by semester, total credits, total ECTS, semester average and general average information. You can view your semester averages graphically in the lower section of the screen.

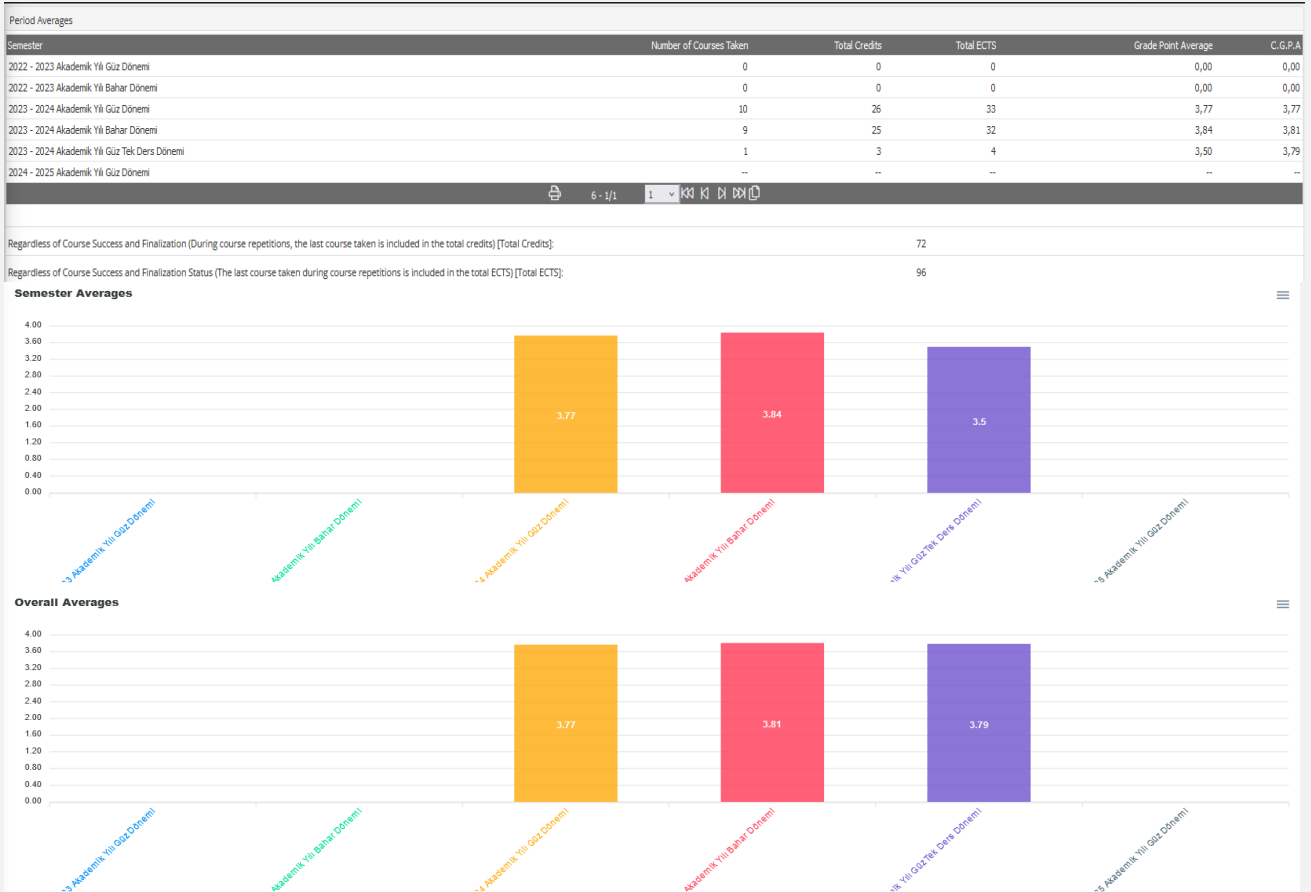
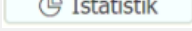


Figure 4.4 Semester Averages

4.4 List of Grades

This is the screen where the exam grades of the courses taken by the student are listed according to the semesters.

By clicking the exam statistics button , you can access details and statistics such as letter range distribution, homework, midterm, impact rates for final grades, the way the exam is evaluated, exam curriculum information, total number of students, number of students who did not take the exam, etc.

4.5 Transcript

A screen will open showing the transcript document. You can print the transcript document with the Print button.

4.6 Transcript Simulation


This screen displays the student's information, AGPA and a list of courses taken in all semesters by semester and their grades. You can see the change in the AGPA by entering the estimated grade you can get with the transcript scenario screen. These changes do not affect the student's actual grade. It is a screen used for informational purposes only.

2023 - 2024 Academic Year Fall Semester							2023 - 2024 Academic Year Spring Semester						
Course Code	Course Name	Credit	ECTS	Avg	Grade	C	Course Code	Course Name	Credit	ECTS	Avg	Grade	C
ENG 101	Academic Skills in English I	3	3	0	BA	Z	ECON 100	Principles of Economics	3	6	83	AA	Z
HUK 103	Introduction to Civil Law and Law of Persons	3	5	88	AA	Z	HUK 112	Family Law	3	4	87	BA	Z
HUK 111	Introduction to Law	3	4	90	AA	Z	HUK 114	Constitutional Law II	3	4	98	AA	Z
HUK 113	Constitutional Law I	3	4	96	AA	Z	HUK 116	History of Turkish Law	3	4	97	AA	Z
HUK 115	Roman Law	3	4	92	AA	Z	HUK 216	Public Law	3	3	98	AA	Z
HUK 296	Concepts of Law Interpreted in Cinema and Literature	3	3	98	AA	Z	HUK 282	Family Courts Legal Clinic	3	3	100	AA	Z
IUE 100	Orientation and Career Planning	1	2	82	BB	Z	PSIR 207	Introduction to Political Science	3	6	86	BA	Z
LAW 111	Basic Legal Terms and Principles	3	6	89	BA	Z	TRH 102	Princ. of Atatürk and Hist. of Revol. II	2	1	90	AA	Z
TRH 101	Principles of Atatürk and History of Revolution I	2	1	86	BA	Z	TRK 102	Turkish II	2	1	90	AA	Z
TRK 101	Turkish I	2	1	85	BA	Z							

AGNO: 3,77 Toplam AKTS: 33 ANO: 3,77 Dönem AKTS: 33

AGNO: 3,81 Toplam AKTS: 65 ANO: 3,84 Dönem AKTS: 32

Figure 4.7.1 Transcript Scenario

When the  button on the right side of the courses you have taken is clicked, a box appears on the screen where the estimated grade to be obtained from the course will be entered. After entering the credit and grade information of the course, click on the save button and the estimated grade will be calculated.

