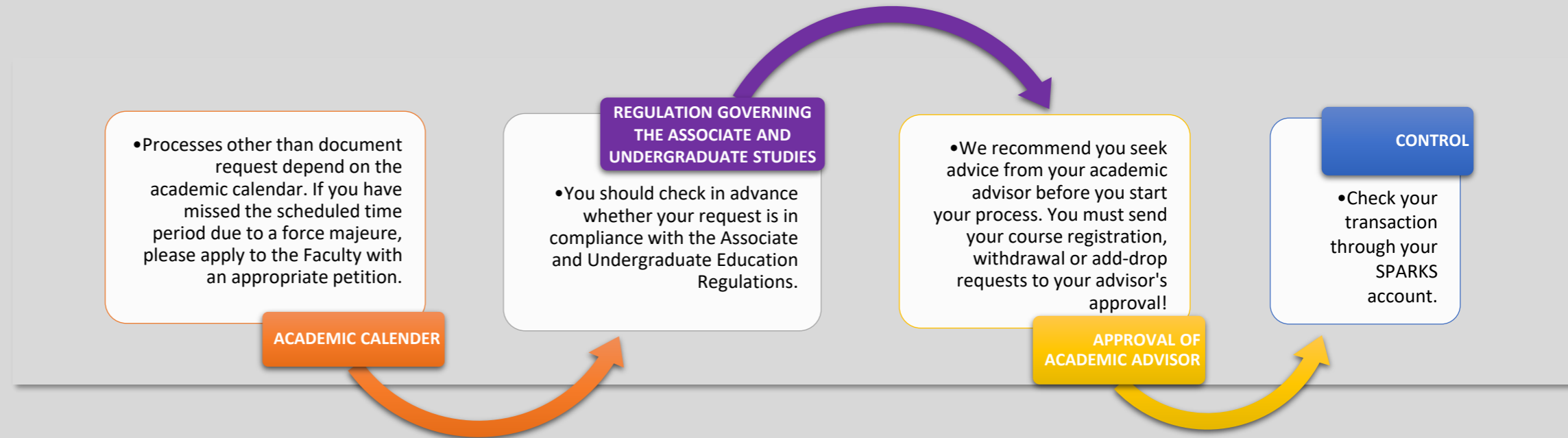


PROCESSES TO BE PERFORMED OVER SPARKS

REGISTRATION RENEWAL
COURSE REGISTRATION
ADD and DROP
WITHDRAWAL

Click on the appropriate menu in your **SPARKS** account. The following roadmap will guide you.

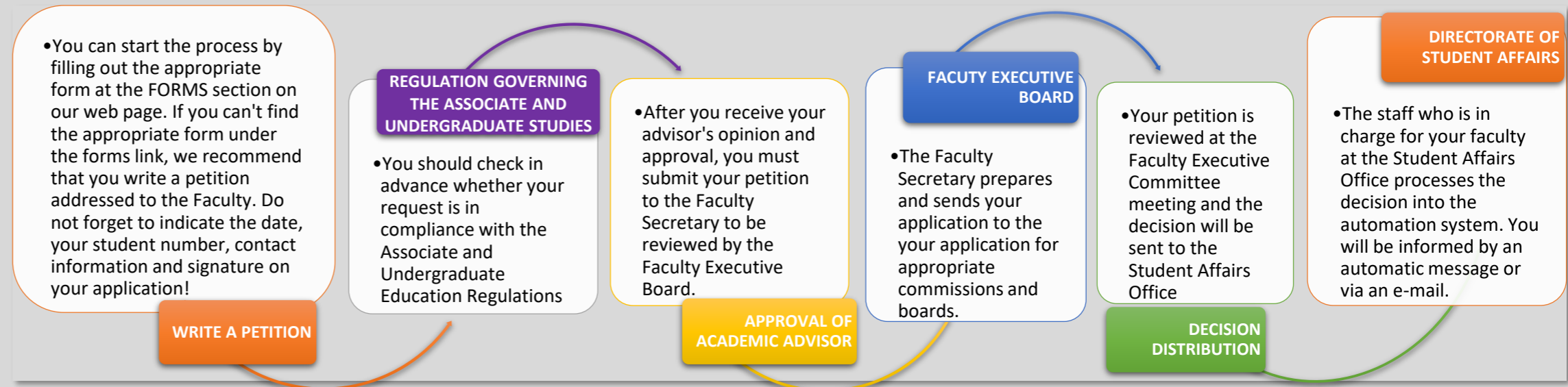
DOCUMENT REQUEST The student certificate and transcript you requested through SPARKS will be sent to your e-mail with the [@stu.khas](mailto:stu.khas) extension a day later. For other documents with wet signature you can apply by mail to aslihan.ozel@khas.edu.tr. The document can be obtained from the Student Affairs Office (A 118) the next day.



PROCEDURES REQUIRING APPLICATION TO THE FACULTY

LATE REGISTRATION
LEAVE OF ABSENCE
EXEMPTION FROM COURSES
MAKE-UP EXAMS
SINGLE COURSE EXAM
EXAM TO REMEDY GRADES
OBJECTION TO GRADES
DOUBLE MAJOR
MINOR

APPLICATIONS You must submit a petition to the administration of the faculty you are enrolled in for your program. The following roadmap will guide you. You can easily access the Forms, Academic Calendar, related Regulations and Guidelines through the shortcuts at the bottom of the page.



[SPARKS](#)

[ACADEMIC CALENDER](#)

[FORMS](#)

[REGULATIONS FOR UNDERGRADUATE STUDIES](#)

[REGULATION ON THE EXEMPTION](#)

[REGULATIONS FOR DOUBLE MAJOR AND MINOR](#)