Welcome to İstanbul Bilgi University

Student Affairs Office
Step by Step Course Registration for Undergraduate Students
Things to know step by step;

- Appointment for course registration
- How to do my course registration?
- Approval for course registration
- Keywords for course registration
- Add-Drop
- Withdrawal
- Section Change
COURSE REGISTRATION

You should make your course registration between 07th-11th September, 2015.
Be careful about these during your course registration
Go on İstanbul Bilgi University’s official web page www.bilgi.edu.tr & Select ‘English’ as a Language
Go to “SIS” Student Page under STEP (Student Experience Portal)
Fill in the blanks
First, you should schedule an appointment for course registration.

Online appointment can be made on the web site, starting one week before the course registration.

You can set up your appointment online in just 3 simple steps.
THINGS TO KNOW FOR APPOINTMENT

All WEB appointments are 120 minutes in length. You are required to complete your registration within the time limits of your appointment.

If you are not able to finish your registration within 120 minutes or if you do not show up at all, you have the opportunity to schedule a second appointment for the afternoon of the same day.

If you are not able to finish your registration within the time limits of your second appointment or if you do not show up at all, you have the opportunity to schedule a third appointment for the afternoon of the final day of the registration period.
Click on ‘Appointment for Course Registration’ under the ‘Registration’.
Click on ‘Appointment for course Registration’.
Select a time slot. Click ‘Save’.
KEYWORDS FOR COURSE REGISTRATION

Special Capacity Assigned: A seat has been reserved for the student.
Requires Consent: For courses that require consent of the instructor, students have the opportunity to obtain such consent before the beginning of the registration week.

You are strongly advised to contact the course instructor before the registration period in order to avoid unnecessary delay during course registration.
KEYWORDS FOR COURSE REGISTRATION

**Restriction:** Students can not register for the courses which are restricted. This refers to courses with similar content but different codes and names.

**Prerequisite:** A student can register for the course if he/she has received a passing grade for the prerequisite course.

**Special Condition:** For special condition courses it is not required to pass the prerequisite course, you only have to register.
THINGS TO DO BEFORE COURSE REGISTRATION

✔ Please plan your courses first by looking at the course catalogue.

✔ If you take a course with consent or special capacity, get your approval from it’s instructor.

✔ Please make alternative list of courses in case there is a seat capacity problem with the course that you have selected.

✔ You may find your advisor’s or other instructor’s contact info on http://rehber.bilgi.edu.tr
Click on ‘Course Catalog’.
Course list under the course catalog.
COURSE REGISTRATION
Click on ‘Term Registration’
You may see your personal information, credit load and academic semester. You may also see courses which you have taken consent or special capacity. Click ‘next’ to continue.
Please read “How to register?” part carefully

Click ‘next’ to continue
Please check your semester credit load.
Click ‘next’ to continue
‘Select’ your courses from the options given.

Click ‘next’ to continue
Choose a course for your elective slot under the related program

Click ‘next’ to continue
See the course that you have selected.
Click ‘next’ to continue.
On the screen you may see the instructor, the campus, the free seat information and it also shows if the class conflicts with another class you have selected. Click next to continue
Registration status

Click ‘next’ to continue
After you ‘select’ the courses

Click ‘next’ to continue
Select a packet and please click ‘next’ to continue.
Finish your registration. Click ‘next’ to continue
Otherwise for changes, click on ‘undo’ button.
If you would like to do your course registration from the beginning,
then select ‘Restart’. 
Finish your registration.

Please read the information carefully!!!!

Click on the checkboxes.

Click ‘Finish’.
Check your schedule and your registration code under ‘Schedule’.
Your schedule is not valid until your registration is approved by your advisor in the end of the registration period. Your advisor will approve your registration with your registration code. Please send e-mail or show the program print out with your registration code to your advisor.
If you click finish button and finalize your registration you can return to the system to change your courses, here are the steps you should follow:

1. Click “Term Registration”
2. Enter your registration code to restart your course registration
3. When you complete your selection, click the finish button and get your registration code approved by your advisor.
Click ‘Term Registration’ and enter your registration code to restart your course registration.
You may change your courses only during the add drop period from your student’s personal page (SIS) under the add-drop link, between:

**September 21-22-28, 2015**
SECTION CHANGE

You may change the class hours with an other alternative one (if available) from your student’s personal page (SIS) under the section change part. The duration of section change is for 2 weeks after the add-drop period.
WITHDRAWAL

You may withdraw any of your elective classes from your Student’s Personal Page (SIS) under the withdrawal request link until November 27th, 2015.
Contact E-mail

advising@bilgi.edu.tr
WISH YOU A GOOD SEMESTER