Değiştiriliyor... ✕

Semester	2023 - 2024 Academic Year Spring Semester ▼
Course Code	HUK 216
Course Name	Public Law
Credit	3
ECTS	3
Avg	98
Grade	AA -> Katsayı:4 ▼ 4
	<input type="checkbox"/> Average Not Included
Courses Continued	(2023 - 2024 Academic Year Spring Semester) ▼

✕ Cancel
📁 Save

Figure 4.7.2 Changing

4.7 Other Printable Documents

You can print frequently used documents that have already been designed and are ready to be produced in a parametric order for the relevant student using the **Print** 🖨 Yazdır button on this screen.

Document Name	Explanation	#
Sosyal Transkript	Sosyal Transkript	🖨 Print
Danışman Atama Teklifi	Danışman Atama Teklifi	🖨 Print
Doktora İzleme Komitesi Teklifi	Doktora İzleme Komitesi Teklifi	🖨 Print
Doktora Tez İzleme Değerlendirme Tutanağı	Doktora Tez İzleme Değerlendirme Tutanağı	🖨 Print
Doktora Tez Onay Sayfası	Doktora Tez Onay Sayfası	🖨 Print
Doktora Tez Önerisi Hazırlama Formu	Doktora Tez Önerisi Hazırlama Formu	🖨 Print
Doktora Yeterlilik Sınav Tutanağı	Doktora Yeterlilik Sınav Tutanağı	🖨 Print
Ethics Statement Page	Ethics Statement Page	🖨 Print
Etik Beyan Sayfası	Etik Beyan Sayfası	🖨 Print
Etik Sözlüğü ve Araştırma Defteri Teslim Tutanağı	Etik Sözlüğü ve Araştırma Defteri Teslim Tutanağı	🖨 Print
Güvenlik Soruşturması ve Arayışması Formu	Güvenlik Soruşturması ve Arayışması Formu	🖨 Print
Kayıt Sildirme Dilekçesi	Kayıt Sildirme Dilekçesi	🖨 Print
Kredi Transferleri İstek Formu	Kredi Transferleri İstek Formu	🖨 Print
Lisansüstü Öğrenci ve Danışman Anlaşması	Lisansüstü Öğrenci ve Danışman Anlaşması	🖨 Print
MD PhD Kayıt Formu	MD PhD Kayıt Formu	🖨 Print
Ph.D. Thesis Approval Page	Ph.D. Thesis Approval Page	🖨 Print
Tez Bağlılığı Değişiklik Tutanağı	Tez Bağlılığı Değişiklik Tutanağı	🖨 Print
Tez Bağlılığı Değişiklik Tutanağı	Doktora Tez Bağlılığı Değişiklik Tutanağı	🖨 Print
Tez Çalışması Orijinallik Raporu	Tez Çalışması Orijinallik Raporu	🖨 Print
Tez Hazırlama Kontrol Listesi	Tez Hazırlama Kontrol Listesi	🖨 Print

Figure 4.8 Other Documents

4.8 Course Status

The curriculum status analysis table, which includes the courses taken in which semesters and the status of those courses, can be viewed on this screen.

HAROKK KOÇYIY - 2022 SINEMA VE TELEVİZYON GENEL MÜFREDAT

Genel Kredi:18 AKTS:28 Genel Ort:0,00

Başarılı Olunan Kredi:0 AKTS:0

Müfredat Durum Yazdır

Müfredat Toplam Kredi : 20 AKTS : 30

Ders Kodu	Müfredat Ders Adı	Z	Krd	AKTS	Dönemi	Ders Kodu	Ders Adı	Z/S	Krd	AKTS	Harf
GRFL117	Sanat Tarihi	2	2	4							
ORIL101	Yükseköğretime Giriş ve Kariyer Planlama	2	1	1							
ORIL141	Atatürk İnkeleri ve İnkilap Tarihi-I	2	2	2							
ORIL171	Türk Dili-I	2	2	2							
SBKL115	Siyaset Bilimi	2	3	4							
STVL101	Sinema ve Televizyona Giriş	2	2	8							
YDIL141	İngilizce-I	2	4	4							
YHIL101	Medya ve Kültürel Çalışmalar	2	2	4							
YHIL111	İletişime Giriş	2	2	4							

Müfredat Toplam Kredi : 20 AKTS : 30

1. Sınıf Bahar

Ders Kodu	Müfredat Ders Adı	Z	Krd	AKTS	Dönemi	Ders Kodu	Ders Adı	Z/S	Krd	AKTS	Harf
GITL104	Fotoğraf Tekniği	2	2	4	[23-24B]	GITL104	Fotoğraf Tekniği	2	2	4	●
GITL112	İletişim Tarihi	2	2	4	[23-24B]	GITL112	İletişim Tarihi	2	2	4	●
ORIL241	Atatürk İnkeleri ve İnkilap Tarihi-II	2	2	2							
ORIL271	Türk Dili-II	2	2	2	[23-24B]	ORIL271	Türk Dili-II	2	2	2	●
SOBL111	Sosyoloji	2	3	8	[23-24B]	SOBL111	Sosyoloji	2	3	8	●
STVL102	Sinematografi	2	3	8	[23-24B]	STVL102	Sinematografi	2	3	8	●
STVL104	Kurgu Kuramları	2	2	4	[23-24B]	STVL104	Kurgu Kuramları	2	2	4	●
YDIL142	İngilizce-II	2	4	4	[23-24B]	YDIL142	İngilizce-II	2	4	4	●

Müfredat Toplam Kredi : 20 AKTS : 30

Lessons Not Taken From the Curriculum

button, the list of courses that are in the student's curriculum but not taken is displayed.

