Kadir Has University
Directorate of Student Affairs

Bologna, Course Registration Process and SPARKS User Guide

COURSE PLANS / BOLOGNA WEB PAGE

Curriculum Information:

- At the Kadir Has University **Bologna** screen, the curricula of undergraduate programs for each academic year (e.g., 2023-2024 or 2024-2025) are available.
- 👉 Bologna Link = https://bologna.khas.edu.tr/lisans

Curriculum Tracking:

- Each student is responsible for following the curriculum of their department from the year they started university.

Course Adaptation Status:

- If a compulsory course has been removed and a new course has been assigned in its place, the student is required to take the **adapted** course.
- 👉 Adaptation Course List Link = https://www.khas.edu.tr/en/adaptation-course-list/

ELECTIVE COURSE POOLS

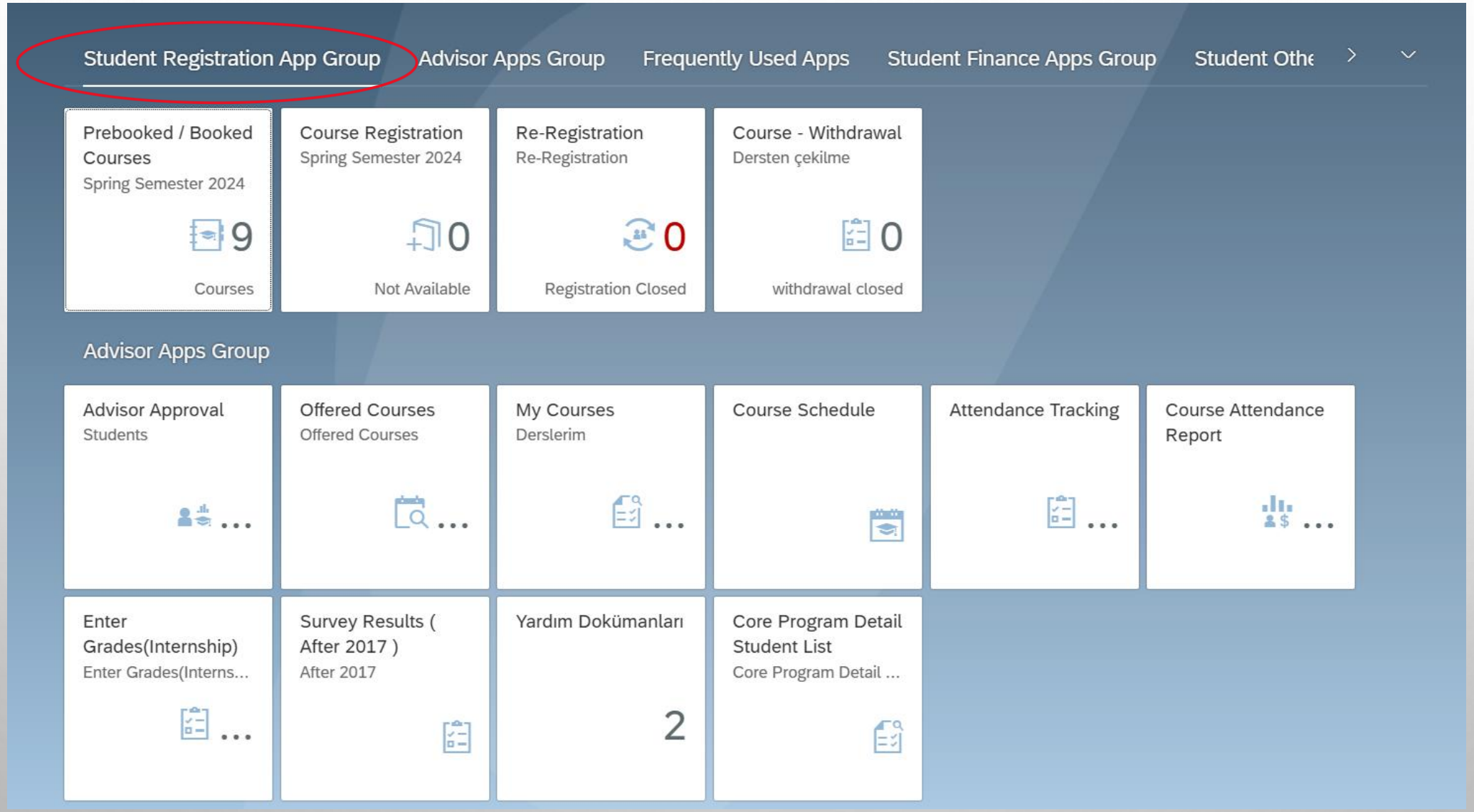
1) Field Elective Course

2) Free Elective Course

- A **+4 ECTS credit** limit is applied to all elective course pools.
- In the elective course pool, if a student has a failed course **(FF/K)**, they must perform a **"substitution"** process to complete their elective course pool credits.
- As of the 2024-2025 academic year, the **"Core Elective"** and **"Free Elective"** course pools have been merged. With this change, students are provided with an **interface** to choose which type of elective course they wish to take.

https://bologna.khas.edu.tr/lisans

STUDENT REGISTRATION APPLICATIONS



REGISTRATION RENEWAL

Students within the standard period of study;

After completing the registration renewal process and fulfilling their financial obligations, they can proceed with course registration.

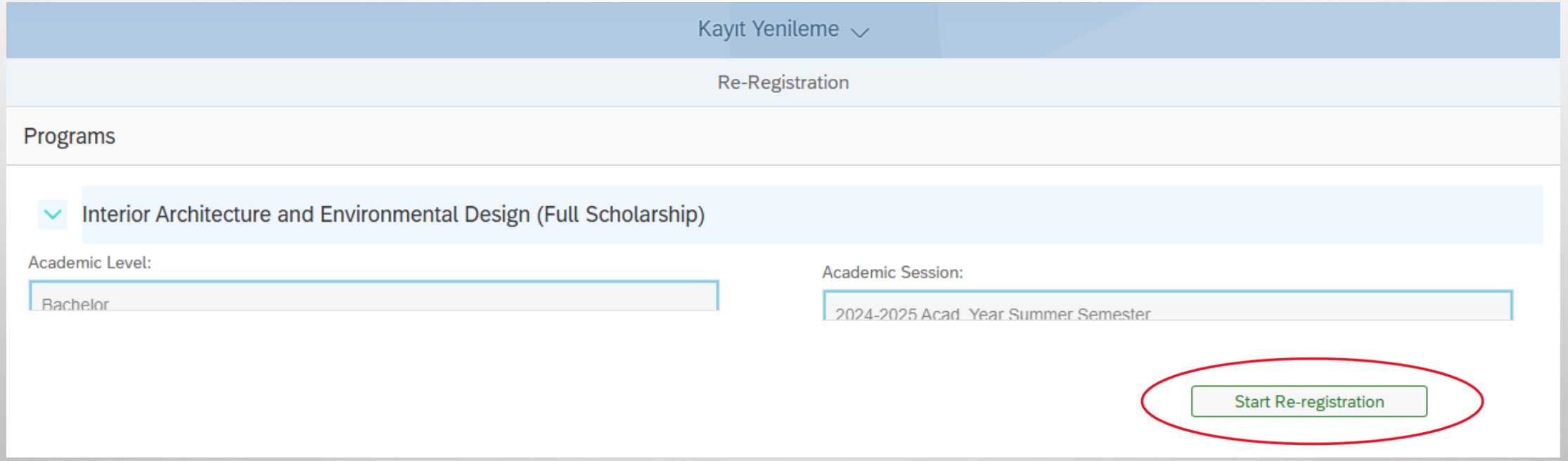
Students beyond the standard period of study;

They first select their courses; then, tuition fees are calculated based on the selected courses by the Student Financials Office.

https://www.khas.edu.tr/en/registration-renewal/

REGISTRATION RENEWAL

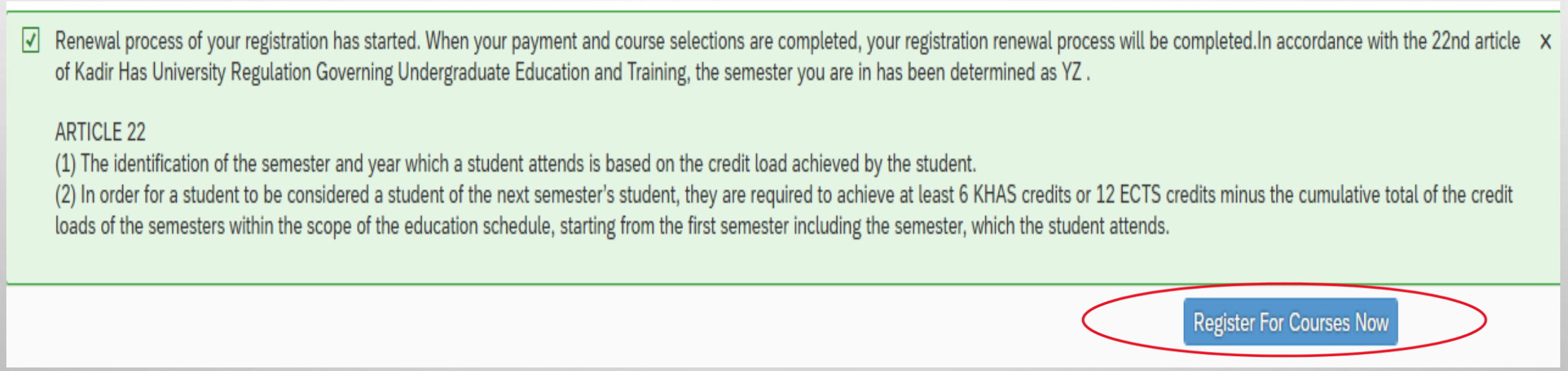
- After logging into the system, click on the **'Registration Renewal'** box to open the registration renewal page.
- Once the page is open, click the '**Start Registration Renewal**' button to begin the renewal process.



https://www.khas.edu.tr/en/registration-renewal/

REGISTRATION RENEWAL

- When the registration renewal process begins, information related to the enrolled semester and the relevant regulations will be displayed at the bottom of the screen as shown below.
- After completing the registration renewal, you can proceed to the course registration screen by clicking the '**Select Courses Now**' button.



https://www.khas.edu.tr/en/registration-renewal/

COURSE REGISTRATION

Within the framework of curriculum changes, it is particularly important that our students in upper years pay close attention to the **status of courses that have been adapted during their course registration.**

📌 **Before starting the course registration:**

Curriculum tracking should be done through the Graduation Simulation ,

The Adaptation Course List should be checked in detail.

https://www.khas.edu.tr/en/directorate-of-student-affairs/course-registration/

COURSE REGISTRATION

🎓 **For students who are at the graduation stage:**

They must have completed all their **compulsory courses,**

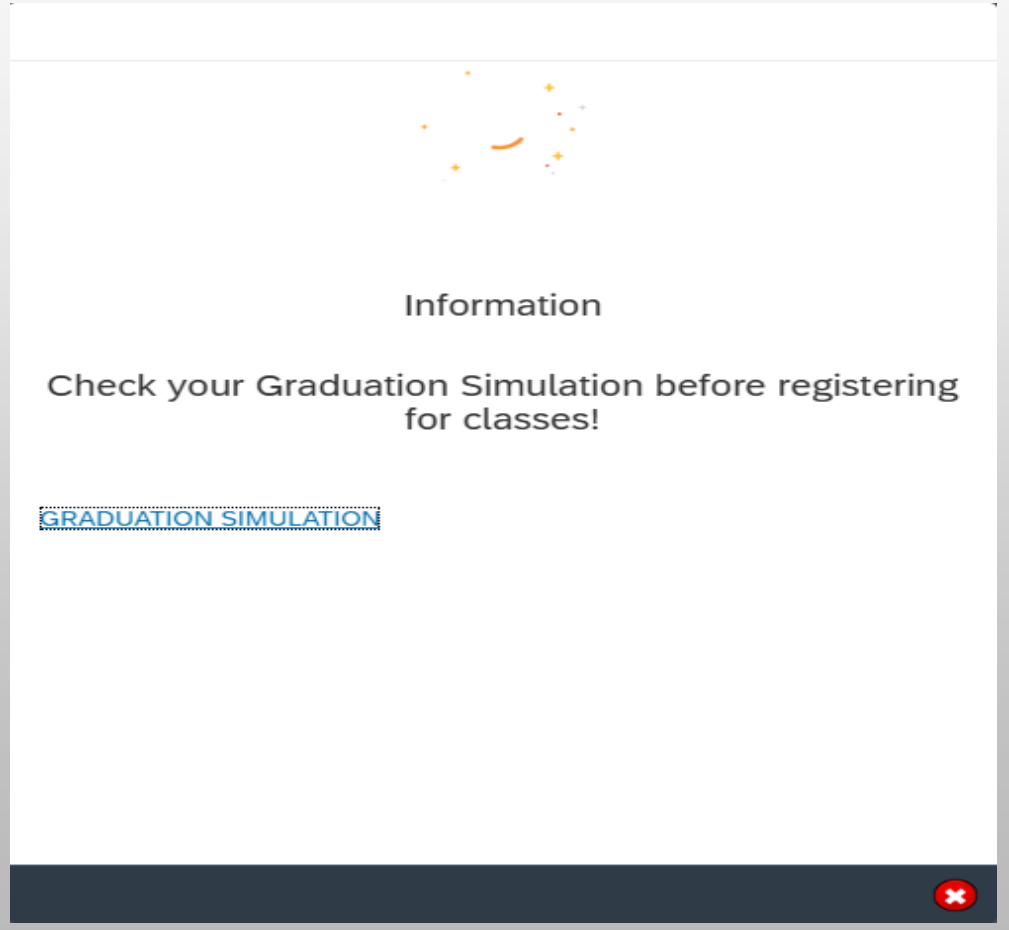
They must have successfully completed at least **240 ECTS credits** in full.

