course registration

PLEASE READ BELOW BEFORE YOU START THE COURSE REGISTRATION!

- Always keep in mind the fact that the course structure and the formalities at YTU may differ from your home university and you must comply with YTU's proceedings. Exchange students have the same rights and responsibilities as all other students.

- Course registration (add/drop) means officially becoming a YTU student. Any student who has not complete the registration by the dates stated in the academic calendar is deemed to have passively withdrawn from their study.

- Registration takes place before the classes begin. **Please carefully review the dates stated on the academic calendar to see the days available for course add and drop:** https://erasmus.yildiz.edu.tr/page/16/Academic-Calendar/470
  - Basically the course registration period consists of this pattern:
    - Seperate course add/drop days for based on student's year of study (for Erasmus students it is the first day of the registration)
    - Course add/drop day for all students
    - Announcement of the cancelled courses
    - Course add day for all students

- **YTU does not have a "course preview" week** and there is not an add/drop period except for the course registration week.

- **There is not a separate exam enrolment procedure** because the compulsory **course registration automatically registers the student for the exam.**

- **A place in a course cannot be guaranteed in advance of registration.** Students will be registered for classes on a first-come, first-served basis.

- Many courses "**close**" early during registration period. Each course is listed in the system with a maximum number of students who can enrol. Once that limit is reached, the system will not allow any additional registration in that course. If you find that a course you need is closed, you will have to appeal to the professor/department for an "**override**" to allow you into the class. However, **it is not guaranteed that you will receive an override for a closed course.**
  - The contact information of the responsible person to open an extra seat is announced on the website of the concerning department during the course registration period. See the course programme/schedule announcements on departmental pages: https://yildiz.edu.tr/en/en/education/academic-units

- Some courses may require co-registration for a supplementary lab section and this will be stated in the course listing.

- Registration in some courses may be **restricted to majors only** or may require **department permission** prior to registration.

- You cannot register two courses scheduled at the same time; you have to choose one. If another department is offering a similar course, you can take the **overlapping** course from that department.

- Course registration is made online via platfrom **OBS** at https://obs.yildiz.edu.tr/

- Only the courses available on OBS will be offered during the selected term. **Do not request courses that are not found on the OBS; if a course does not appear in the search, it is not being offered.**

- If you need to make any alterations to the courses you selected on your application, please do not forget to complete the **during te mobility section of the learning agreement**. It is your responsibility to make sure you earn credit at your home institution.

course schedules / weekly programmes

- You can check the course offerings of the departments on your OBS account.
- Weekly course schedules are also announced on the departmental websites: https://yildiz.edu.tr/en/en/education/academic-units

service courses

Fundamental courses offered by only one department are called service courses.

- For example, the linear algebra or differential equations courses are onlly offered by the mathematics department and the students who have to select this course can take it from the mathematics department regardless of the department they are enrolled in.

- Weekly course schedules of service courses can be found on the web page of the department you are enrolled in or the department offering the course.

- Below are the departments who offer service courses:
    - Physics: http://www.fzk.yildiz.edu.tr/
    - Chemistry: http://www.kml.yildiz.edu.tr/
    - Mathematics: http://www.mat.yildiz.edu.tr/
    - Foreign Languages: http://www.ybd.yildiz.edu.tr/
    - Atatürk's Principles and History of Turkish Revolution: http://www.ata.yildiz.edu.tr/
    - Sports: http://www.bdn.yildiz.edu.tr/
    - Humanities and Social Sciences: http://www.itb.yildiz.edu.tr/

group numbers

Some courses are offered for vast number of students but each classroom has a capacity. Therefore, some courses are offered in different classrooms with the same content. In such cases, these courses have group numbers.

- Being offered in different days or hours, in different languages or by different instructors may also cause a course to have different groups. For example, the same course may be offered in Turkish with the group number 1 and in English with the group number 2.
- **Group numbers are crucial for course registration.**
    - In the course schedules or on OBS, the group number can be stated as, for example, G2, Gr2, Grp2, Grup2 or Group2.
    - If a course is offered only in one classroom, its group number is 1.

cancelled and/or rescheduled classes

It sometimes happens that the departments have to cancel or reschedule a class after enrolment has occurred.