Print Curriculum Status

button displays the list of the student's curriculum courses.

4.9 Curriculum Information Package

On this screen, bologna information package curriculum contents are displayed. The course list of the related content can be examined and printed.

Faculty of Law / Law - Courses - 2020 (2020 Year Law)

1.Semester Course Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS	Group Code	Group Course Count	Mode of Delivery
ENG 101	Academic Skills in English I	2+2+0	Compulsory	3			Face To Face
HUK 103	Introduction to Civil Law and Law of Persons	3+0+0	Compulsory	5			Face To Face
HUK 111	Introduction to Law	3+0+0	Compulsory	4			Face To Face
HUK 113	Constitutional Law I	3+0+0	Compulsory	4			Face To Face
HUK 115	Roman Law	3+0+0	Compulsory	4			Face To Face
IUE 100	Orientation and Career Planning	1+0+0	Compulsory	2			Face To Face
LAW 111	Basic Legal Terms and Principles	3+0+0	Compulsory	6			Face To Face
TRH 101	Principles of Atatürk and History of Revolution I	2+0+0	Compulsory	1			Face To Face
TRK 101	Turkish I	2+0+0	Compulsory	1			Face To Face

Figure 4.10 Curriculum Info Package

4.10 Internship Application

Internship information can be added, existing records can be filtered, queried, and edited.

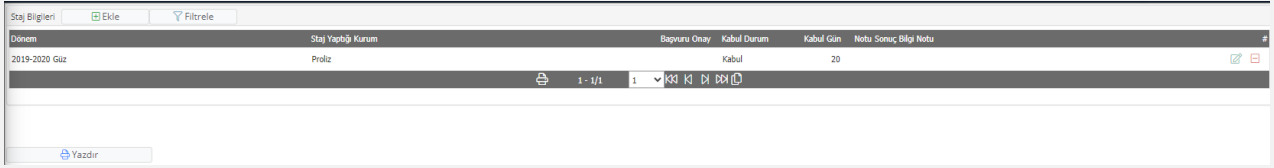



Figure 4.11 Internship Application

4.11 Attendance Status

From this screen, you can see the attendance status of the courses taken in the filtered periods.

When you click on the information  button in the 'Course Attendance Rules' column, you can see the Theoretical and Practical attendance rate information determined for the course.












Bk.	Course Code	Course Name	T+P	CRD	Class	Program	Total Absence Hour
73	ENG 101	Academic Skills in English I	2+2	3	1	Undergraduate English Coordinator	Attendance Entry Not Found 
1	HUK 103	Introduction to Civil Law and Law of Persons	3+0	3	1	Law	Attendance Entry Not Found 
2	HUK 111	Introduction to Law	3+0	3	1	Law	Attendance Entry Not Found 
1	HUK 113	Constitutional Law I	3+0	3	1	Law	Attendance Entry Not Found 
2	HUK 115	Roman Law	3+0	3	1	Law	Attendance Entry Not Found 
1	HUK 296	Concepts of Law Interpreted in Cinema and Literature	3+0	3	2	Law	Attendance Entry Not Found 
43	IUE 100	Orientation and Career Planning	1+0	1	1	Law	Attendance Entry Not Found 
1	LAW 111	Basic Legal Terms and Principles	3+0	3	1	Law	Attendance Entry Not Found 
8	TRH 101	Principles of Atatürk and History of Revolution I	2+0	2	1	Princ. of Atatürk and Hist. of Revol. Coordinatorship	Attendance Entry Not Found 
9	TRK 101	Turkish I	2+0	2	1	Turkish Language Coordinatorship	Attendance Entry Not Found 

Figure 4.12 Attendance

5. Forms

5.1 Survey

This is the screen where the created surveys are listed and answered. Press the  button to answer the survey. Answering the survey may appear on the home page, before course registration or before viewing grades, depending on the selection of the unit administering the survey. In other cases, it can also be entered from the 'Surveys' menu.


#	Adı	Amacı	Uygulayan Birim	Soru Sayısı
	Memnuniyet Anketi	Memnuniyet Ölçmek	Spor Sağlık Kültür Daire Başkanlığı	3
	Yeni Ek Sınav Kanunu Hakkında Bilgilendirme	Yeni Ek sınav kanunun öğrencilerin katılım durumunun ölçülmesi	Öğrenci İşleri Daire Başkanlığı	3
	Yeni Ek Sınav Kanunu Hakkında Bilgilendirme	Yeni Ek sınav kanunun öğrencilerin katılım durumunun ölçülmesi	Öğrenci İşleri Daire Başkanlığı	3

Figure 5.1 Surveys

5.2 Evaluation Forms

It is a type of survey in which instructors can be evaluated by the students taking the courses they teach. Evaluation forms are used to measure the performance of the instructor and to determine his/her rank in the department, program, faculty and university.

Değerlendirme Formları				
#	Adı	Amacı	Uygulayan Birim	Soru Sayısı
1	Öğretim Elemanı ve Ders Değerlendirme Formu..	Bu formda sorulan sorularla Üniversite eğitim-öğretim kalitesini yükseltmek hedeflenmektedir.	Rektörlük	34

Figure 5.2 Evaluation Forms

5.3 Student Information Form

The relevant student's information is kept on the screen.

Personal Information: The information of the student is checked and the next step is taken by confirming the relevant button.

The screenshot shows the 'Kısmi Bilgileri' (Partial Information) section of the student information form. The form is titled 'Henüz Belge Eklenmedi' (No document added yet). The personal information section includes fields for Adı (Name), Soyadı (Surname), Yeri/Fakülte (Location/Faculty), Terah Sırası (Rank), TC Kimlik Numarası (ID Number), Doğum Yeri (Birthplace), Doğum Tarihi (Date of Birth), and İl (Province). The 'Bilgi Kontrolü' (Information Check) section has two radio buttons: 'Bilgilerimin Doğruluğunu Onaylıyorum' (I confirm the accuracy of my information) and 'Bilgilerimde Yanlışlık Var' (There is an error in my information). The 'Bilgilerimin Doğruluğunu Onaylıyorum' option is selected. A 'Kaydet / Sonraki Sayfa' (Save / Next Page) button is visible at the bottom.