📚 Elective courses that can be taken can be viewed under the '**Recommended Courses**' tab in the graduation simulation.

https://www.khas.edu.tr/en/directorate-of-student-affairs/course-registration/

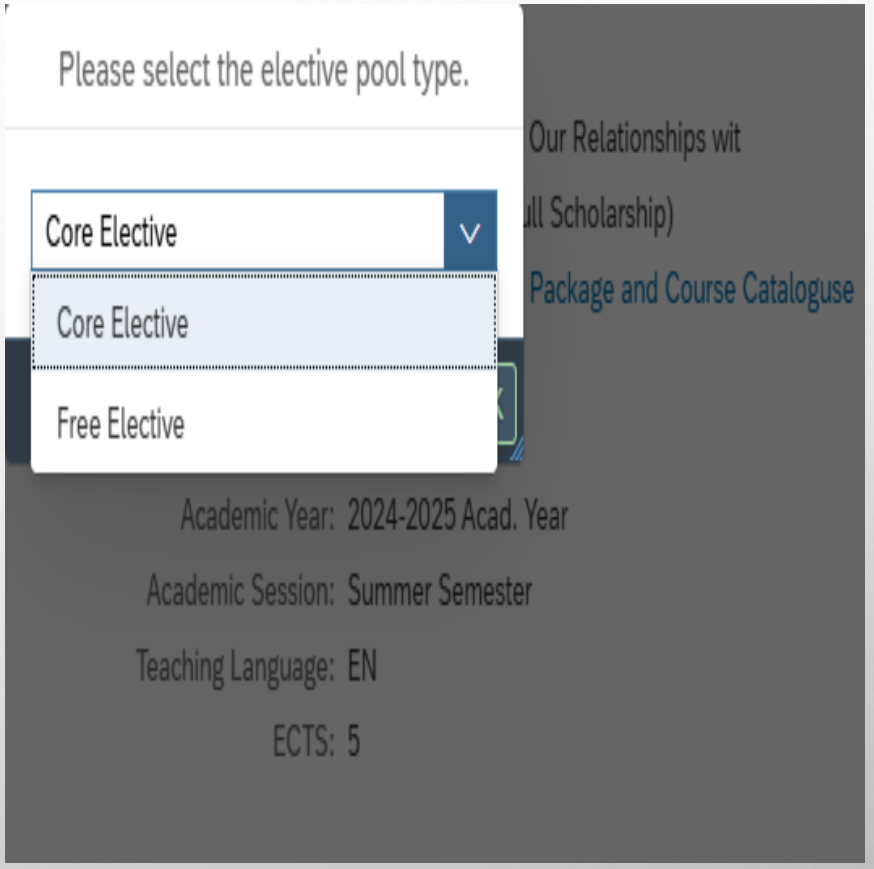
SPARKS – COURSE REGISTRATION SCREEN NOTIFICATIONS

Students are advised to check their **Graduation Simulation**.



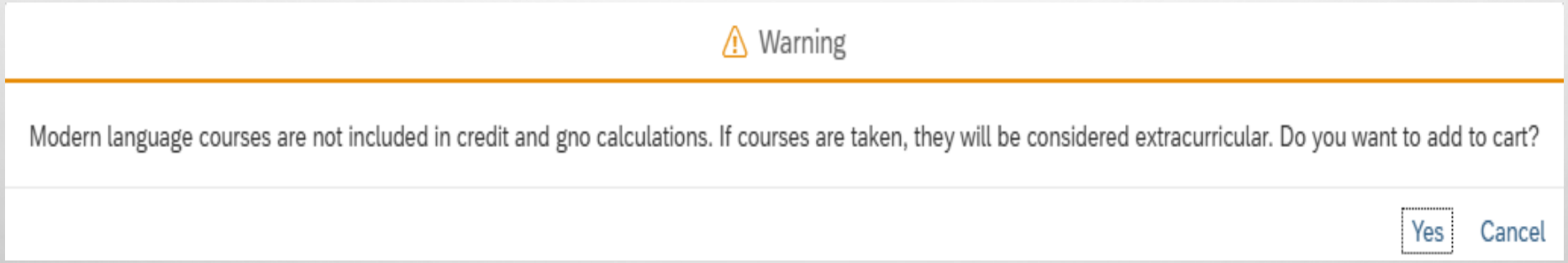
SPARKS – COURSE REGISTRATION SCREEN NOTIFICATIONS

Students are provided with an **interface** to select the type of elective course they want to take.



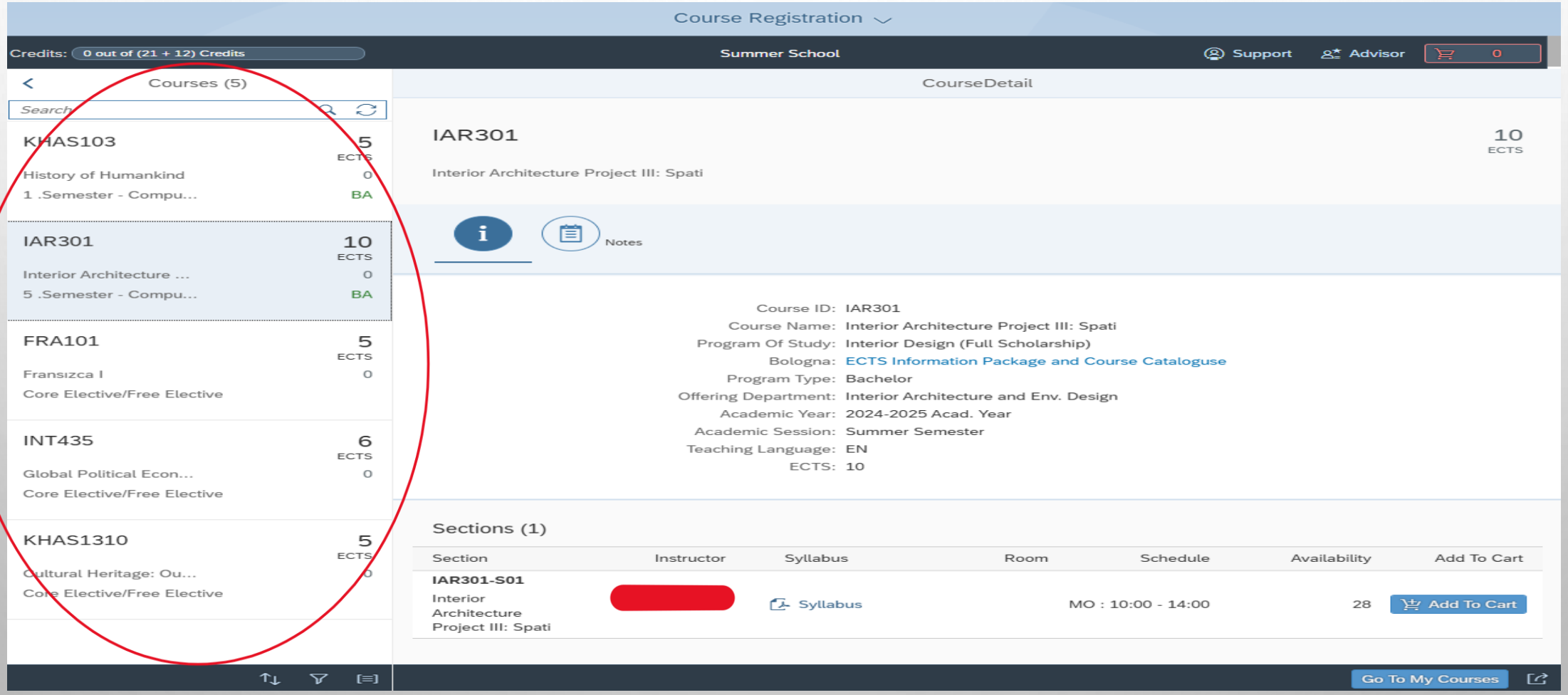
SPARKS – COURSE REGISTRATION SCREEN NOTIFICATIONS

- For students selecting **Modern Language courses**, it is indicated on the screen that these courses will not be included in the credit and GPA calculation.



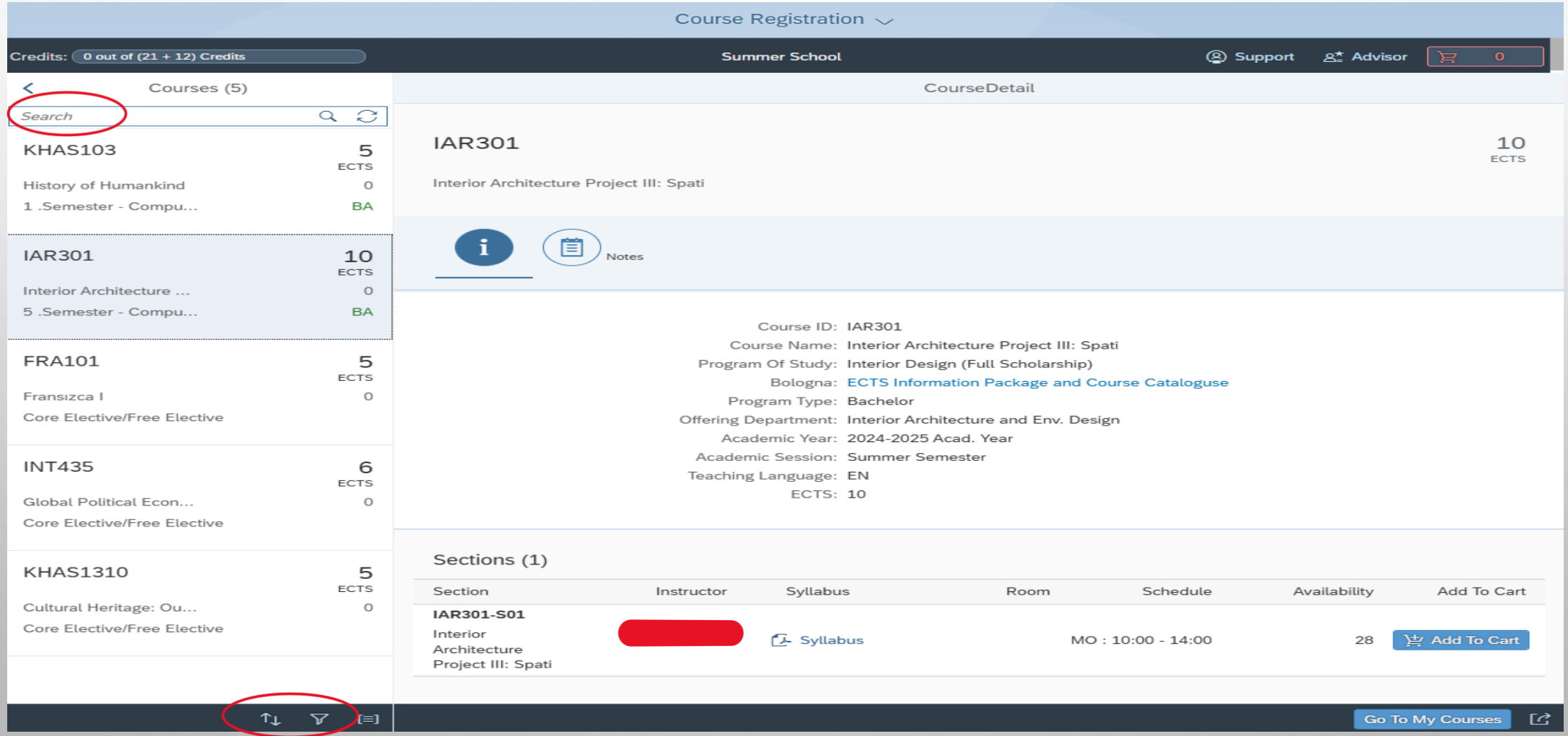
COURSE REGISTRATION

- After entering the course registration screen, the courses defined according to the curricula and offered in the relevant academic year and semester will be listed on the left side.



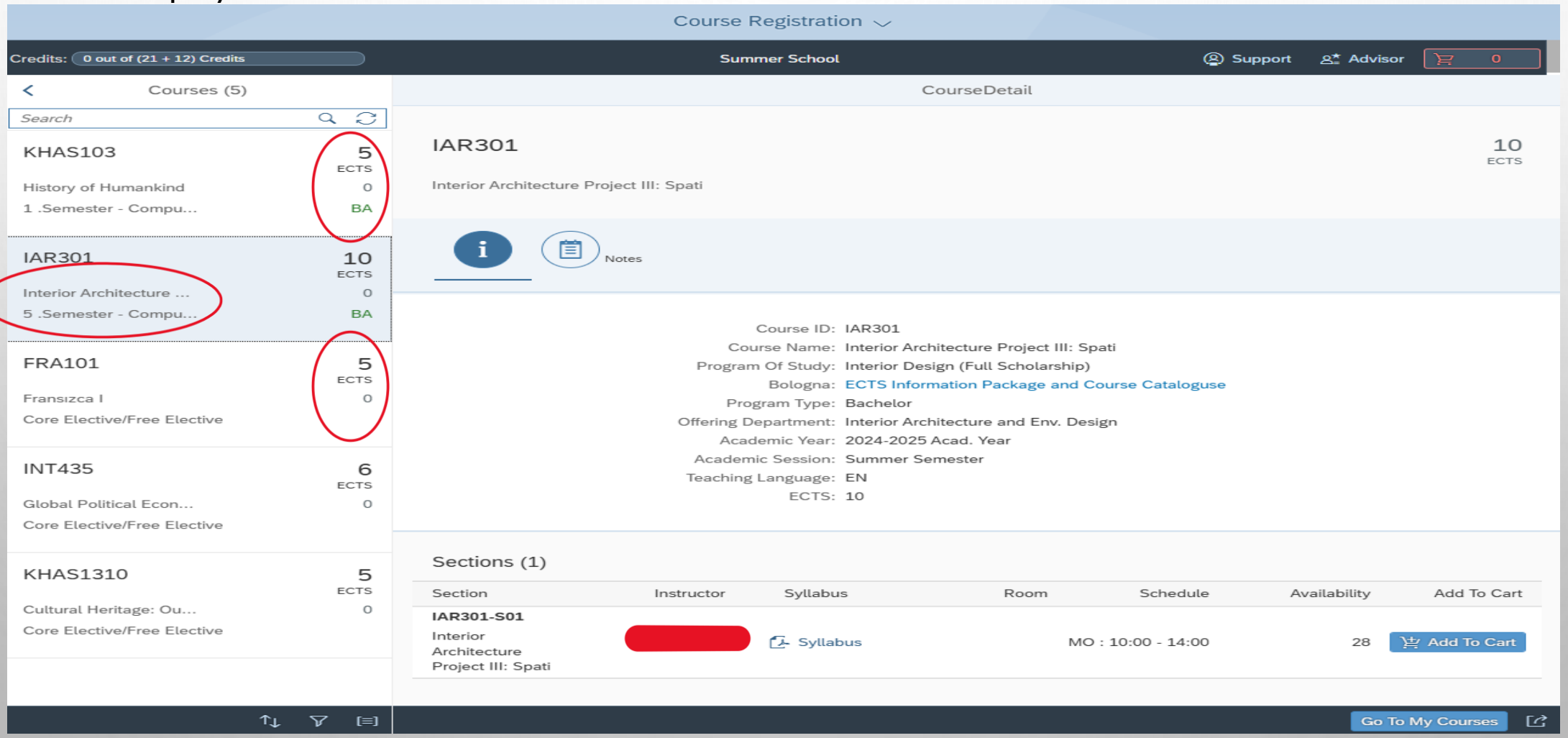
COURSE REGISTRATION

- To easily find courses, you can use the **"Search"** box at the top of the page.
- To sort or filter courses according to desired criteria, simply use the options at the bottom.