- The main reason behind this is that the courses are based upon student enrolment. If any cancellation or change occur in schedules of confirmed courses, it is communicated on the departmental webpages on the dates stated on the academic calendar: https://erasmus.yildiz.edu.tr/page/16/Academic-Calendar/470
- It is the students' responsibility to check their OBS account regularly to verify registration, especially during the schedule adjustment period when courses may be closed, and promptly initiate any schedule changes via OBS.
- Students who need assistance in finding alternative course when a class is cancelled or rescheduled can contact their departmental coordinator for guidance.

IMPORTANT: Unable to add/drop courses?

If you have tried to complete the course registration in all the course registration period but you could not add/drop your courses due to a technical problem, i.e. class capaticy, follow the steps below:

1. Check the course schedules and make sure that course is available in the concerning semester.
   - You can check the course schedules/programmes on the OBS or on the departmental websites to see if a course is available.
2. Fill in the **course registration form** with the courses you want to add. The form include the following information:
   - your full name
   - student number
   - course codes (7 digits: consisting of 3 letters and 4 numbers - i.e. BLM2547)
   - names of the courses
   - group numbers
3. Set an appointment with the Erasmus Office according to the instructions you will receive by e-mail from your Erasmus Office administrative contact person.
   - You will receive this e-mail after the course registration period.
4. Visit the office on the appointment date.
5. E-mail the form to incoming@yildiz.edu.tr before you visit the office.

The course registration form can be found here:
https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/Forms-and-Downloads/842

online course registration steps

- Log into your OBS account at https://obs.yildiz.edu.tr/oibs/ogrenci/login.aspx
- For course registration, click on the "**course registration**" (TR. ders kayıt) link under the "**semester and course op.**" (ders ve dönem işlemleri) tab on the left.
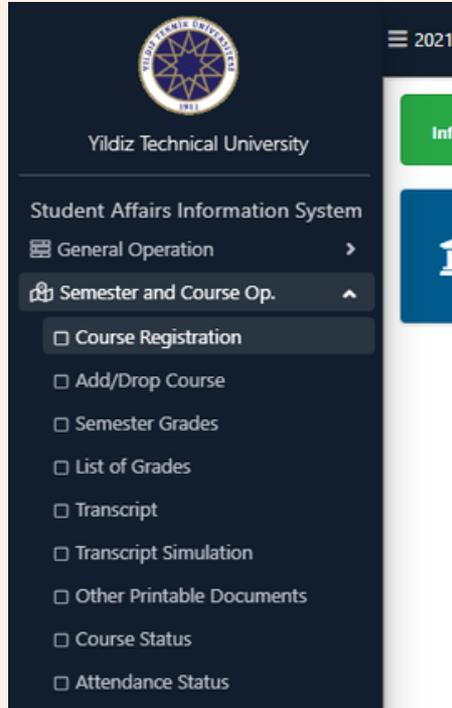
Displaying Course Listing

- On the opening page below, you can see the course offerings of your hosting department on year-based tabs (1st year, 2nd year, etc.).
- To see the group information (day/hour/language) of a course, click on the ⊞ icon on the left of the course code.
- To see the list of the elective course offerings, click on the ⊞ icon.
- To see the courses offered by other departments, click on "extra-curricular courses" button Müfredat/Bölüm Dışı Dersler

Adding Courses

- After you click on ⊞ icon on the previous page, you will see the group information of the courses as shown below (if groups available).
  - To display the class capacity, click on Kontenjan Göster (show quota) button.
  - To display the course hours, click on Ek İşlemler ▽ (additional actions) tab and select "show hours" (saatleri göster).

- You can also search for the courses by typing the course code (ders kodu) or course title (ders adı) and hitting the Ara/Bul (search/find) button.
- Between the ⊞ button and the course code, you see the group numbers (şube):

- Clicking on the ⊞ icon add the course to your selection pool.

Deleting Courses

- If you want to delete a course, click on the 🗑 icon on the left side of the courses.

Finalising the Registration

- To finalise the course registration process, first you need to click on ☑ Kontrol Et (check/control) button. By clicking this button; the course quotas, course prerequisites, overlapping courses, and schedule suitability are checked by the system.
- If there is not any schedule, quota, etc. problems, then you need to click on ☑ Kesinleştir/Onayla (finalise/confirm) button to complete the procedure.
  - By this way, you will appear in the class list and get a seat in the class.

- **You can click on "finalise/confirm" button only for once and after you click on it, you cannot go back to add or delete courses! Therefore, complete this step after you have decided the courses you would like to take.**

Displaying Weekly Course Schecule

- After you complete your course registration on the OBS, you can display your weekly course schedule with classroom information.