Figure 5.3.1 Personal Information

Address and Contact Info: Address information of the student is entered.

The screenshot shows the 'Adres ve İletişim' (Address and Contact) section of the student information form. The form is titled 'Henüz Belge Eklenmedi' (No document added yet). The address and contact information section includes fields for Adres Bilgileri (Address Information), Adres* (Address), Adres Ülke Kodu* (Address Country Code), İl* (Province), İlçe* (District), Telefon Ülke Kodu* (Phone Country Code), E-Posta* (Email), and Cep Telefonu* (Mobile Phone). The 'Adres*' field contains 'test'. The 'Adres Ülke Kodu*' field is set to 'TÜRKİYE'. The 'İl*' field is set to 'ADANA'. The 'İlçe*' field is set to 'ALADAĞ'. The 'Telefon Ülke Kodu*' field is set to 'TÜRKİYE'. The 'E-Posta*' field contains 'test@gmail.com'. The 'Cep Telefonu*' field contains '(533)000-0000'. A 'Kaydet / Sonraki Sayfa' (Save / Next Page) button is visible at the bottom.

Figure 5.3.2 Address and Contact Info

Family Information: Family information of the student is entered.

2023-2024 Bahar

Proliz Üniversitesi

Öğrenci Bilgi Sistemi

Genel İşlemler

Ders ve Dönem İşlemleri

Form İşlemleri

Anketler

Değerlendirme Formları

Hazırlık Değer. Formları

Öğrenci Bilgi Formu

Konsey Seçimleri

İlişik Kesme Talebi

İntibak Başvuru

Sosyal Transkript İşlemleri

Hazırlık İşlemleri

Başvuru İşlemleri

Staj İşlemleri

Ortak Program Başvuru

Staj/İMEP İşlemleri

Topluluk ve Etiklik İşlemleri

Enstitü Süreçleri

Kullanıcı İşlemleri

Kişisel Bilgileri

Adres ve İletişim

Aile Bilgileri

Sağlık Bilgileri

Sporcu Bilgileri

Kayıt Belgeleri

Bilgi Paylaşımı

KVKK

Burs Başvuru

Henüz Belge Eklenmedi

Aile Bilgileri

Baba Adı Soyadı:*

Baba E-Posta:

Baba Eğitim Durumu:

Baba Cep Telefonu:

Baba Adres:

Anne Ad Soyadı*

Anne Mesleği:

Anne E-Posta:

Anne Eğitim Durumu:

Anne Cep Telefonu:

Anne Adres:

Acil durumda iletişime geçilecek kişiler

Yakınık.*

1. Kişi Yakınık:

2. Kişi Yakınık:

Ad Soyadı *

E-Posta:

As Soyadı:

E-Mail:

Kaydet / Sonraki Sayfa

Figure 5.3.3 Family Information

Health Information: Health Information of the student is entered.

2023-2024 Bahar

Proliz Üniversitesi

Öğrenci Bilgi Sistemi

Genel İşlemler

Ders ve Dönem İşlemleri

Form İşlemleri

Anketler

Değerlendirme Formları

Hazırlık Değer. Formları

Öğrenci Bilgi Formu

Konsey Seçimleri

İlişik Kesme Talebi

İntibak Başvuru

Sosyal Transkript İşlemleri

Hazırlık İşlemleri

Başvuru İşlemleri

Staj İşlemleri

Ortak Program Başvuru

Staj/İMEP İşlemleri

Topluluk ve Etiklik İşlemleri

Enstitü Süreçleri

Kullanıcı İşlemleri

Kişisel Bilgileri

Adres ve İletişim

Aile Bilgileri

Sağlık Bilgileri

Sporcu Bilgileri

Kayıt Belgeleri

Bilgi Paylaşımı

KVKK

Burs Başvuru

Henüz Belge Eklenmedi

Sağlık Bilgileri

Kan Grubunuz*:

Bilinmiyor

Kronik Hastalığınız*:

Kronik Hastalığınız Yoksa "Yok" Yazınız

Geçirdiğiniz Ameliyatlara:

Doğuştan Hastalıklar:

Takip Eden Doktor Adı Soyadı ve Telefon Numarası:

Sürekli Kullandığınız İlaçlar:

Tetanos Ağı Tarihi:

Riskli Hastalık Bilgileri

Tehiş:

Kullanılan İlaçlar:

Ulaçılacak Telefonlar:

Doktor ve Hastane Bilgileri:

Kaydet

Figure 5.3.4 Health Information

Sports Information: Enter the Sports information of the student is entered.

2023-2024 Bahar

Proliz Üniversitesi

Öğrenci Bilgi Sistemi

Genel İşlemler

Ders ve Dönem İşlemleri

Form İşlemleri

Anketler

Değerlendirme Formları

Hazırlık Değer. Formları

Öğrenci Bilgi Formu

Konsey Seçimleri

İlişik Kesme Talebi

İntibak Başvuru

Sosyal Transkript İşlemleri

Hazırlık İşlemleri

Başvuru İşlemleri

Staj İşlemleri

Ortak Program Başvuru

Staj/İMEP İşlemleri

Topluluk ve Etiklik İşlemleri

Enstitü Süreçleri

Kullanıcı İşlemleri

Kişisel Bilgileri

Adres ve İletişim

Aile Bilgileri

Sağlık Bilgileri

Sporcu Bilgileri

Kayıt Belgeleri

Bilgi Paylaşımı

KVKK

Burs Başvuru

Henüz Belge Eklenmedi

Sporcu Bilgileri

Branş ve Kulüp Adı (Lisanslı sporcu ise):

Spor Başarıları:

Boy (cm):

Kilo (kg):

Kaydet / Sonraki Sayfa

Figure 5.3.5 Sports Information

Registration Documents: The student selects the document type, uploads the document and after the saving process is completed, the transition to other screens is provided.