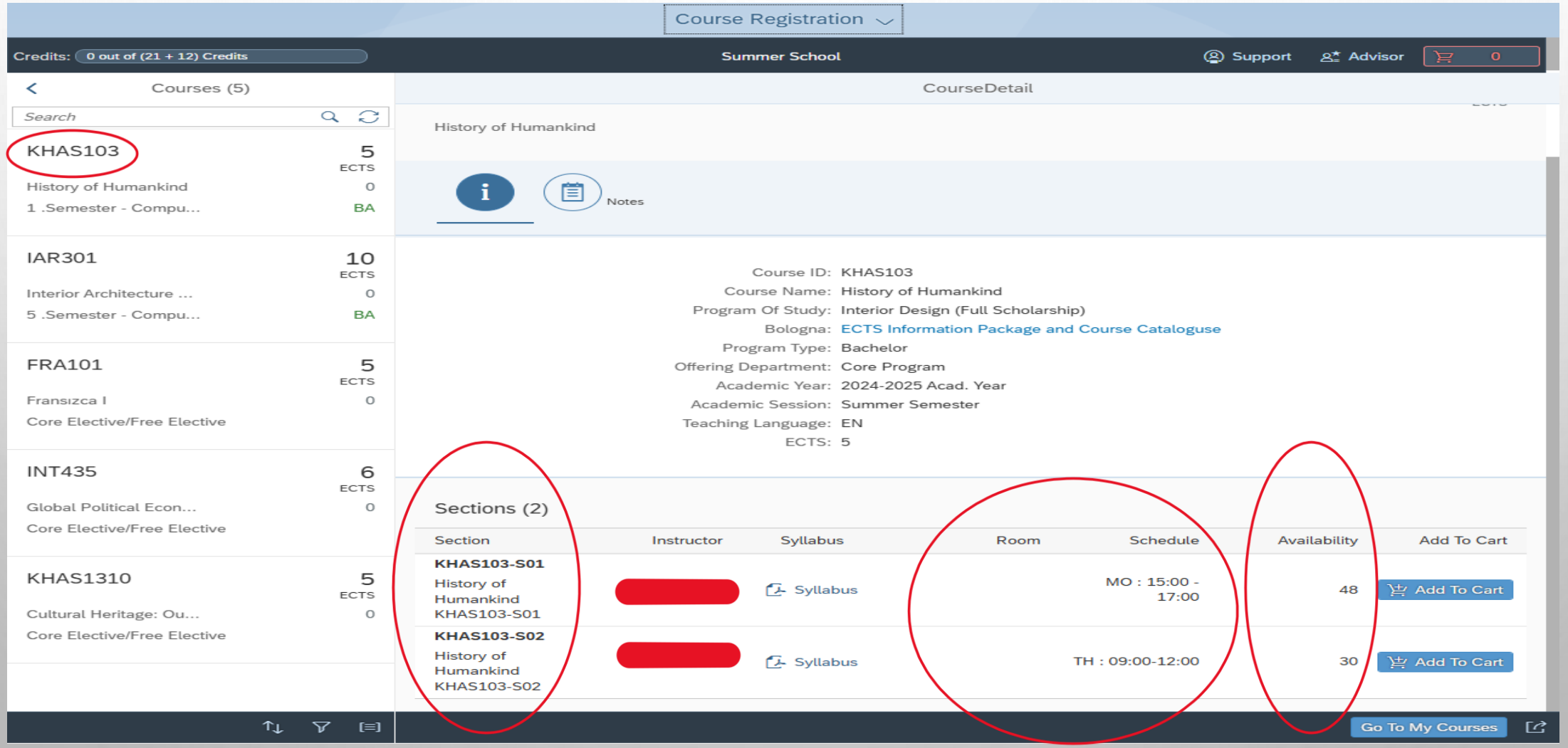
COURSE REGISTRATION

- On the left side, above the listed courses, summary information such as the semester in which the course is offered, whether it is compulsory or elective, the previous letter grade if taken before, and the ECTS credits are displayed.



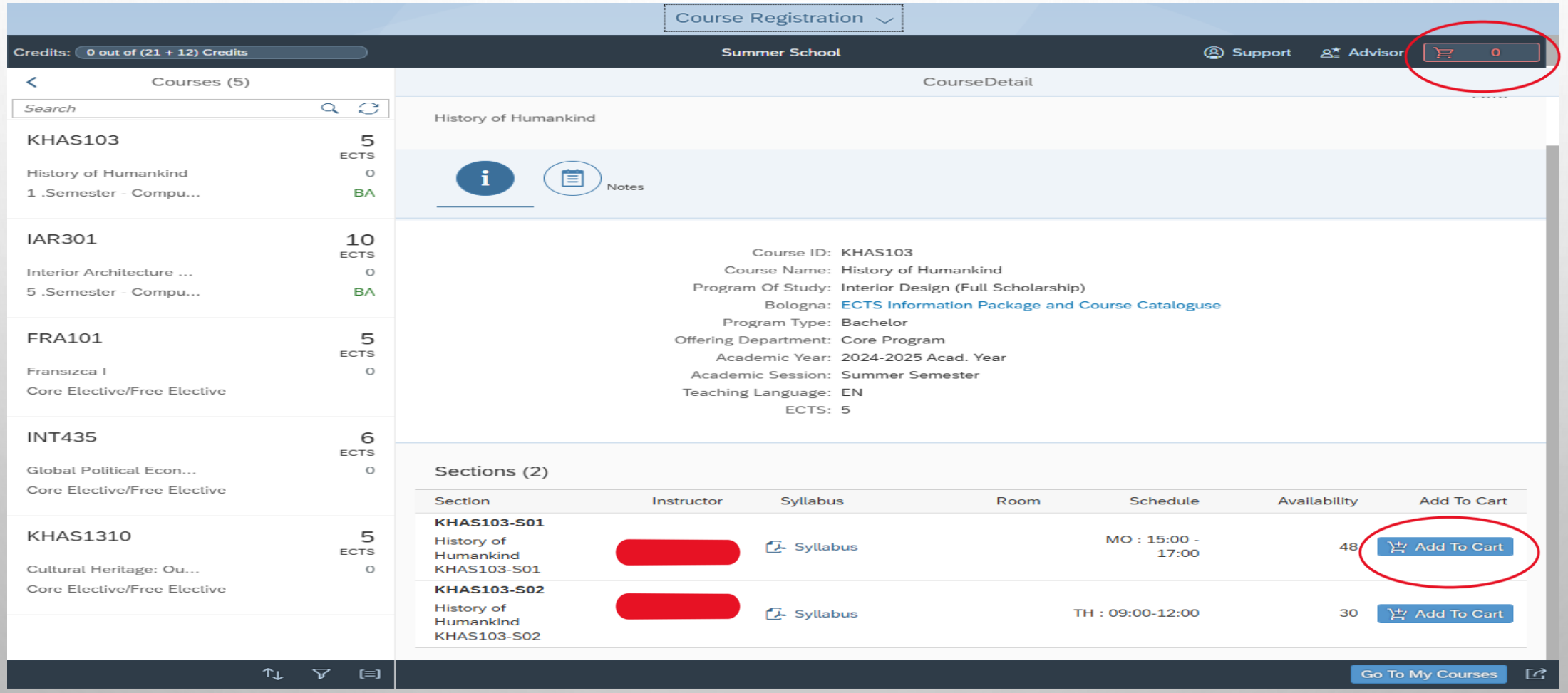
COURSE REGISTRATION

- After clicking on the desired course, detailed information about the course — such as **section, classroom, course schedule, and available capacity** — can be viewed on the right side of the screen.



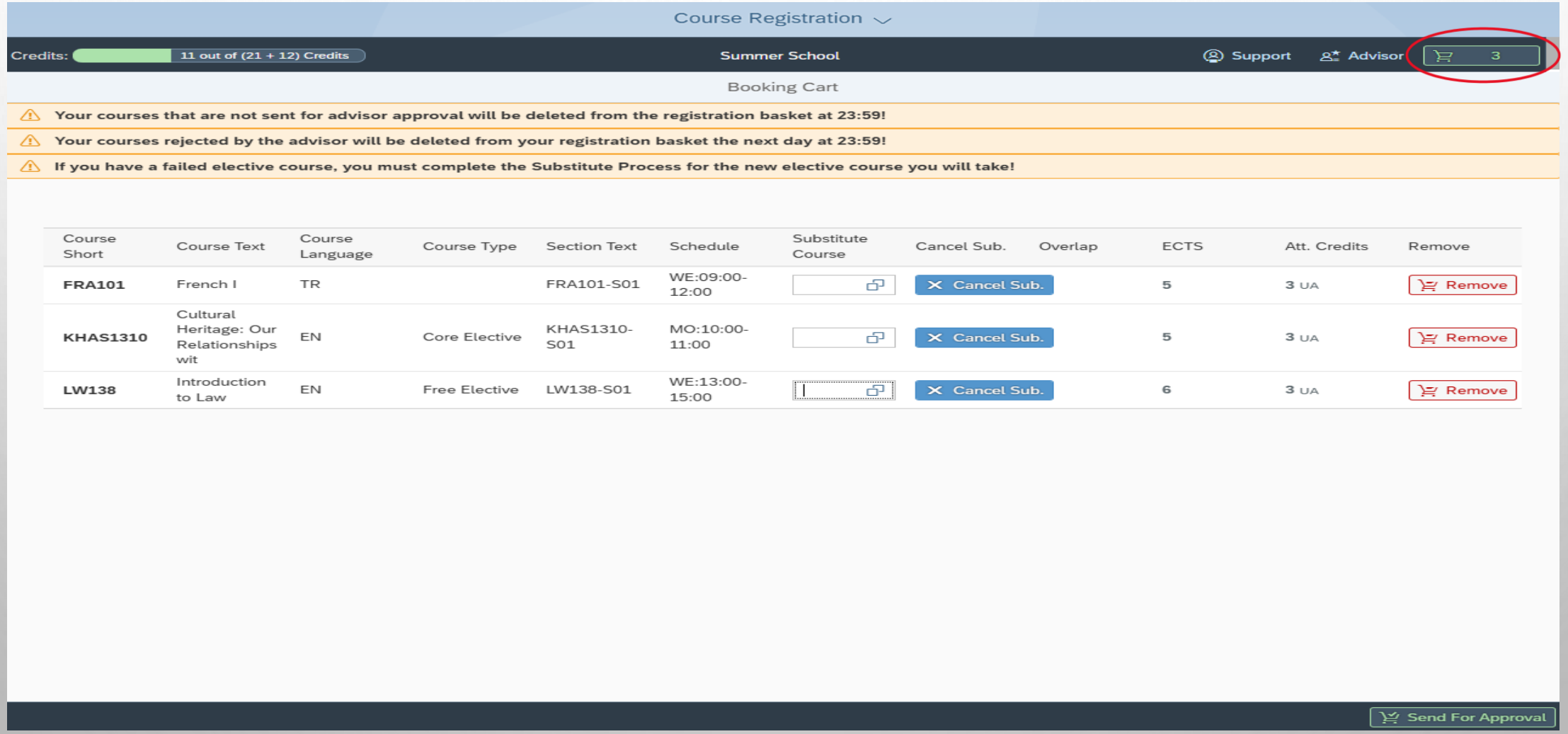
COURSE REGISTRATION

- Select the relevant section and click the **Add to Cart** button to add the course to your cart.
- The added courses will be listed in the **Registration Cart** section at the top right corner.



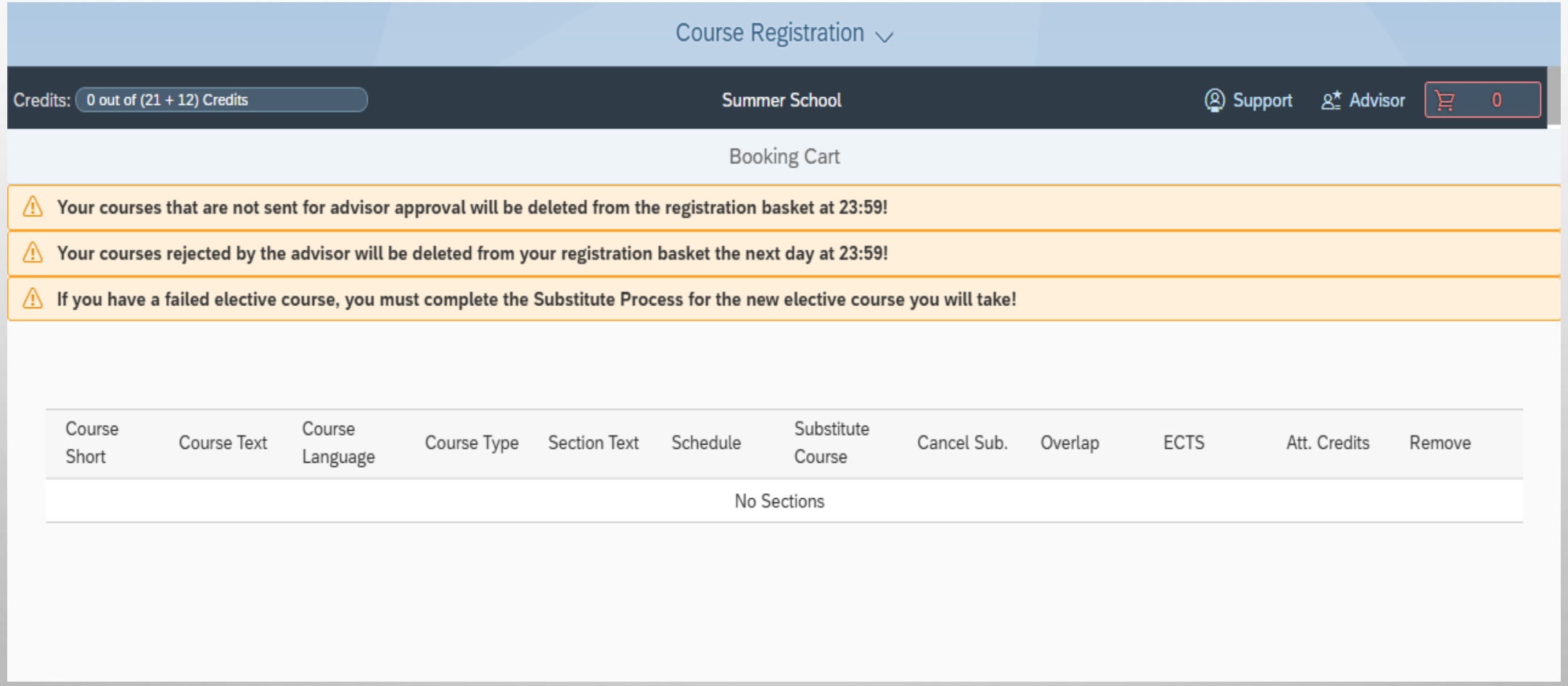
REGISTRATION CART

- After courses are added to the cart, they can be viewed by clicking the **"Registration Cart"** button.



