

2021-2022 ACADEMIC YEAR FALL SEMESTER
INFORMATION ABOUT COURSE REGISTRATION and RE-REGISTRATION/RENEWAL

I. COURSE REGISTRATION PROCESS

All our students who will register and re-register for courses in 2021-2022 academic year fall semester are obliged to register and re-register within the framework of the Educational and Examinational Regulation of our Faculty.

- 2021-2022 Academic Year Fall Semester course registration and re-registration/renewal will be held on **September 27-29, 2021**. The system will open on **Monday, September 27, 2021 at 10:00 for the 1st, 2nd and 4th grade students, at 14:00 for the 3rd grade students** and the system will be closed on **Wednesday, September 29, 2021 at 17:30**.
- 1st year students will take all the courses in the 1st semester in the curriculum. 1st year students of the Department of International Trade and Management, and the Department of Tourism Management have to choose only one of the foreign language courses in the curriculum.
- 2nd year students can take courses within the limits of the maximum and minimum course loads during the web course registration process.
- Regular course load for a semester is 30 ECTS credits. The upper limit of the course load that can be taken in a semester is 12 ECTS credits more than the course load, provided that it is limited to two (2) courses. Students with a grade point average below 2.00 cannot take more courses than the course load that can be taken in one semester.
- Students who choose elective courses that are not opened, who want to change courses or choose additional courses, can add/drop courses from the web registration page on **Thursday, September 30, 2021** between 09:30-15:00 provided that they have completed the course registration and re-registration/renewal processes during the registration dates mentioned above. Students who cannot add/drop courses on the web registration page must fill out the course change form on our Faculty website and submit it (in person or via e-mail) to the Student Affairs Office by September 30, 2021 at 15:00.
- Provided that they do not exceed the maximum course load limit and meet the prerequisites of the relevant course, starting from the second year or third semester at the earliest, students who are successful in all the courses they have taken in the previous semesters and who have a GPA of 2.5 and above can take 1 course from the upper semester while students with a GPA of 3.00 and above can take 2 courses from the upper semesters. Students who want to take courses from the upper semester will apply to the Student Affairs Office (in person or via e-mail) with a petition, after they receive the approval of their advisor and the Head of the Department following the web course registration (on Wednesday, September 29, 2021).
- **Our 4th grade irregular students (who have exceeded their graduation period) and students studying in SUNY programmes are required to pay their tuition fees between September 27-29, 2021. Our students who have registered by vertical transfer or undergraduate transfer and who will study their 3rd year except for Preparatory are also required to pay their tuition fees before the registration.**
- Students will choose their compulsory courses from the courses offered for the semester they are in within the framework of their course load. Students will choose their elective courses by taking into consideration the type, number and ECTS credits of the elective courses offered for the semester they are in. It is advised to choose courses by calculating the ECTS credits in departmental and free elective course selection process.

II. WEB REGISTRATION ADVISOR APPROVAL

- **Registration procedures are not considered completed unless the advisor's approval is obtained.** Advisors will approve the registration process made on **September 27-29, 2021** during the day.

- Students are obliged to check whether their registration has been approved after the registration process (between September 27-29, 2021) and to contact their advisors for unapproved registrations.

III. DROP THE COURSE/ ADD A NEW COURSE

Students who want to change course, drop a course or take additional/new courses will add/drop courses on www.kayit.deu.edu.tr on September 30, 2021. Course changes will not be made before this date. (Courses with full quotas cannot be selected. Besides, the process of students who want to drop the courses whose quota will be less than 10 students will not be processed by the system.)

Only students who have registered between September 27-29, 2021 can add/drop courses. It is not possible for our students who have not register or re-register for courses on the registration dates to add/drop courses.

Our students doing a Double Major or Minor will also complete their course registration procedures through the same system. First, they will complete their major registration, and then they will complete their double major/minor registration. Major and double major/minor course conflicts will be checked by the system. Double major students who have graduated from their major program can register for courses between September 27-29, 2021 by petition (in person or via e-mail).

Students who study in our Faculty as a former student of the Universities that were closed under the Decree-Law No. 667 and 669 or as a special student will also complete their course registration and re-registration/renewal procedures through the system in line with the above explanations. Students within this scope are required to deposit their past term debts and tuition fees between September 27-29, 2021 if there is any.

IV. SUPPORT

- It is recommended that students first contact their advisors for problems experienced during the registration process.
- **For possible problems please contact:**
 - for the Department of Business Administration and the Department of International Relations Student Affairs Officer İltir DEMİR 0232-3018120, (ilter.demir@deu.edu.tr)
 - for the Department of Economics, the Department of International Trade and Business and the Department of Tourism Management Head of the Student Affairs Office Şef Ferdi ÜÇÜNCÜ 0-232-3018265 (ferdi.ucuncu@deu.edu.tr)
 - For general questions Faculty Secretary (Acting) Aysun TEKİN 0232-4535065 (aysun.tekin@deu.edu.tr)

These contact persons will help to answer the questions of both the students and advisors between 09.00-17.00.

Fax: (232) 453 50 62

Faculty e-mail address: isletme@deu.edu.tr

We wish success to all our students in the Fall Semester of the 2021-2022 Academic Year.