Figure 5.3.6 Registration Documents

Information Sharing: This is the screen where it is approved to share the student's personal information with 3rd parties, including family members.

Figure 5.3.7 Information Sharing

If the option “It is okay to share with people I have authorized” is selected, the information must be entered.

Figure 5.3.8 Information Sharing

KVKK: This is the screen where approval is requested within the scope of the Personal Data Protection Law.

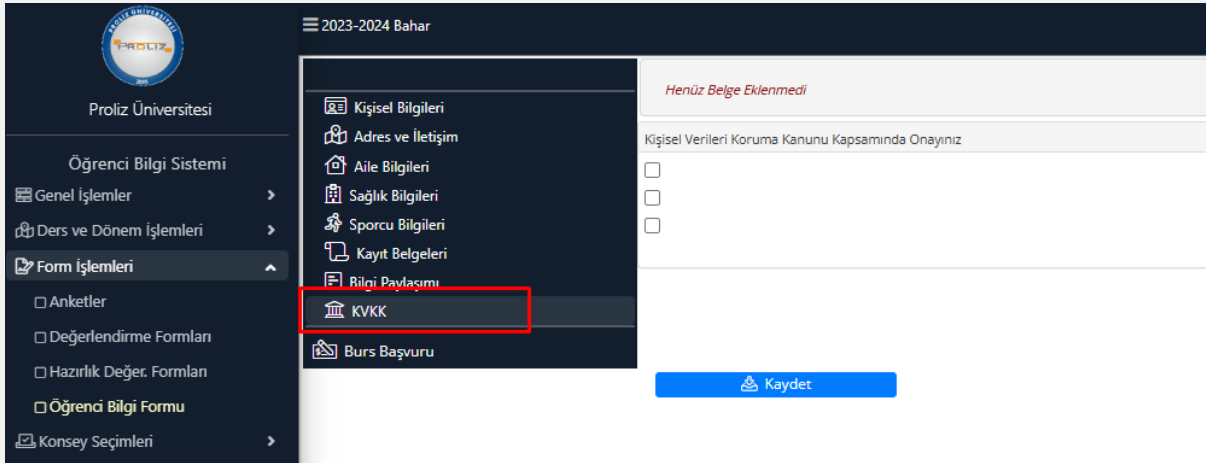


Figure 5.3.9 KVKK

Pre-Registration Completed: This is the screen where the registration is realized after the relevant fields are completed.

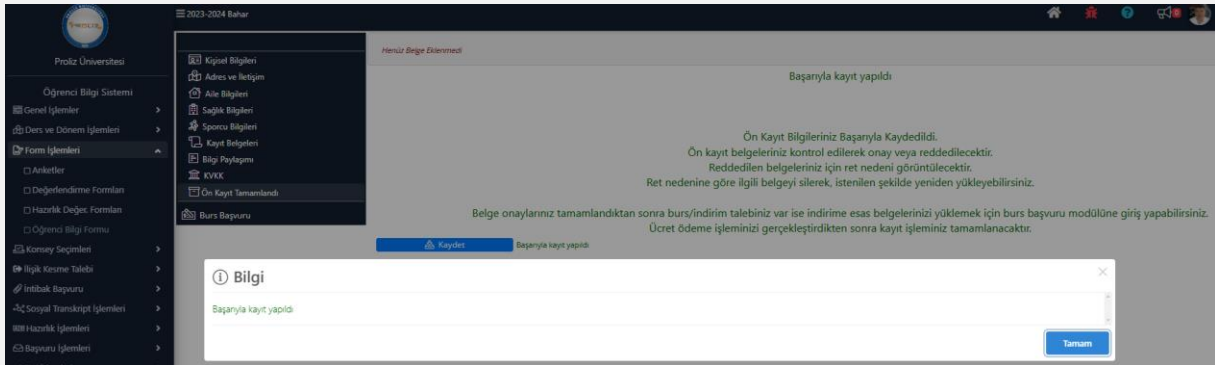


Figure 5.3.10 Pre-Registration Completed

6. YOKSIS Procedures

6.1 YOKSIS Information

Students' YOKSIS information is displayed.

YÖKSİS Öğrenci Bilgileri						
YÖKSİS'e Kayıtlı Aktif Öğrenim Bilgileri						
Akdeniz Üniversitesi						
T.C. Kimlik No	FAK/MYO/YOJENS	Mühendislik Fakültesi	Giriş Puan Türü	Say	Öğrenci No	
Adı	Program	Jeoloji Mühendisliği Pr.	Giriş Puanı	0	YÖKSİS Öğrenci ID 5285905	
Soyadı	Öğrenim Türü	Normal Öğretim	Not Sistemi	4	Aktif Dönem No 36	
Anne Adı	Birim Türü	Lisans	Not Ort (AGNO)	2,36	Giriş Türü 6111 Sayılı Kanun 25.02.2011	
Baba Adı	Öğrenim Süresi	4	Engel Türü		Kayıt Tarihi 08.09.2003	
Doğum Tarihi	Öğrenim Dili	Türkçe	Öğr.Hakkı Varmı	Var	Aynılma Nedeni	
Cinsiyet	Erkek	Sınıf	4. Sınıf	Öğr.Hakkı Bit.Tarih	Aynılma Tarihi	
Uyruk	Türkiye Cumhuriyeti	Öğrencilik Statüsü	Pasif Öğrenciler (Kayıt Yenilememiş)	Üni. Teyitleşme Tar.	23.12.2024	YÖKSİS Birim ID 165057 Normal_Kayıt
Anadolu Üniversitesi						
T.C. Kimlik No	FAK/MYO/YOJENS	İktisat Fakültesi	Giriş Puan Türü	Diğer	Öğrenci No	
Adı	Program	Maliye Pr. (Açıköğretim)	Giriş Puanı	0	YÖKSİS Öğrenci ID 28036155	
Soyadı	Öğrenim Türü	Açık Öğretim	Not Sistemi	4	Aktif Dönem No 2	
Anne Adı	Birim Türü	Lisans	Not Ort (AGNO)	2,7	Giriş Türü Sınavsız İkinci Üniversite	
Baba Adı	Öğrenim Süresi	4	Engel Türü		Kayıt Tarihi 25.09.2020	
Doğum Tarihi	Öğrenim Dili	Türkçe	Öğr.Hakkı Varmı	Yok	Aynılma Nedeni	
Cinsiyet	Erkek	Sınıf	1. Sınıf	Öğr.Hakkı Bir.Tarih	19.10.2023	Aynılma Tarihi 19.10.2023
Uyruk	Türkiye Cumhuriyeti	Öğrencilik Statüsü	Kayıt Silinmiştir (Ayrılan Öğrenciler)	Üni. Teyitleşme Tar.	26.01.2024	YÖKSİS Birim ID 165221 Normal_Kayıt