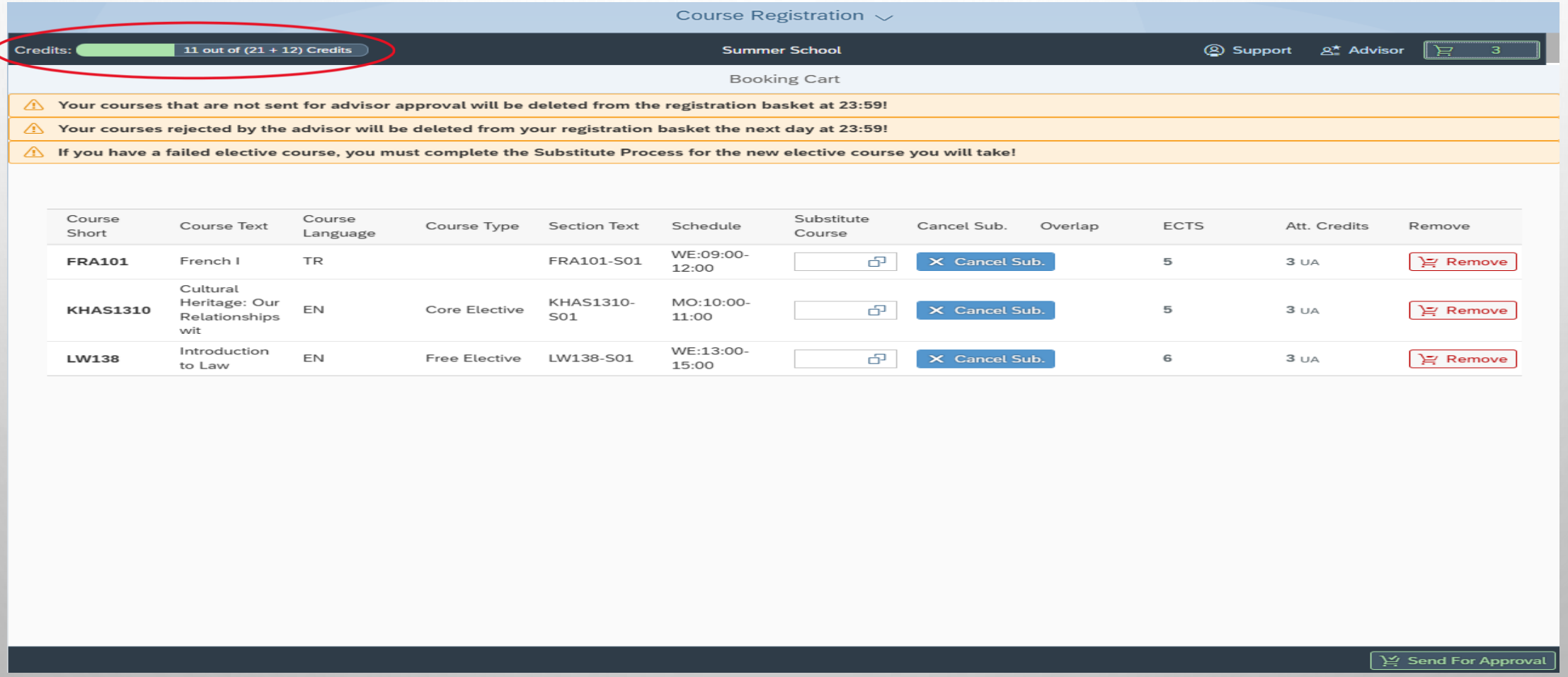
REGISTRATION CART

- The information provided to students regarding the registration cart is as follows:



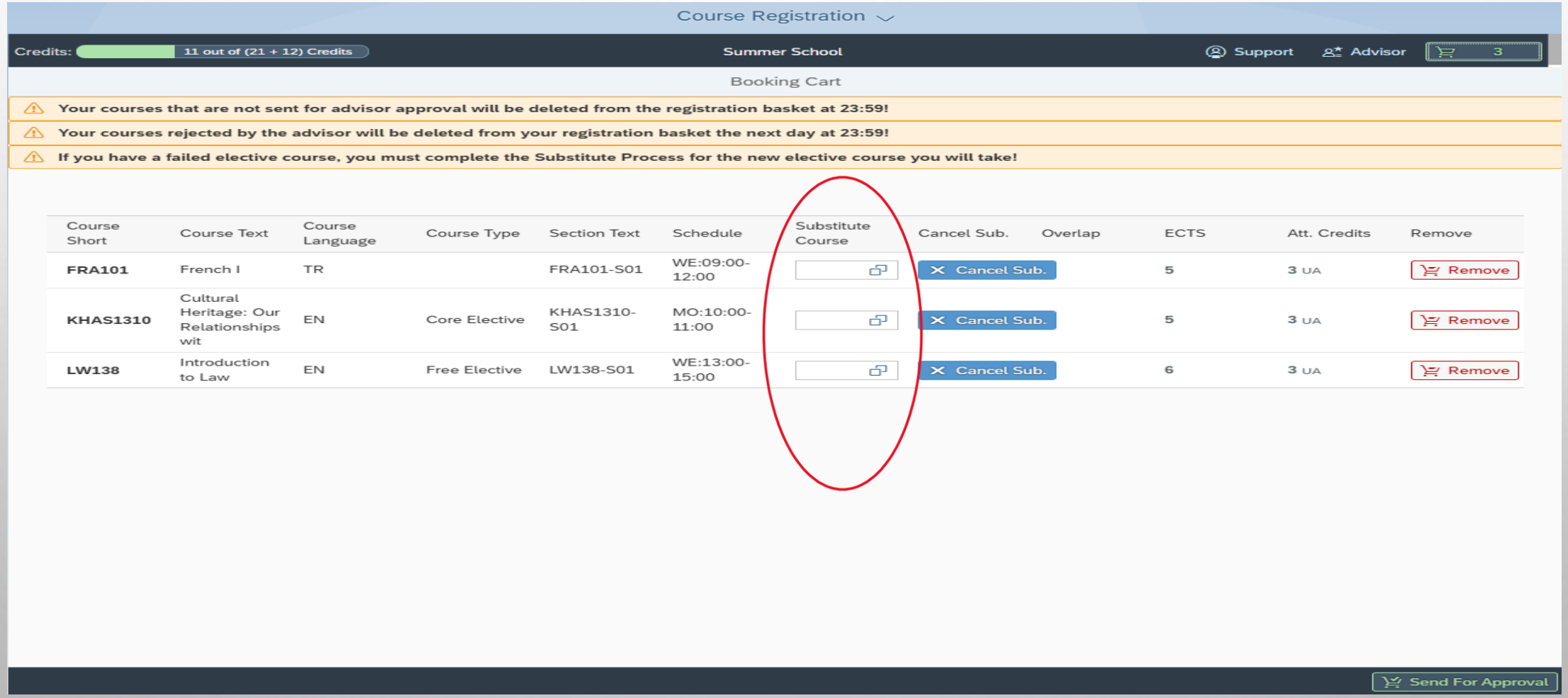
REGISTRATION CART

- The **Credit** section at the top left corner of the cart shows the maximum number of credits that can be taken in the relevant semester and is automatically updated based on the cart contents.
- If the total credit limit is exceeded, the courses cannot be sent for advisor approval.



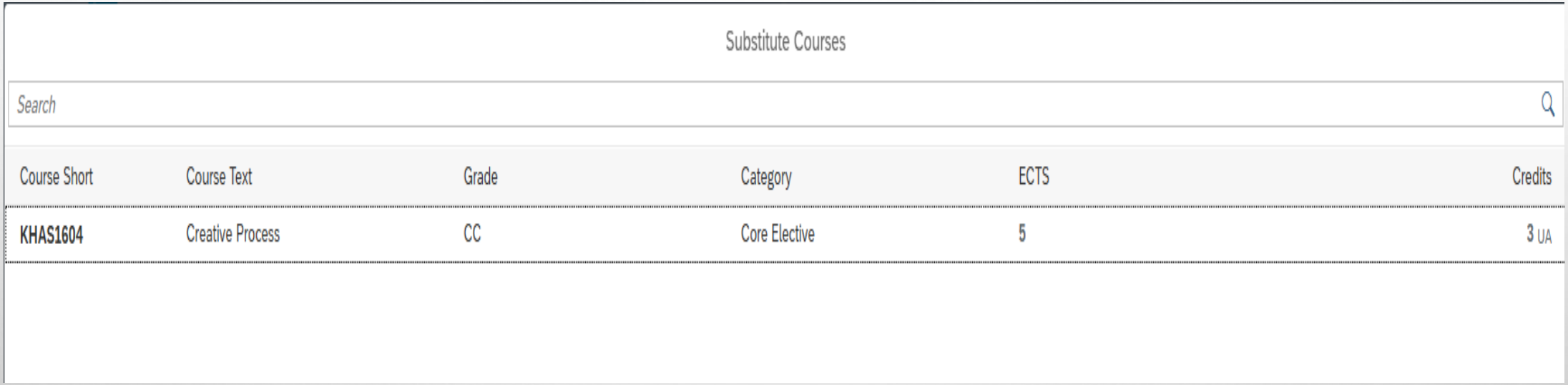
REGISTRATION CART

- The **"Substitution Course"** field is used to match a newly added course with a previously taken elective course. This field becomes active for elective courses in the registration cart.



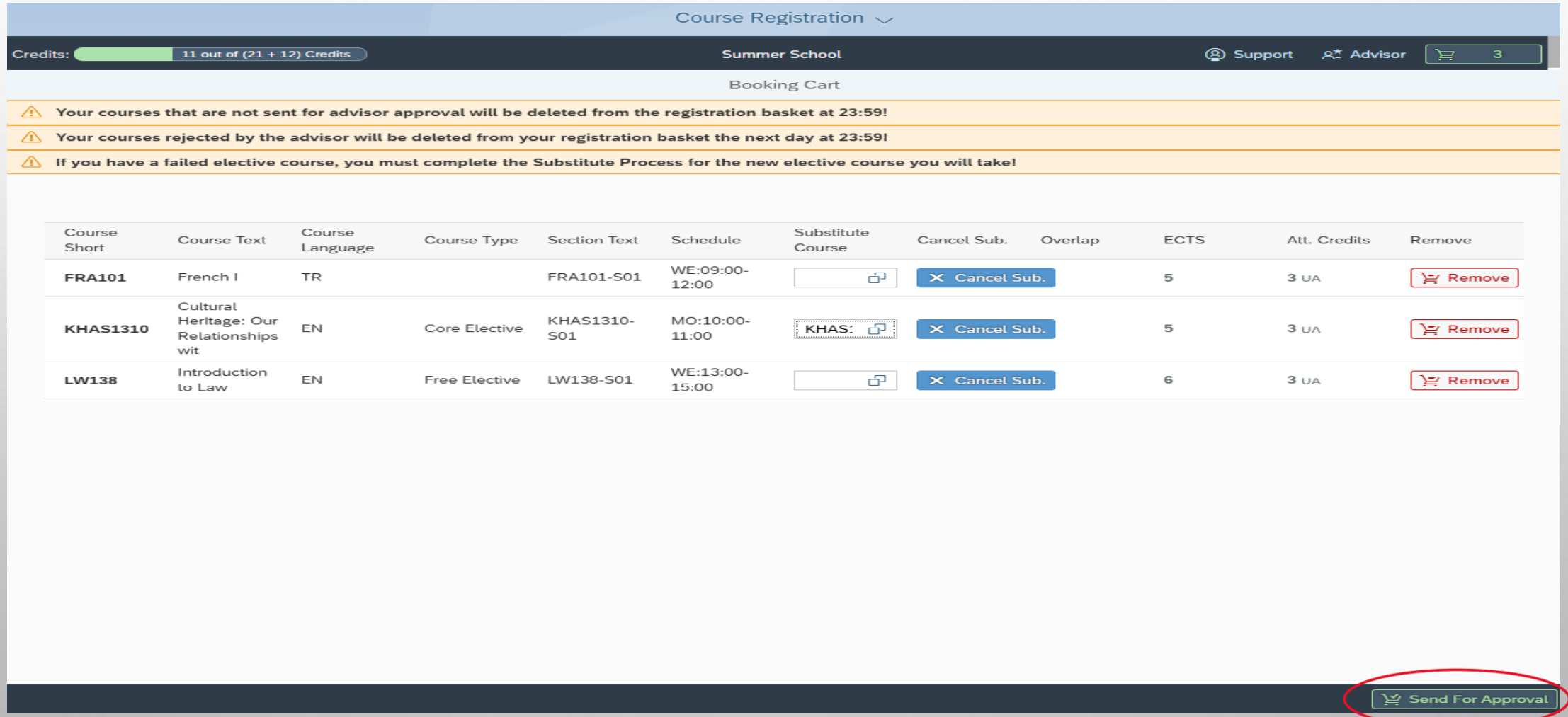
REGISTRATION CART

- When the Substitution Course box is clicked, a list of eligible courses for **matching** will be displayed.



