PROCESSES TO BE PERFOMED OVER SPARKS

REGISTRATION RENEWAL COURSE REGISTRATION ADD and DROP WITHDRAWAL

DOCUMENT REQUEST The student

certificate and transcript you requested through SPARKS will be sent to your e-mail with the @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.

Click on the appropriate menu in your SPARKS account. The following roadmap will guide you. REGULATION GOVERNING THE ASSOCIATE AND CONTROL Processes other than document •We recommend you seek **UNDERGRADUATE STUDIES** request depend on the advice from your academic academic calendar. If you have advisor before you start You should check in advance Check your missed the scheduled time your process. You must send whether your request is in transaction period due to a force majeure, your course registration, compliance with the Associate through your please apply to the Faculty with and Undergraduate Education withdrawal or add-drop **SPARKS** an appropriate petition. requests to your advisor's Regulations. account. approval! ACADEMIC CALENDER **APPROVAL OI** ACADEMIC ADVISOR

PROCEDURES REQUIRING APPLICATION TO THE FACULTY or THROUGH MyKHAS PORTAL

LATE REGISTRATION
OBJECTION TO GRADES
MAKE-UP EXAMS



- *REGISTRATION CANCELLATION
- *EXEMPTION FROM COURSES
- *SINGLE COURSE EXAM
- *ADDITIONAL EXAM TO INCREASE GRADES
- *DOUBLE MAJOR
- *MINOR

Applications will be made through MyKHAS Portal

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

•You can start the process by filling out the appropriate form at the FORMS section on our web page or on My KHAS Portal. If you can't find the appropriate form under the forms link, we recommend that you write a petition addressed to the Faculty. Do not forget to indicate the date, your student number, contact information and signature on your application!

WRITE A PETITION

REGULATION GOVERNING THE ASSOCIATE AND UNDERGRADUATE STUDIES

- You should check in advance whether your request is in compliance with the Associate and Undergraduate Education Regulations
- •After you receive your advisor's opinion and approval, you must submit your petition to the Faculty Secretary to be reviewed by the Faculty Executive Board.

APPROVAL OF ACADEMIC ADVISOR

FACUTY EXECUTIVE BOARD

•The Faculty
Secretary prepares
and sends your
application to the
appropriate
commissions and
boards.

reviewed at the
Faculty
Executive
Committee
meeting and the
decision will be
sent to the
Student Affairs

DECISION DISTRIBUTION

Your petition is

DIRECTORATE OF STUDENT AFFAIRS

•The staff who is in charge for your faculty at the Student Affairs Office processes the decision into the automation system. You will be informed by an automatic message or via an e-mail.

MyKHAS SPARKS ACADEMIC CALENDER FORMS REGULATIONS FOR UNDERGRADUATE STUDIES REGULATION ON THE EXEMPTION REGULATIONS FOR DOUBLE MAJOR AND MINOR