Figure 6.1. YOKSIS Information

7. Application Process

7.1. Application for Deferral of Registration

It is the screen to apply to defer registration for the semester for health, economic, family, military service, personal, academic, study abroad, unexpected compulsory events and similar reasons, based on the justified and valid excuses determined by the Council of Higher Education, provided that it is documented.

Kayıt Dondurma Başvurusu [Detaylı Bilgi İçin Tıklayınız](#)

Kayıt Dondurma başvurusu yapabilmemiz için aktif dönemde ders kaydınızın yapılmış olması gerekmektedir.

Başvuru Dönemi: 2023-2024 Bahar

Kayıt Dondurma Tipi:

Talep Edilen Dönem Sayısı:

Kayıt Dondurma Nedeni:

Belge Yükle:

Kayıt dondurma başvurusu için mazereti içeren belgenin yüklenmesi zorunludur. Yüklenecek belgenin boyutu en fazla 2MB ve dosya türü PDF olmalıdır.

Başvuru Durumu: Henüz başvuru yapılmadı

Kayıt Dondurma Başvurusu Yap


Figure 7.1 Application for Deferral of Registration

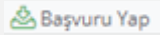
To defer a registration, students must first have course registration in the active semester.

- **Deferral Type:** Select "Deferral of Registration"

- **Requested Number of Semesters:** Specify as 1, 2, 3, or 4 semesters.
- **Reason for Deferral of Registration:** The student writes their excuse in this field.
- **Upload Document:** Upload the document containing the excuse as a PDF.
- Once the relevant fields are filled out as stated above, click the **Submit Deferral of Registration Application** button to complete the process.

7.2 Application for Re-Take Exam

If a student is unable to take an exam due to certain reasons, they can apply for a re-take exam through their university. On the application screen, only the exams of courses marked as "Did Not Attend" by the course instructor are listed. In this case, the student can only submit excuses for the exams they did not attend. After logging into the system using their user information, the student should navigate to the Application Procedures main menu and click the Select  button on the right side of the course for which they wish to submit an excuse under the Re-Take Exam Application screen.

At the bottom of the page, exams of the selected course marked as "Did Not Attend" by the course instructor will be listed. Click the Apply  button on the right side of the exam for which the application will be submitted.

Mazeret Sınavı Başvuru İşlemleri					
Şube Kodu	Ders Kodu	Ders Adı	Sınıf	Öğretim Elemanı	
1	INML372	Ahşap Yapılar	3	Doç. Dr. IBRXXX NURYYY	
1	INML380	Mesleki Mevzuat ve Gayrimenkul Hukuku	3	Doç. Dr. IBRXXX NURYYY	
1	INML384	Sulama Kurutma	3	Prof. Dr. MEHXXX NAZYYY	
1	INML391	İnşaat Yönetiminde Bilgi Teknolojileri	3	Dr.Öğretim Üyesi MAHXXX DURYYY	
4	INML462	Bitirme Projesi	4	Doç. Dr. IBRXXX NURYYY	
1	ISLL308	Mühendislik Ekonomisi	2	Prof. Dr. ŞERXXX KAMYYY	

İnşaat Yönetiminde Bilgi Teknolojileri Dersine Ait Girilmeyen Sınavlar				
Sınav Adı	Sınav Tarihi	Beyan Edilen Mazeret	Açıklama	Başvuru Durumu
Ara sınav ödevi	08.05.2023			Henüz Başvuru Yapılmadı 
Sunum	26.05.2023			Henüz Başvuru Yapılmadı 

Notlar: Sadece Dersin öğretim elemanı tarafından not girişi yapılan ve girme durumu 'Girmedi' olarak işaretlenen derslerin sınavları listelenir.
Sadece bu durumda listelenen derslerin sınavlarına başvuru yapabilirsiniz.
Listelerdeki hataları Dersin Öğretim Elemanına bildirmeniz gerekmektedir.

Figure 7.2.1 Application for Re-Take Exam

You can complete your application by uploading a document in pdf format that explains your excuse.

İnşaat Yönetiminde Bilgi Teknolojileri Dersi

Ara sınav ödevi Sınavı Mazeret Nedeni

Başvuru Bilgileri

Mazeret Gerekçesini İçeren Belge (PDF) : Dosya Seç | Seçilen dosya yok

Mazeret gerekçesini giriniz

Başvuru Kuralları

Başvurunuz bölümünüz tarafından değerlendirilecektir.
Uygun görülmesi durumunda Başvurunuz Onaylanacak ve kabul edilecektir.
Kabul edilmemesi durumunda reddedilecektir.
Kabul edilmesi halinde mazeret listesine eklenecektir.
Sınav mazeret başvurusu için mazereti içeren belgenin yüklenmesi zorunludur.
Yüklencek belgenin boyutu en fazla 2MB ve dosya türü PDF olmalıdır.

İptal
Başvuru Yap

Figure 7.2.2 Application for Re-Take Exam

7.3 Additional Exam Application Procedures

7.3.1 Application for Additional Exam V2

On this screen, the student's Additional Exam Application process is carried out. This is the application module where the courses for which additional exams are requested are listed and then added and finalized.