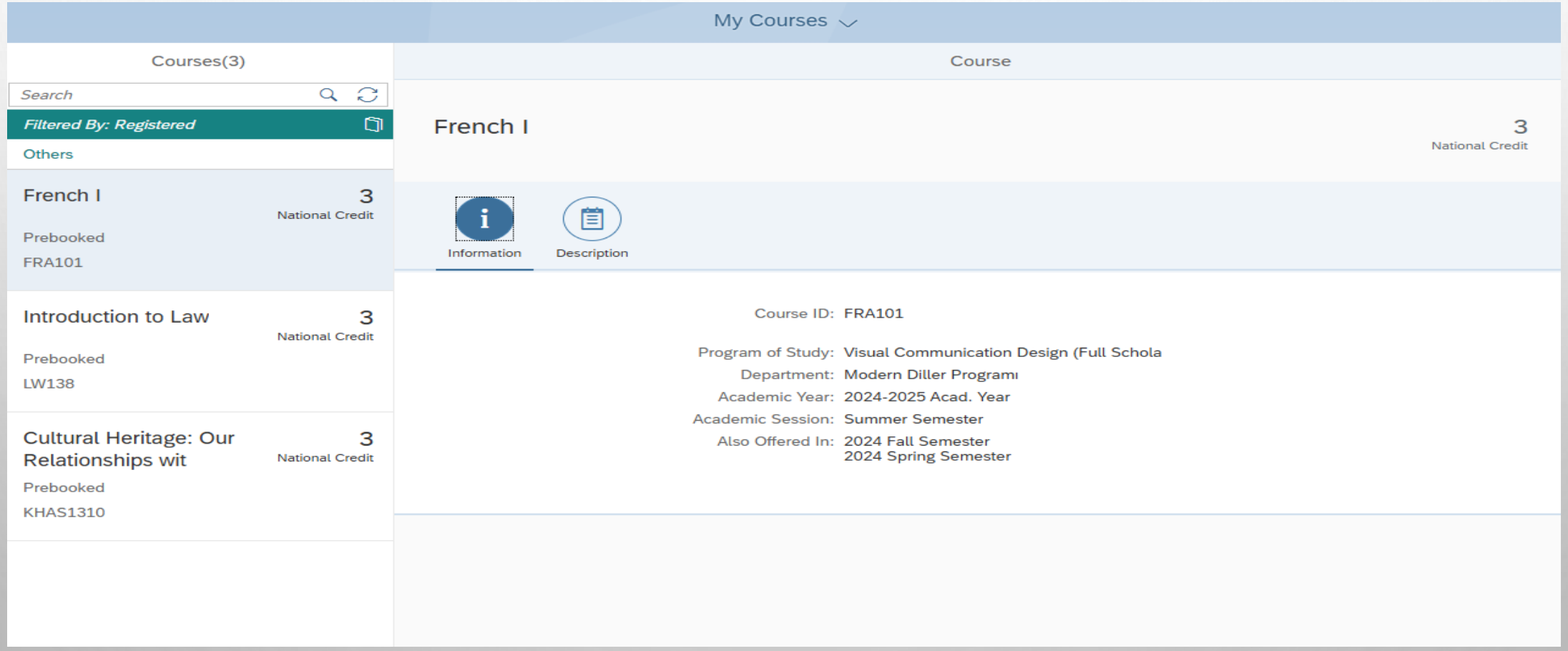
REGISTRATION CART

- After all course selections are completed, the courses in the registration cart are sent for advisor approval by clicking the **"Send for Approval"** button located at the bottom right.



PREBOOKED / BOOKED COURSES

- After the courses are sent for approval, their status can be tracked on the **"Prebooked / Booked Courses"** screen.
- Once the advisor approval is completed, the system will notify students via email.



THINGS TO KNOW ABOUT COURSE REGISTRATION PROCESS

The course quotas are managed by the **Faculty Secreteriat.**

Major, Double Major, and Minor course selections are subject to separate approval processes.

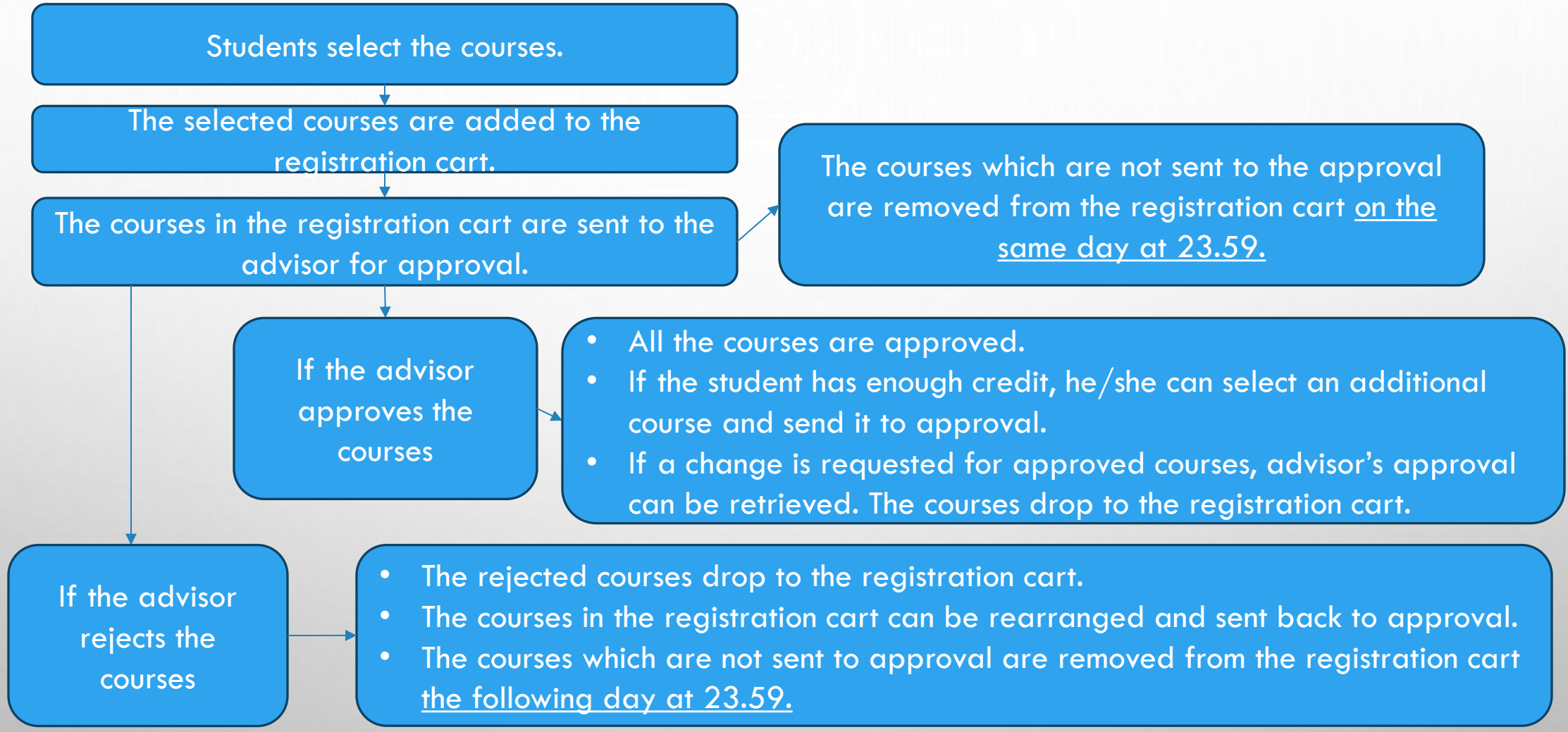
THINGS TO KNOW ABOUT COURSE REGISTRATION PROCESS

Students can add **up to 15 courses** to the registration cart.

Students can check if the courses added in the cart overlap or not.

For the unsuccessfully completed elective courses, students need to do **'substitution'** in the registration cart.

COURSE REGISTRATION PROCESS



COURSE ADD/DROP PROCESS

Students can make add/drop transactions up to the amount of their semester credit.

The courses to be added/dropped are added to the registration cart.

The courses are sent for advisor's approval.

The courses which are not sent to the approval are removed from the registration cart on the same day at 23.59.

If the advisor approves the courses

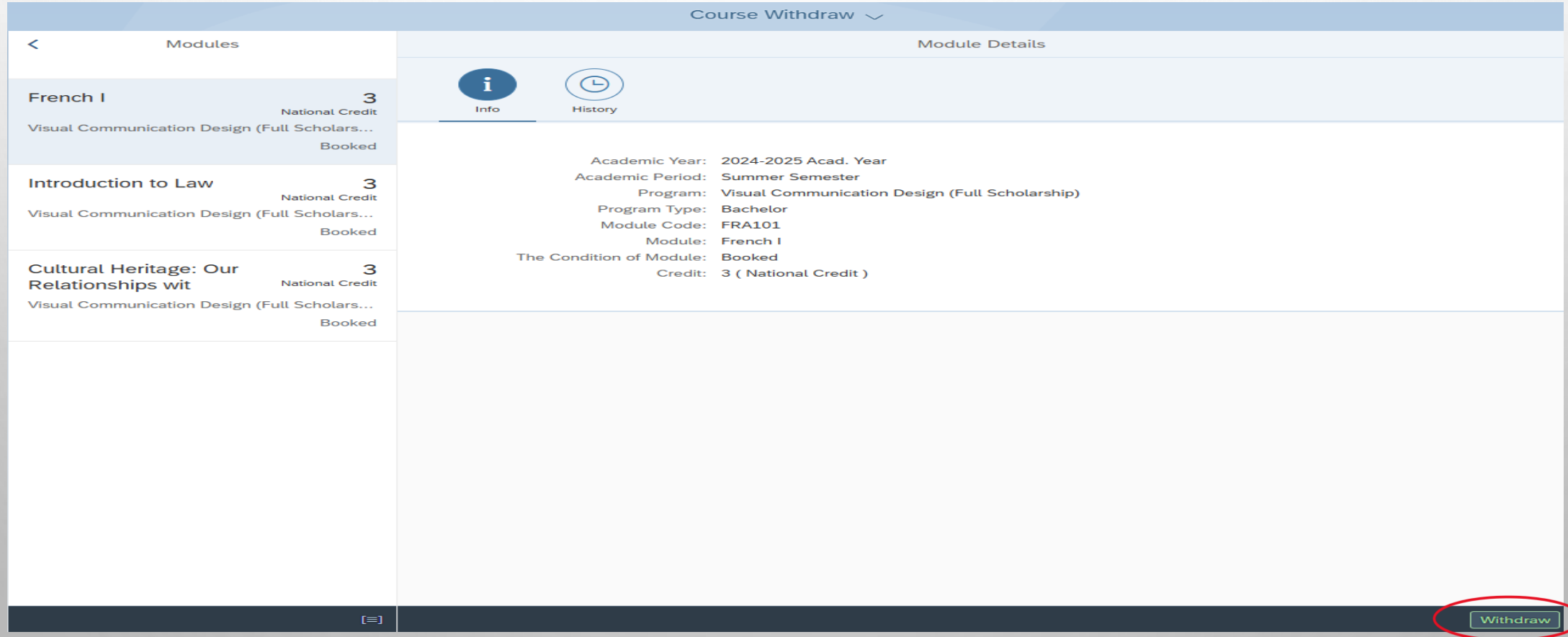
- The courses to be added/dropped are approved.
- The student can continue to add or drop courses if he/she wishes.

If the advisor rejects the courses

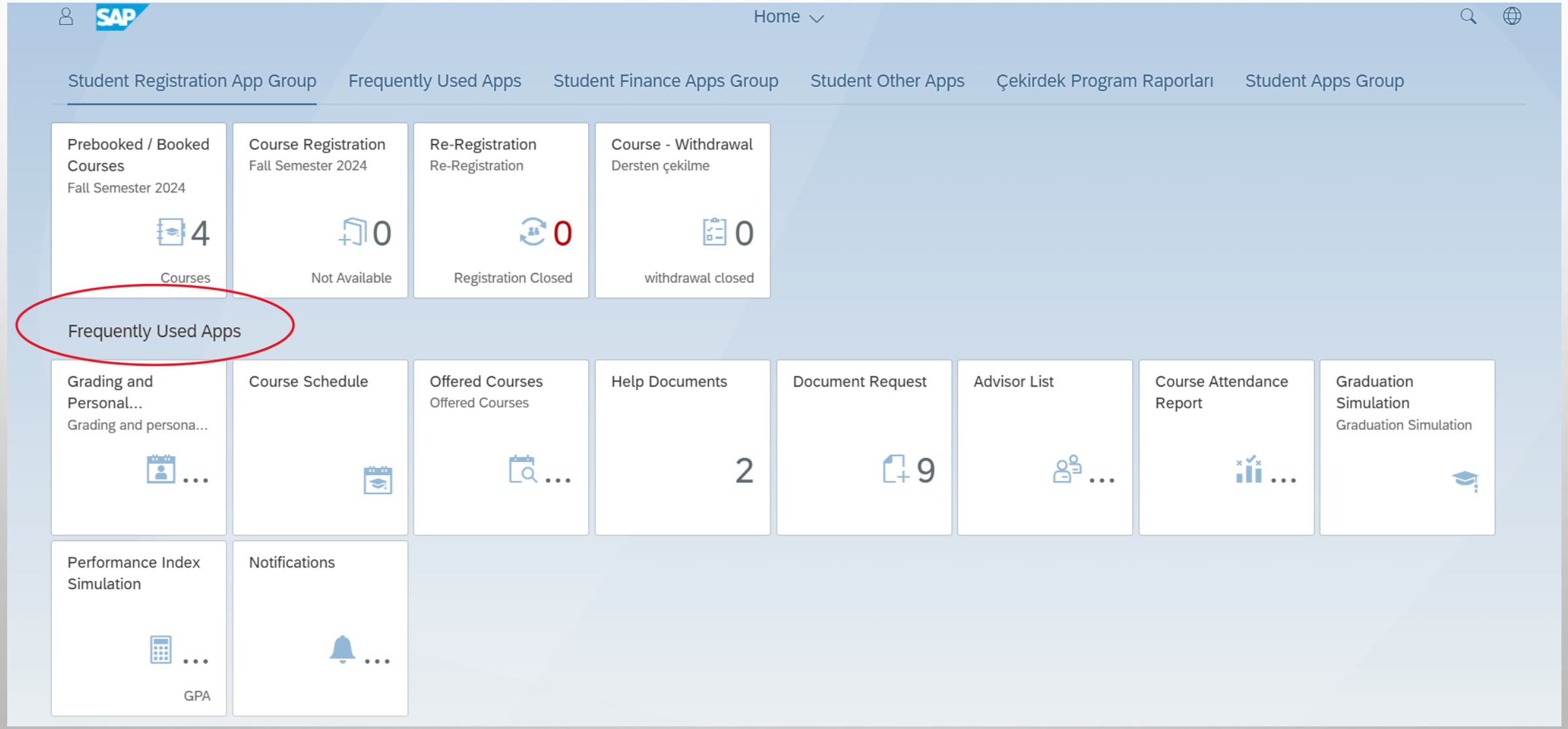
- The courses which are not approved drop to the registration cart.
- The courses in the registration cart can be rearranged and sent back to approval. The courses which are not sent to approval are removed from the registration cart the following day at 23.59.

