# HOW TO ENROL IN A GRADUATE COURSE

## I. 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 http://www.ieu.edu.tr/tlc/tr/ogrenciler-icin-akilli-kampus-destek address. Since the temporary OASIS password will be sent to the e-mail addresses given by the university, students who do not know the university e-mail address and password should apply to HELPDESK with their student ID cards and receive their e-mail addresses and passwords.

## II. 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.

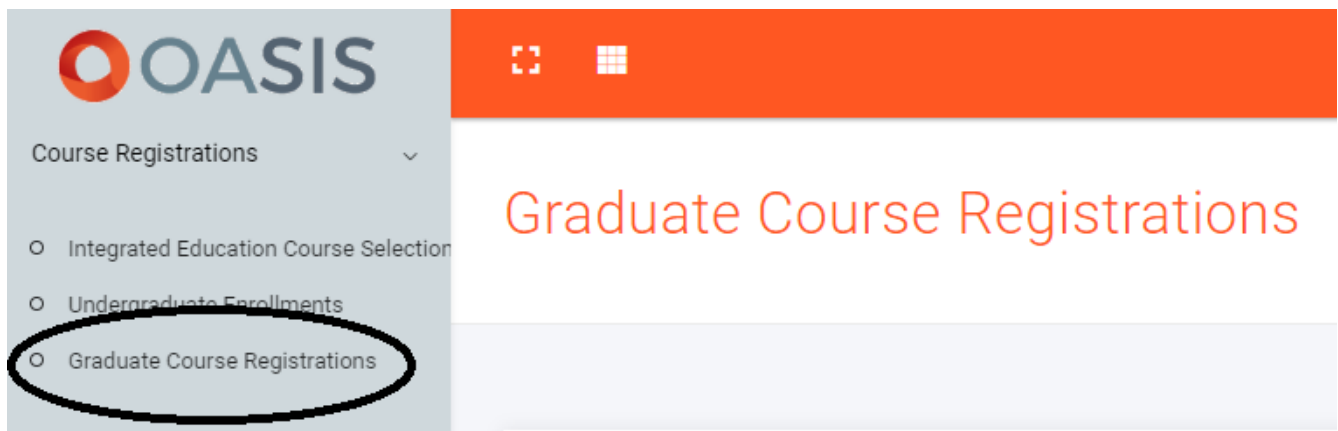The users may view the pages either in Turkish or in English.



**Figure 1**: *Entering Course Enrollments Screen*

## II.I. Course Enrollment Screen and Explanations

### II.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. |
| **Executive MBA (English)** | 6 compulsory courses + 20 local credit elective courses + Semester Project | 30 | 60 | 2 semesters | 3 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 | |

### II.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.

**Figure 2:** *Courses You Can Take*



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.

## II.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.

**Figure 3**: *Searching For Elective Courses*

## II.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.



**Figure 4**: *Grade Improvement*

## II.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.



**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
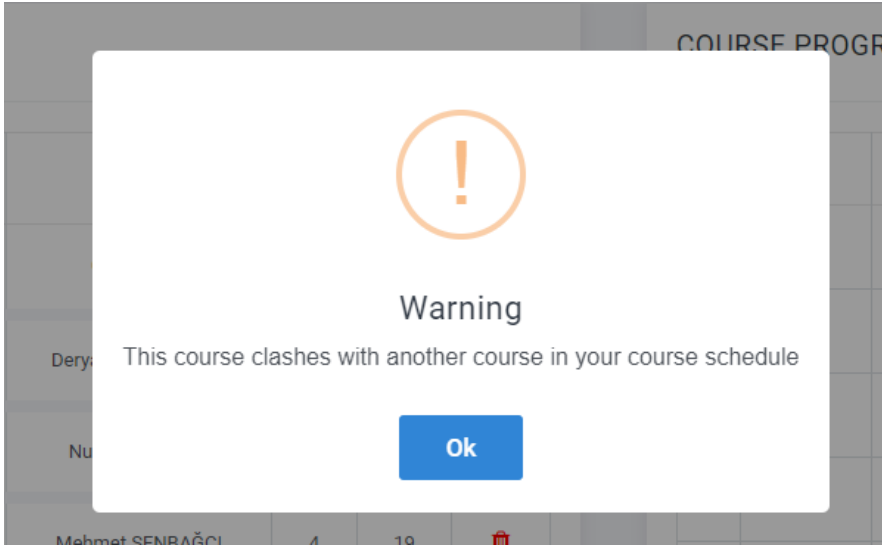
**Figure 6**: Automated Enrolment Warnings

## II.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 |
|---|---|---|---|

**Figure 7**: *Enrolled Courses*

## II.I.7. Weekly Course Schedule



**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.

## II.I.8.Save

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



Course enrolment screens will close on **Wednesday, September 18, 2019 at 23.59.** You may make changes on the previously saved courses until then. 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.**