Başvuru İşlemleri

- Değişim Prog. Başvuru İşlemleri V2
- Not Yükseltme Sınavı Başvuru
- Tek Ders Başvuru
- Ek Sınav Başvuru
- ÇAP Başvuru
- Yandal Başvuru
- Yaz Okulu Ders Ön Talep Toplama
- Kayıt Dondurma Başvuru
- Mazeret Sınavı Başvuru
- Ders Silme Başvuru
- Ek Sınav Başvuru V2
- Ek Sınav Başvuru İşlemleri
- Tek Ders Başvuru İşlemleri
- Önceki Üni. Mezuniyet Talebi
- Muafiyet Başvuru
- Formasyon İptal Başvuru
- Burs Başvuru
- Katkı/Öğrenim Ücreti İade

2023-2024 Bahar

Ek Sınav Başvuru İşlemleri

Aktif Başvuru: 2024 Ek Sınav Başvuru | Başlangıç / Bitiş Tarihi: 01.06.2024 00:00 / 01.06.2029 23:59 | Toplam Kredi: 167

Ders Kodu/Adı: | İlan Tarihi: 01.06.2024 23:59 | Toplam AKTS: 254

Sınıfı: Tüm Sınıflar

Ek Sınav Başvuru İlan Metni

Seçilebilecek Dersler

Dönem	Şube	Ders Kod	Ders Adı	T	U	L	Krd	HARF
2019-2020 Bahar	1	6INMMAU104	Statik	3	0	0	3	DD
2019-2020 Bahar	1	6INMMAU216	Yapı Malzemesi	2	2	2	3	DC
2019-2020 Bahar	1	6UYDCKI001	Çevre Koruma, İş Sağlığı ve Güvenliği	2	0	0	2	DD
2020-2021 Bahar	1	6INMMAS011	Çevre Mühendisliğine Giriş	3	0	0	3	DD
2020-2021 Bahar	1	6INMMAU302	Betonarme-I	3	0	0	3	DD
2020-2021 Bahar	1	6INMMAU305	Yapı Statik-I	3	0	0	3	DD
2020-2021 Güz	1	6INMMAU205	İstatistik	3	0	0	3	DD
2020-2021 Güz	1	6INMMAU211	Mukavemet-I	2	2	0	3	DC
2020-2021 Güz	1	6MMFTBA009	Kimya	3	0	0	3	DD
2020-2021 Güz	1	6MMHTBA202	Diferansiyel Denklemler	3	0	0	3	DC

Seçilen Dersler

Dönem	Şube	Ders Kod	Ders Adı	T	U	L	Krd	AKTS	Harf	Keskinleştirme Tarihi	Kontrol Edildi
2018-2019 Bahar	1	6MMFTBA004	Algoritma ve Programlama	3	0	0	3	4	DD		

Figure 7.3.1 Application for Additional Exam V2

Courses can be listed by selecting fields such as Course Code / Course Name and Class in the filtering area at the top of the relevant screen.

Ek Sınav Başvuru İşlemleri

Aktif Başvuru: 2024 Ek Sınav Başvuru

Başlangıç / Bitiş Tarihi: 01.06.2024 00:00 / 01.06.2029 23:59

İlan Tarihi: 01.06.2024 23:59


Toplam Kredi: 167

Toplam AKTS: 254

Ders Kodu/Adı: Sınıfı: 1.Sınıf

[Ara/Bul](#)

Figure 7.3.2 Application for Additional Exam V2

The courses are listed with the filters made. Branch information, course code, credit and letter grade information of the course taken by the student are displayed. When the **Add**  to listed courses button is clicked, it is added to the selected courses section.

Ek Sınav Başvuru İşlemleri

Aktif Başvuru: 2024 Ek Sınav Başvuru

Başlangıç / Bitiş Tarihi: 01.06.2024 00:00 / 01.06.2029 23:59

İlan Tarihi: 01.06.2024 23:59

Toplam Kredi: 167







Toplam AKTS: 254

Ders Kodu/Adı: Sınıfı: 3.Sınıf

[Ara/Bul](#)

Ek Sınav Başvuru İlan Metni

Seçilebilecek Dersler

Dönem	Şube	Ders Kod	Ders Adı	T	U	L	Krd	HARF
 2021-2022 Güz	1	INML303	Ulaştırma Mühendisliği	3	0	0	3	DD
 2021-2022 Güz	1	INML305	Yapı Statiği-II	3	0	0	3	DD
 2022-2023 Güz	1	INML367	Yapılarda Su Yalıtımı	3	0	0	3	DD
 2022-2023 Güz	1	INML392	İnşaat Sektöründe Sürdürülebilirlik	3	0	0	3	NA
 2022-2023 Güz	1	INML421	Su Kuvveti Tesisleri	3	0	0	3	FF
 2023-2024 Bahar	1	INML391	İnşaat Yönetiminde Bilgi Teknolojileri	3	0	0	3	NA


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Figure 7.3.3 Application for Additional Exam V2

After clicking the Add button, the courses are added to the “Selected Courses” field. After the courses are checked, the first check is provided by clicking the “Check Selected Courses” button.

Seçilen Dersleri Kontrol Et

Seçilen Dersler




Dönem	Şube	Ders Kod	Ders Adı	T	U	L	Krd	AKTS	Harf	Kesinleşirme Tarihi	Kontrol Edildi
 2020-2021 Güz	1	6INMAU205	İstatistik	3	0	0	3	4	DD		
 2020-2021 Güz	1	6MMFTBA009	Kimya	3	0	0	3	5	DD		
 2020-2021 Yaz	1	6INMAU313	Hidrolik	2	2	2	3	5	DD		

Figure 7.3.4 Application for Additional Exam V2

After clicking the “Check Selected Courses” button, the *Finalize* field appears on the screen. After finalizing, the confirmation warning text appears on the screen. After the approval is given, the finalization process for the courses is completed.

Seçilen Dersleri Kesinleştir											Kontrol Başarıyla Tamamlandı. Kesinleştirme İşlemi Yapabilirsiniz.
Seçilen Dersler											
Dönem	Şube	Ders Kod	Ders Adı	T	U	L	Krd	AKTS	Harf	Kesinleştirme Tarihi	Kontrol Edildi
2020-2021 Güz	1	6INMMAU205	İstatistik	3	0	0	3	4	DD		✓
2020-2021 Güz	1	6MMFTBA009	Kimya	3	0	0	3	5	DD		✓
2020-2021 Yaz	1	6INMMAU313	Hidrolik	2	2	2	3	5	DD		✓

Figure 7.3.5 Application for Additional Exam V2

After the selected courses are confirmed, the message “The process has been completed successfully” is displayed on the screen.