COURSE WITHDRAWAL

- Students may withdraw from only one course from their curriculum per semester, until the final application date specified in the academic calendar. The course withdrawal policy can be accessed at: https://www.khas.edu.tr/en/course-withdrawal/
- On the **Course Withdrawal** screen, after clicking on the course to be withdrawn from, the withdrawal request is submitted for advisor approval by using the **"Withdraw from Course"** button located at the bottom right.

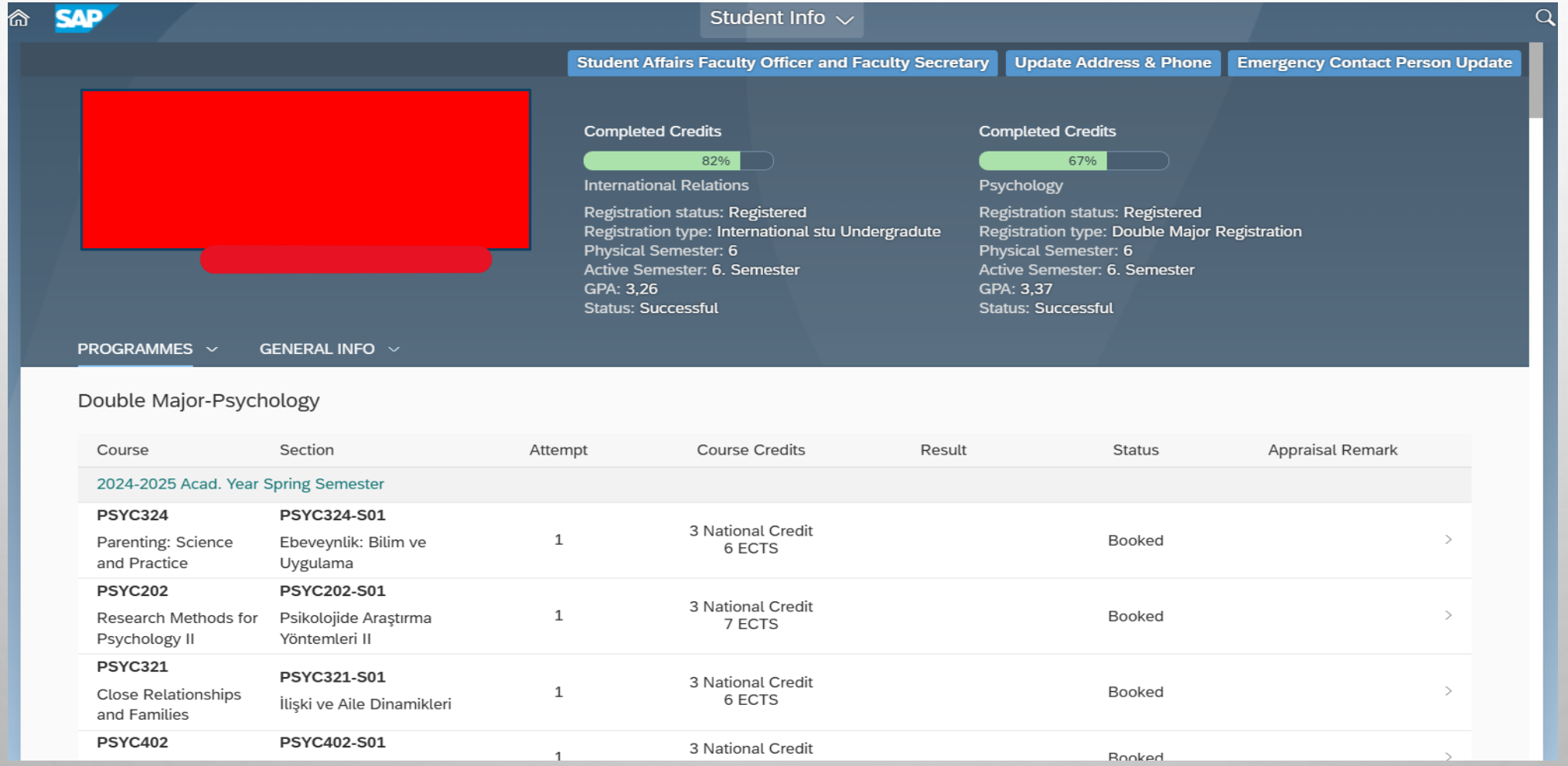


FREQUENTLY USED STUDENT APPS



GRADING AND PERSONAL INFORMATION

- The **Grades and Personal Information** screen is a section where students can view their semester grades, overall GPA, personal information, and track their academic progress in detail.



GRADUATION SIMULATION

- The **Graduation Simulation** is an area where students can track the compulsory and elective course requirements they need to complete in order to graduate. This screen provides detailed information on current course codes and the credit status of elective course pools.

Requirements (54)

Print

Semestre	Course Type	Status	Description	Course	Minimum Req./ Cr...	Actual	Apprais...
1. Semester	Compulsary Cour	Successfully Completed	KHAS103-History of Humankind	KHAS103 History of Humankind	DD	BA	
1. Semester	Compulsary Cour	Successfully Completed	KHAS105-Universal Values and Ethics	KHAS105 Universal Values and Ethics	DD	AA	
1. Semester	Compulsary Cour	Successfully Completed	FENS111-Physics I	KHAS107 Design	DD	AA	
1. Semester	Compulsary Cour	Successfully Completed	KHAS109-Computational Thinking	KHAS109 Computational Thinking for Problem Solvi	DD	AA	
1. Semester	Compulsary Cour	Successfully Completed	TLL101-Critical Reading and Writing in T	TLL101 Critical Reading and Writing in Turkish	DD	AA	
1. Semester	Compulsary Cour	Successfully Completed	MBG101-Genetics and Society	KHAS101 Origins and Consequences	DD	BA	
2. Semester	Compulsary Cour	Successfully Completed	CMPE107-Technical Writing and Presentati	KHAS1002 Scientific Discoveries and Engineering	DD	AA	
2. Semester	Compulsary Cour	Successfully Completed	KHAS110-Civic Responsibility Project	KHAS110 Civic Responsibility Project	DD	AA	
2. Semester	Compulsary Cour	Successfully Completed	FENS105-Linear Algebra	KHAS1120 Thinking Mathematically	DD	AA	
2. Semester	Compulsary Cour	Successfully Completed	TLL102-Critical Reading and Writing in T	TLL102 Critical Reading and Writing in Turkish	DD	AA	
2. Semester	Elective Pool	Successfully Completed	BGE-MBG Core Elect.Course Pool (10 ects)		10	10	
2. Semester	Compulsary Cour	Successfully Completed	MBG106-Biology I	MBG106 Biology I	DD	AA	

GRADUATION SIMULATION

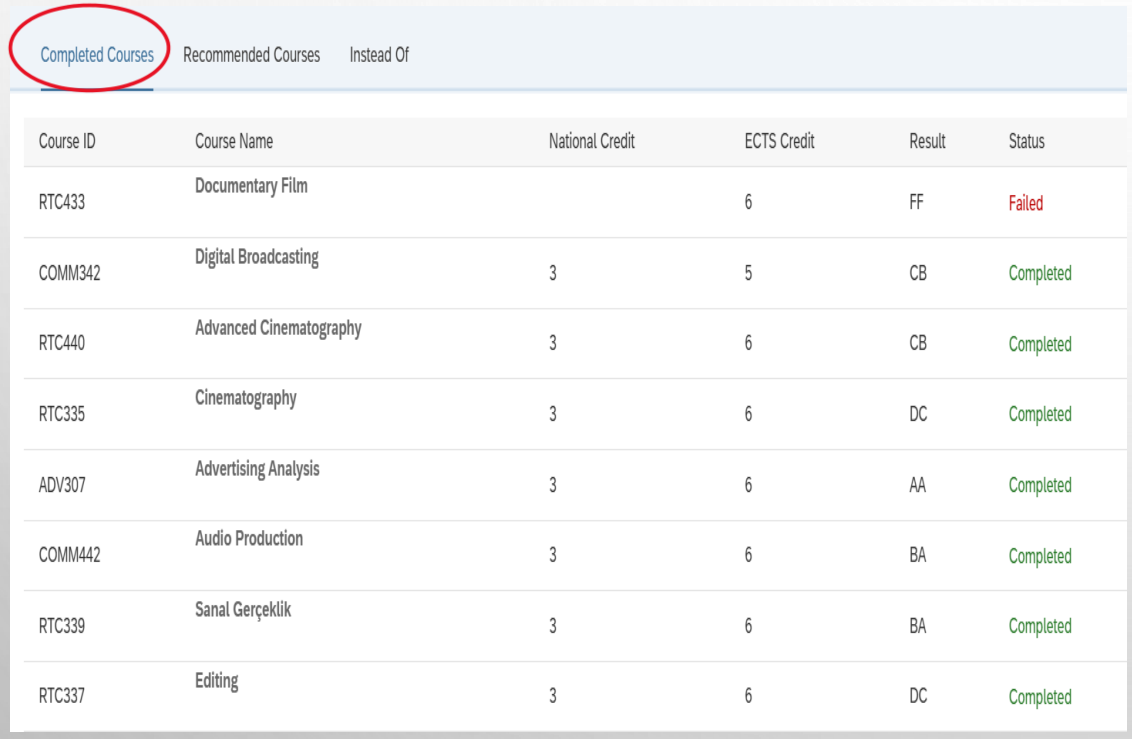
- On the Graduation Simulation screen, elective course pools are displayed along with both the required and completed ECTS credit amounts.
- For all elective course pools across semesters to appear as **successfully completed**, the total ECTS credit requirement for each pool must be fully met.

5. Semester	Elective Pool	Incomplete	BGE-MBG Free Elect.Course Pool (20 ects)		20	12	›
5. Semester	Compulsary Cour	Incomplete	MBG305*1-Biochemistry I	MBG305*1 Biochemistry I	DD	FF	›
5. Semester	Compulsary Cour	Successfully Completed	MBG309*1-Biopython	MBG309*1 Biopython	DD	BB	›
5. Semester	Compulsary Cour	Successfully Completed	MBG321-Molecular Biology and Genetics I	MBG321 Molecular Biology and Genetics I	DD	CC	›
5. Semester	Elective Pool	Incomplete	MBG Field Elect.Course Pool (25 ects)		25	10	›
							›
6. Semester	Compulsary Cour	Successfully Completed	MBG306-Biochemistry II	MBG306 Biochemistry II	DD	CB	›
6. Semester	Compulsary Cour	Successfully Completed	MBG322*1-Molecular Biology and Genetics	MBG322*1 Molecular Biology and Genetics II	DD	CB	›
6. Semester	Compulsary Cour	Incomplete	MBG399-Internship II		20		›
6. Semester	Elective Pool	Incomplete	MBG Field Elect.Course Pool (25 ects)		25	10	›
6. Semester	Compulsary Cour	Successfully Completed	MBG304-Introduction to Bioinformatics	MBG304 Biyoinformatiğe Giriş	DD	AA	›
6. Semester	Elective Pool	Incomplete	BGE-MBG Free Elect.Course Pool (20 ects)		20	12	›

GRADUATION SIMULATION

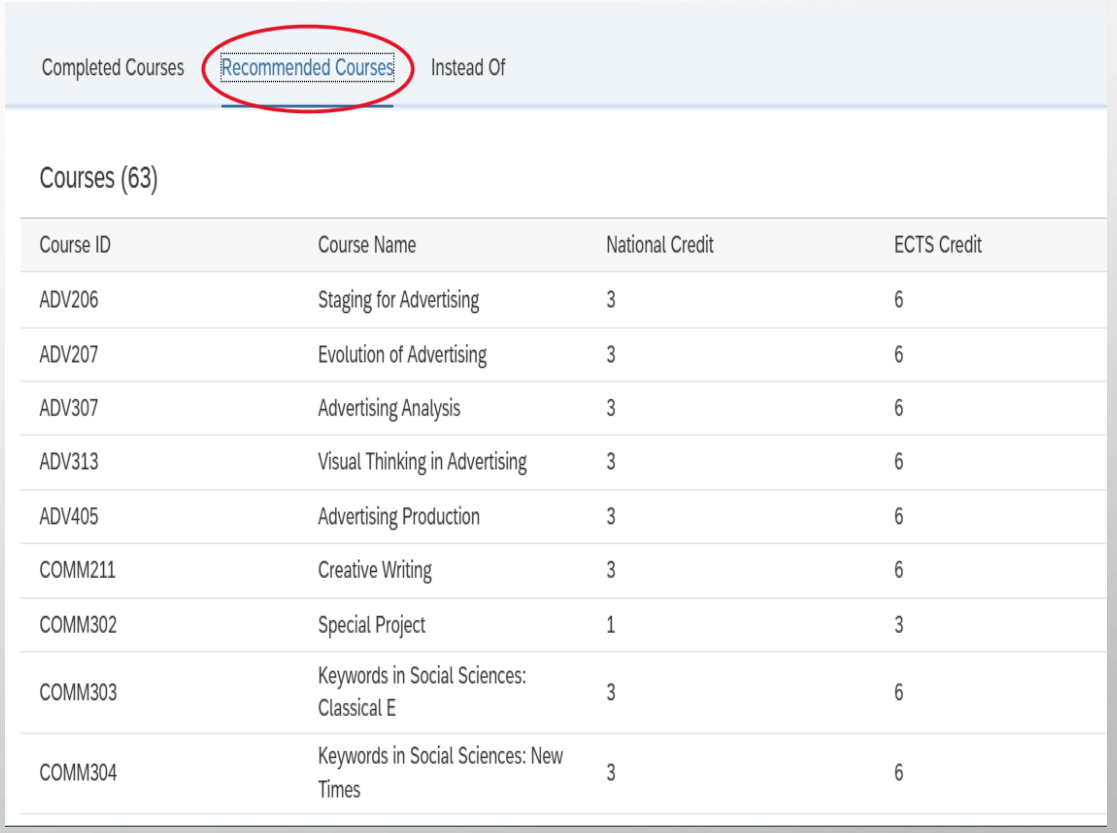
When the elective course pools are clicked:

- In the **Completed Courses** tab, the courses that have been passed or failed are displayed.
- In the **Recommended Courses** tab, a list of elective courses available from the relevant pool is displayed.



