PROCESSES TO BE PERFOMED OVER SPARKS

FOR REGISTRATION RENEWAL, COURSE REGISTRATION ADD-DROP and 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 extension a day later.

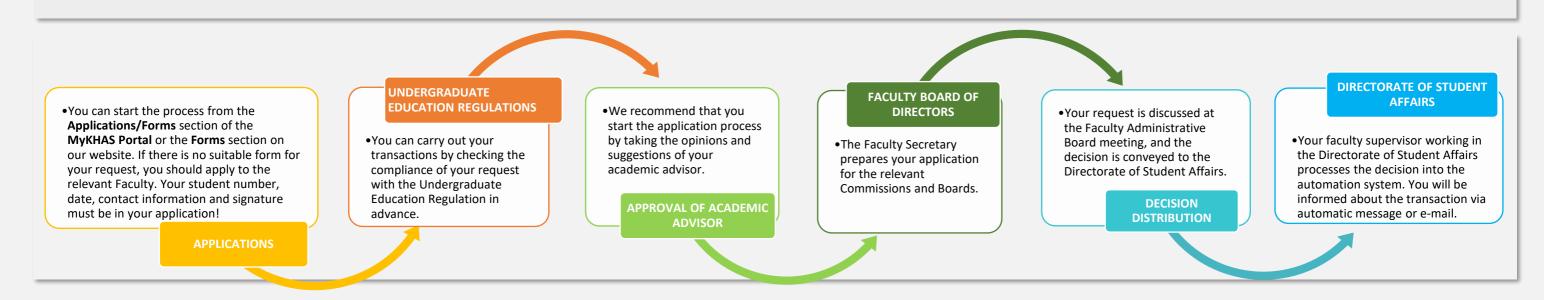
For other documents with wet signature you can apply by mail to belge@khas.edu.tr. The document can be obtained from the counter at Student Affairs Office (A 118) the next day.

UNDERGRADUATE **CONTROL EDUCATION REGULATIONS** •If you have passed the •We recommend you seek application period determined advice from your academic by the academic calendar due to You can carry out your advisor before you start your Check your transaction force majeure, you can contact transactions by checking the process. You must send your through your SPARKS the Faculty. compliance of your request course registration, add-drop account. with the Undergraduate or withdrawal requests to Education Regulation in your advisor's approval! advance. APPROVAL OF ACADEMIC **ACADEMIC CALENDAR ADVISOR**

APPLICATIONS THROUGH THE MyKHAS PORTAL AND TO THE FACULTY

Applications for <u>DOUBLE MAJOR</u> <u>MINOR COURSE EXEMPTION LATE REGISTRATION</u> <u>EXAM TO INCREASE GRADES MAKE-UP EXAM SINGLE COURSE EXAM</u> <u>SUSPENSION DE-REGISTRATION</u> are made through **MyKHAS** Portal.

The roadmap below will help you. You can easily access the forms, academic calendar, relevant regulations and guidelines by using the shortcuts at the bottom.



ACADEMIC CALENDAR

FORMS

UNDERGRADUATE EDUCATION REGULATIONS

DIRECTIVE ON COURSE EXEMPTIONS, ADAPTATIONS AND GRADE TRANSFERS

DOUBLE MAJOR AND MINOR DIRECTIVE