Kesinleştirme İşlemi Başarıyla Tamamlandı.											
Seçilen Dersler											
Dönem	Şube	Ders Kod	Ders Adı	T	U	L	Krd	AKTS	Harf	Kesinleştirme Tarihi	Kontrol Edildi
2020-2021 Güz	1	6INMMAU205	İstatistik	3	0	0	3	4	DD	24.12.2024	✓
2020-2021 Güz	1	6MMFTBA009	Kimya	3	0	0	3	5	DD	24.12.2024	✓
2020-2021 Yaz	1	6INMMAU313	Hidrolik	2	2	2	3	5	DD	24.12.2024	✓

Figure 7.3.6 Application for Additional Exam V2

8. User Activities

8.1 To Do List

This menu defines reminders for tasks to be done and filters those that are defined. A to-do list is created with the Add button. When creating the list, data is entered into the specified fields.

Date	Start Time	End Time	Remind	Content of Todo	Completed
20.01.2025	10.30	12.00	40 Dakika Önce	internship application	

Figure 8.1. To Do List

Figure 8.1.1 To Do List-Addition

8.2 Incoming Messages

This is a screen where you can view the messages sent by your instructors. You can filter by sender type. You can select the status of the message as all, new, read, deleted messages. With the date filter, you can list your messages received within a certain date range.



It is located next to unread messages indicating there is a new message.



It means 'There is a File Attachment' in the incoming message.



This button is used for opening the incoming message.





This button is used for deleting the message.



It is used to reply to an incoming message. It opens the 'Reply Message' screen where you can send a reply to the instructor who sent the message.

Figure 8.2 Incoming Messages

8.3 Sent Messages

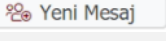
You can view the previously sent messages on the screen, the screenshot of which is shown in Figure 8.3, by clicking the Display  Göster button. If the sent message has been read, the  icon (read) appears. When you hover over the message, you can access the date and time of the message.

With the date range filter, you can list messages sent in certain date ranges. With the status filter, you can list as 'Active Messages' or 'Messages in Archive'.

Alıcı Tipi: Tümü Durumu: Aktif Mesajlar
Tarih Aralığı: 29.03.2020 - 27.06.2020
Listele Yeni Mesaj

Konu: Ödev Teslimi	27.06.2020 01:59	Göster
Danışman: Dr. Öğretim Üyesi Gökmen ÇİFTÇİ	Mesaj Türü: Mesaj	Arşivle
Konu: deneme mesajı şimdi 02 mayıs 2222	02.05.2020 12:22	Göster
Danışman: Dr. Öğretim Üyesi Gökmen ÇİFTÇİ	Mesaj Türü: Mesaj	Arşivle

Figure 8.3 Outgoing Messages

Click the New Message  button to create a new message.

After selecting the recipient from the types below as the recipient type, if you want to send a file, select the file and click the upload button.

- Advisor
- Second Advisor
- Instructors of Courses Taken
- Instructors of Preparatory Program Courses Taken

Receiver Type: Danışman
Target Type: Message
Subject:
Attachment: Choose File No file chosen Upload

Dosyanın boyutu en fazla 2MB, dosya formatı DOC, DOCX, XLS, XLSX, PDF, PPT, PPTX türlerinden biri olabilir
Yüklenen dosyalar otomasyon üzerinde en fazla bir dönem saklanır, dönem sonunda yüklenen dosyalar otomatik olarak silinir.


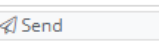

B I U |  | Biçim | **A** | 

Figure 8.1 Add Message

After completing the necessary information, click the Send  button to send your message to your instructor.

8.4 Document Request

This is the screen where you can request a document from Student Affairs by selecting one of the options in the 'Document Type' field. You can track the document status on this screen.

Belge Talebi

Talep Eden Kurum Adı: XXXXXX Başkanlığı

Talep Nedeni: Xxxxxx başvurusu

Belge Türü / Tipi: Islak İmzalı Öğrenci Belgesi

Teslim Yeri: [Dropdown]

[Belge Talebi Gönder](#)

Tarih	Belge Türü	Belge Tipi	Teslim Yeri	Belge Durumu	Onay/Ret Tarihi	
27.06.2020 15:14:48	Islak İmzalı	Yüksek Onur Belgesi	Bölüm	Onay Bekliyor		
7.11.2019 08:44:25	Elektronik İmzalı	Öğrenci Belgesi		Onaylandı	7.11.2019 08:44:25	Belge Göster
7.11.2019 02:16:04	Elektronik İmzalı	Transkript Belgesi		Onaylandı	7.11.2019 02:16:04	Belge Göster
7.11.2019 02:08:27	Elektronik İmzalı	Transkript Belgesi		Onaylandı	7.11.2019 02:08:27	Belge Göster
6.11.2019 22:58:44	Elektronik İmzalı	Transkript Belgesi		Onaylandı	6.11.2019 22:58:44	Belge Göster

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Figure 8.4 Document Request

8.5 Update Photo

The photo you are currently using will be displayed in the current photo field. When you click on the 'Select File' button, select your new photo and click on the 'Upload' button; the new photo will be added and approval must be given to use it actively.

Photo Approval is done by the Secretariat of your Department or Student Affairs.

Note: The file format must be ".JPG" and the size must be no more than 2MB.

Student - Photo Update

The demanded photo should be passport size.
Photo approval will be done by the Faculty Secretary you are affiliated with or the Student Affairs Office.
Since your photo will be used in official documents, inappropriate photos will be disapproved.

Note: File format 'JPG' must be at least 10 bytes in size and can be up to 2MB.

Existing Photo

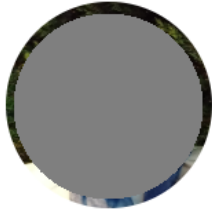



Photo Requested



[Choose File](#) No file chosen [Upload](#)

Figure 8.5 Update Photo