Completed Courses | Recommended Courses | Instead Of

Course ID	Course Name	National Credit	ECTS Credit	Result	Status
RTC433	Documentary Film		6	FF	Failed
COMM342	Digital Broadcasting	3	5	CB	Completed
RTC440	Advanced Cinematography	3	6	CB	Completed
RTC335	Cinematography	3	6	DC	Completed
ADV307	Advertising Analysis	3	6	AA	Completed
COMM442	Audio Production	3	6	BA	Completed
RTC339	Sanal Gerçeklik	3	6	BA	Completed
RTC337	Editing	3	6	DC	Completed



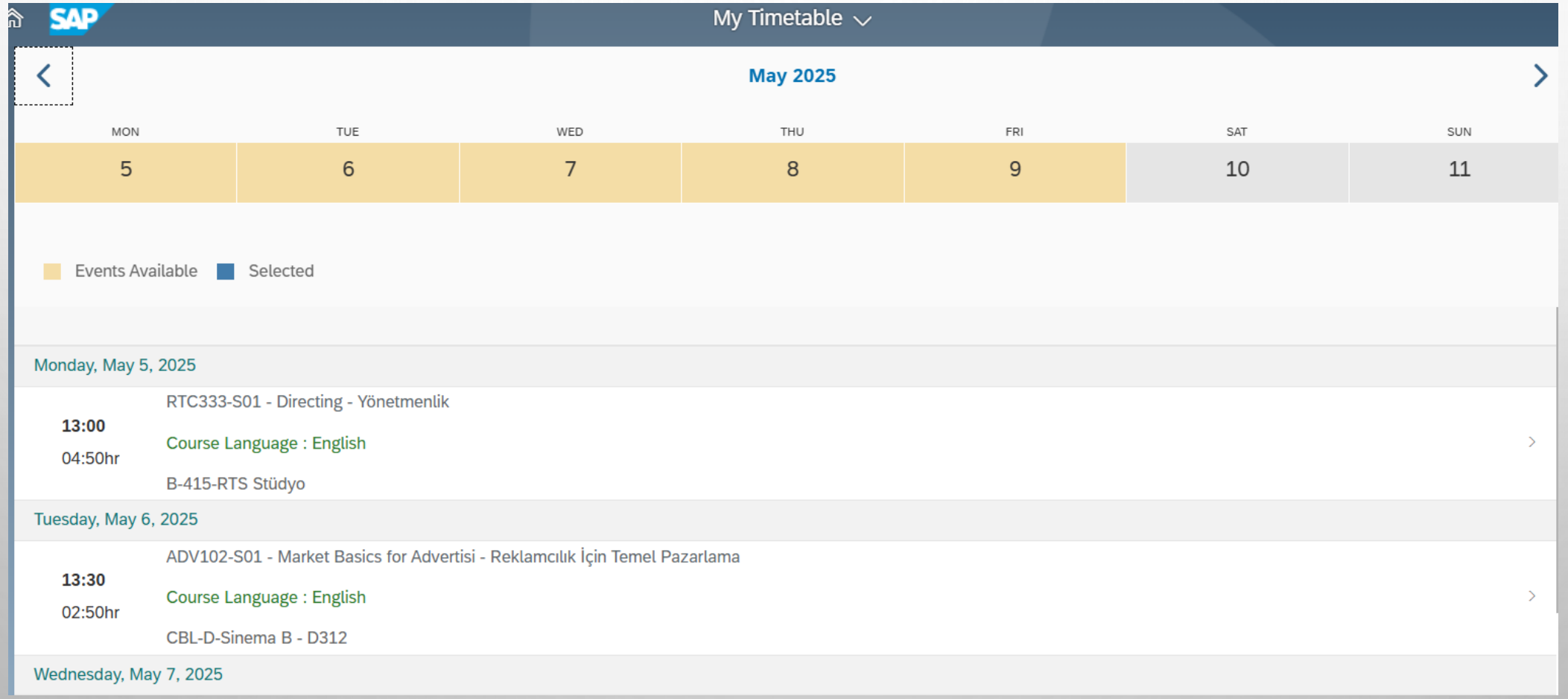
Completed Courses | Recommended Courses | Instead Of

Courses (63)

Course ID	Course Name	National Credit	ECTS Credit
ADV206	Staging for Advertising	3	6
ADV207	Evolution of Advertising	3	6
ADV307	Advertising Analysis	3	6
ADV313	Visual Thinking in Advertising	3	6
ADV405	Advertising Production	3	6
COMM211	Creative Writing	3	6
COMM302	Special Project	1	3
COMM303	Keywords in Social Sciences: Classical E	3	6
COMM304	Keywords in Social Sciences: New Times	3	6

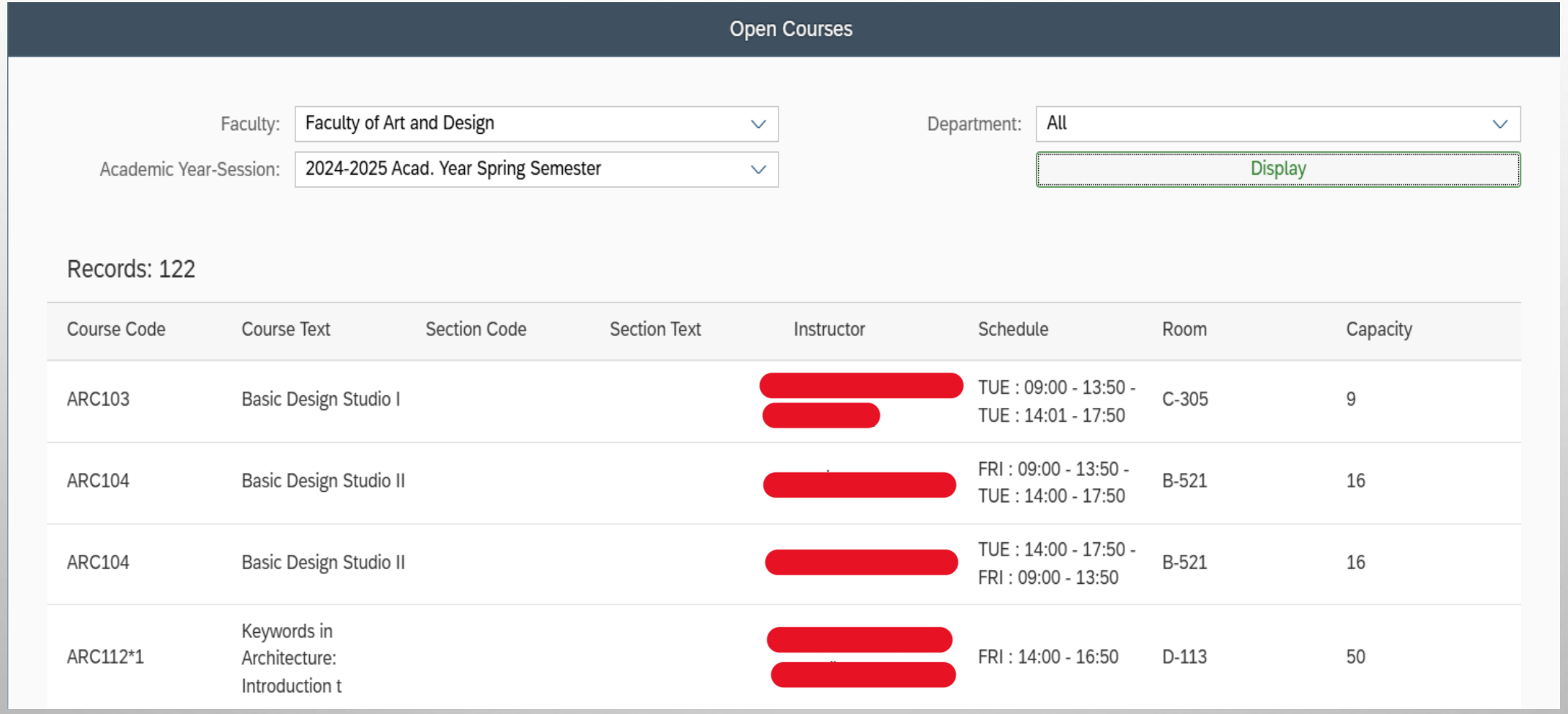
COURSE SCHEDULE

The weekly and monthly course schedules of the selected courses are displayed.



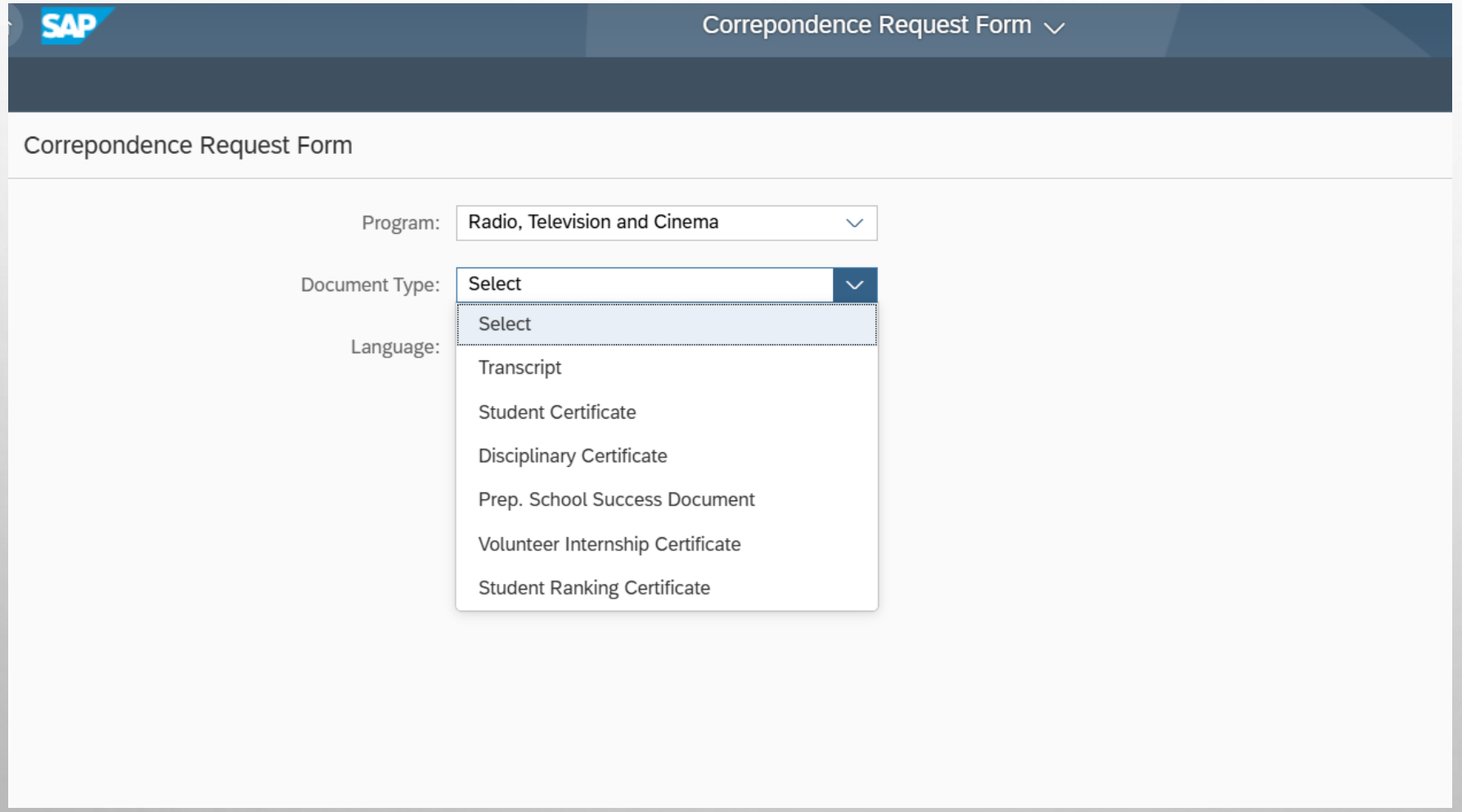
OFFERED COURSES

Courses are listed by selecting the relevant academic year-term, faculty/institute/department and clicking the '**Show**' button.



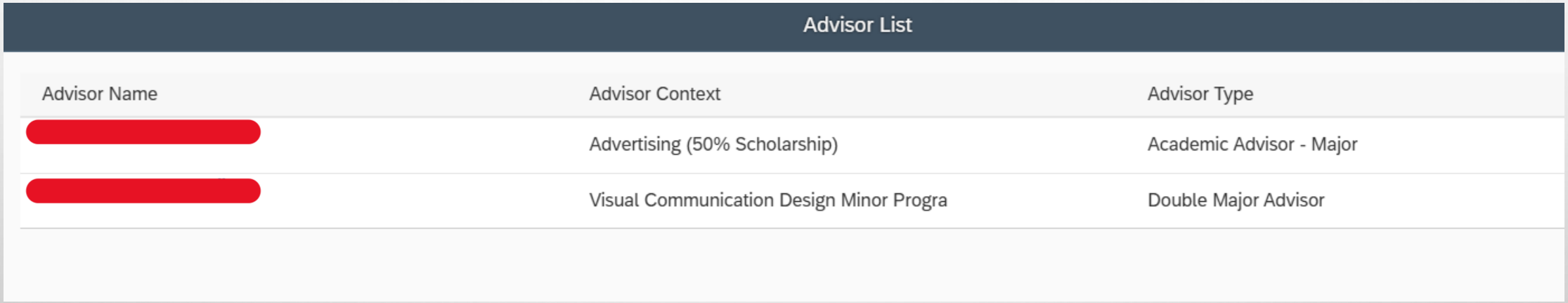
DOCUMENT REQUEST

The following documents can be requested with an **e-signature** via the **Document Request** screen.



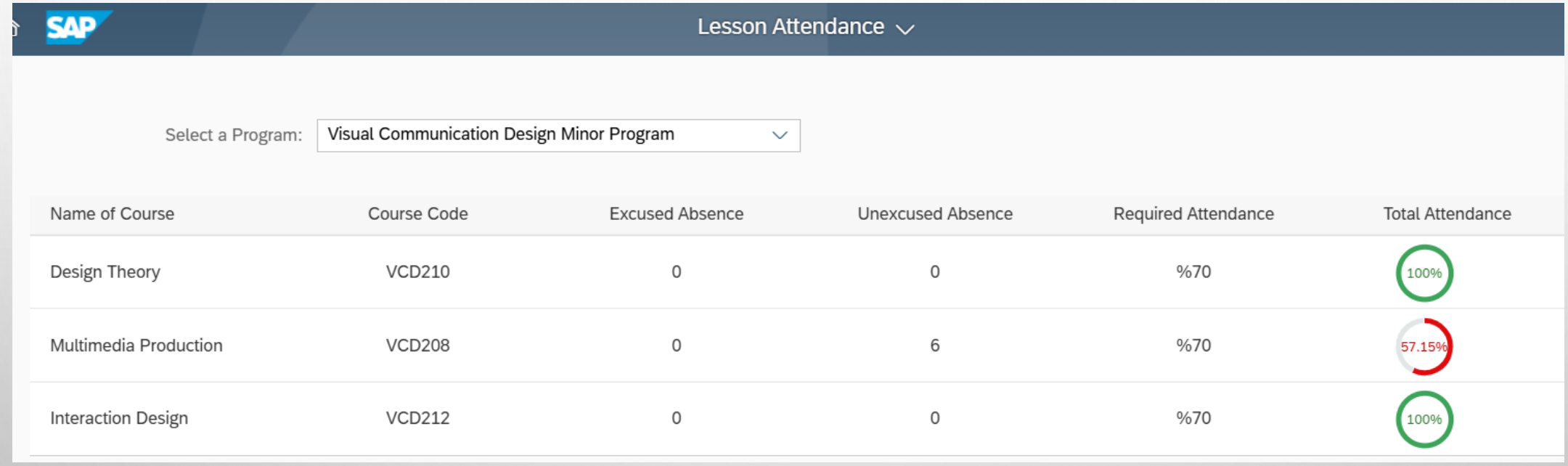
ACADEMIC ADVISOR LIST

Major, double major, and minor advisor information can be viewed on the **Advisor List** screen.



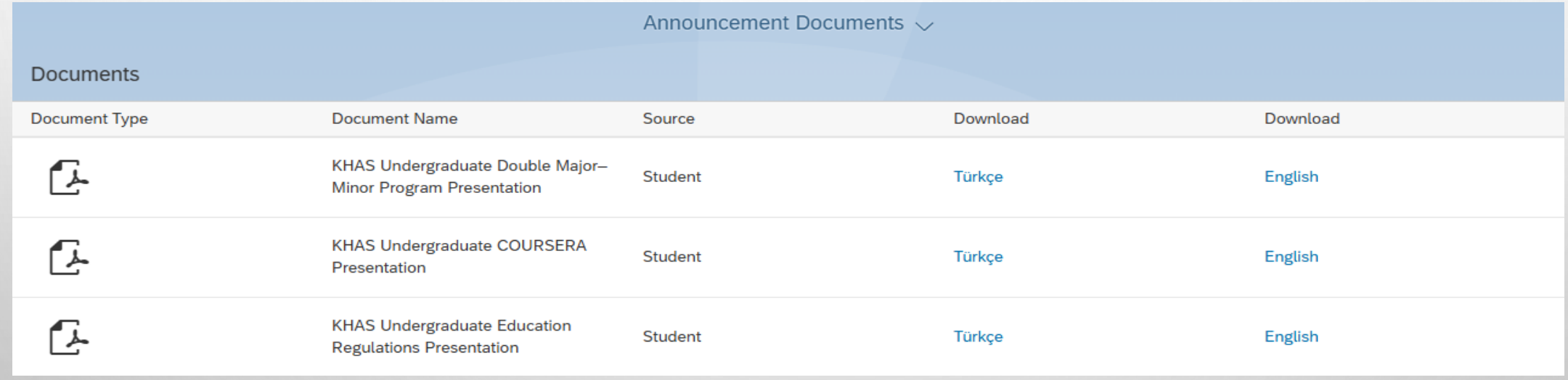
COURSE ATTENDANCE REPORT

If attendance entry is made, the **'Course Attendance Report'** can be generated.



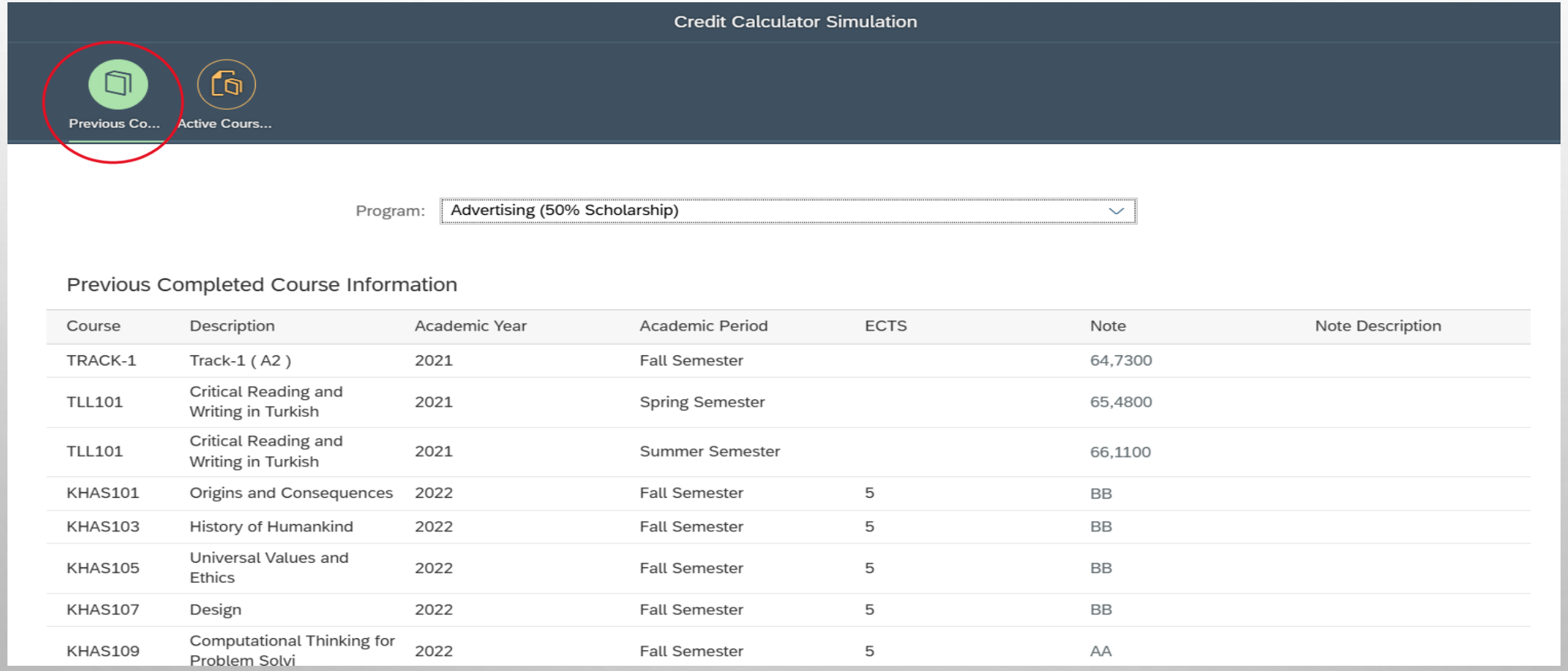
HELP DOCUMENTS

In the **Help Documents** screen, the support documents we have prepared can be viewed and downloaded.



PERFORMANCE INDEX SIMULATION

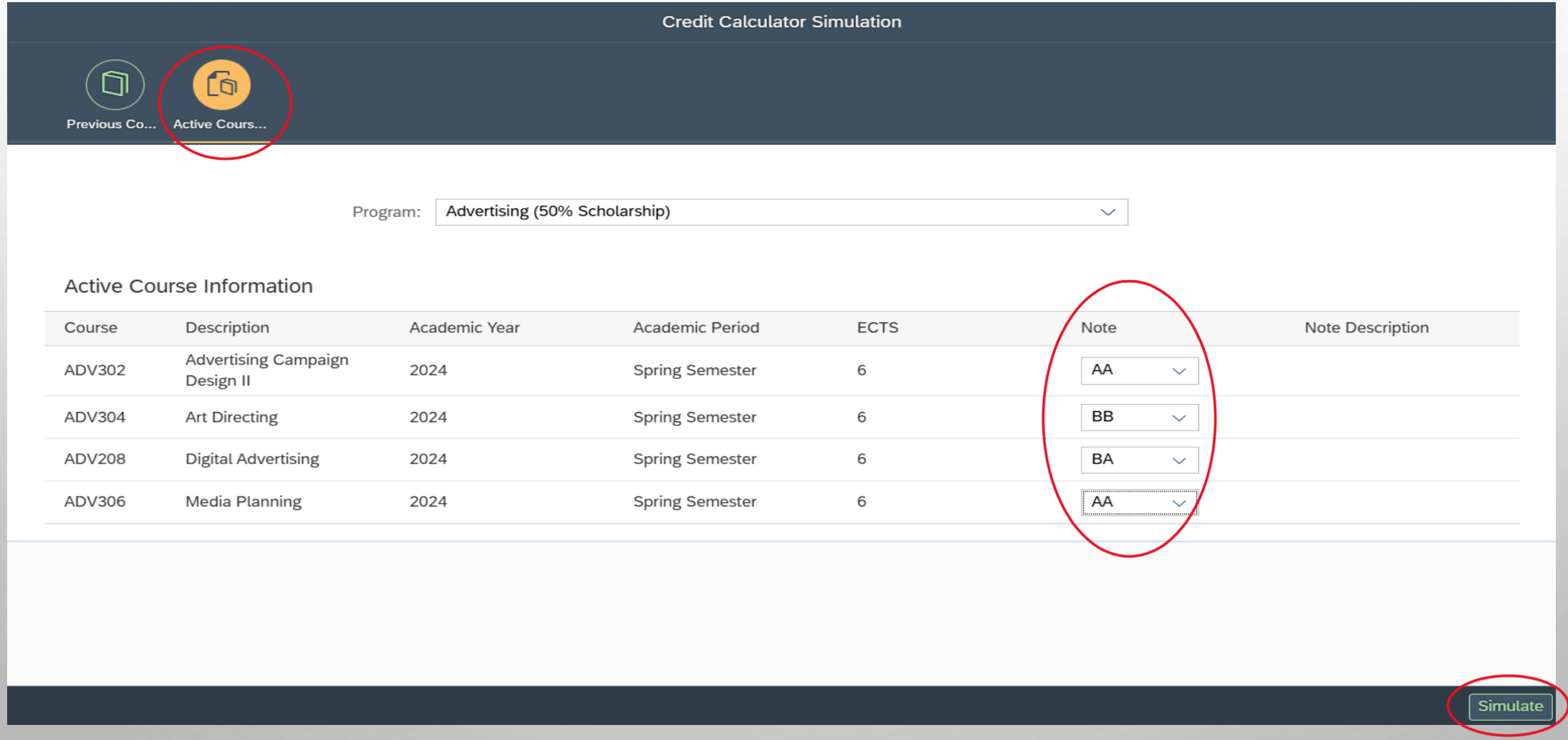
When the Performance Index Simulation is clicked, the courses that have been passed or failed are displayed under the **Previous Courses** tab.



Course	Description	Academic Year	Academic Period	ECTS	Note	Note Description
TRACK-1	Track-1 (A2)	2021	Fall Semester		64,7300	
TLL101	Critical Reading and Writing in Turkish	2021	Spring Semester		65,4800	
TLL101	Critical Reading and Writing in Turkish	2021	Summer Semester		66,1100	
KHAS101	Origins and Consequences	2022	Fall Semester	5	BB	
KHAS103	History of Humankind	2022	Fall Semester	5	BB	
KHAS105	Universal Values and Ethics	2022	Fall Semester	5	BB	
KHAS107	Design	2022	Fall Semester	5	BB	
KHAS109	Computational Thinking for Problem Solvi	2022	Fall Semester	5	AA	

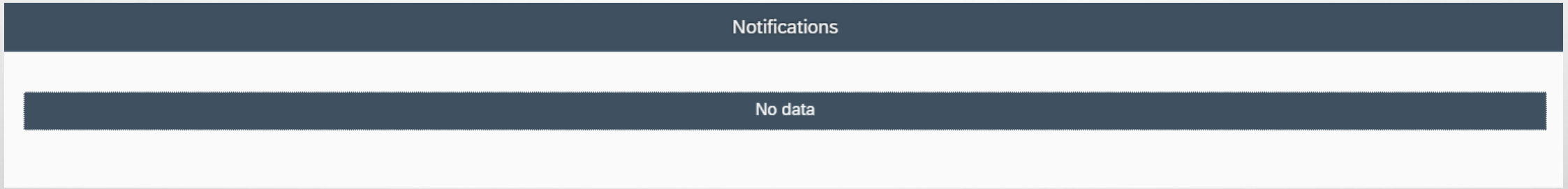
PERFORMANCE INDEX SIMULATION

When the Performance Indices Simulation is clicked, in the **Active Courses** tab, grade estimates can be entered for currently enrolled courses to simulate the student's future academic standing.



NOTIFICATIONS

After the courses are approved by the advisor, a notification email is sent to the student's registered email address, and an approval or rejection notification is also delivered via the '**Notifications**' module in the system.



CONTACT INFORMATION

Directorate of Student Affairs Contact

- Phone: 0212 441 47 24
- E-mail: oid@khas.edu.tr

Student Affairs Faculty Consultants

- NURGÜL AKYÜREK / Ext. No: 1164 / e-mail: nurgul.akyurek@khas.edu.tr
- Faculty of Law,
- Faculty of Economics, Administrative and Social Sciences

- AYŞE ŞİMŞEK / Ext. No: 1154 / e-mail: ayse.simsek@khas.edu.tr
- Faculty of Communication,
- Faculty of Engineering and Natural Sciences,
- Faculty of Art and Design.