

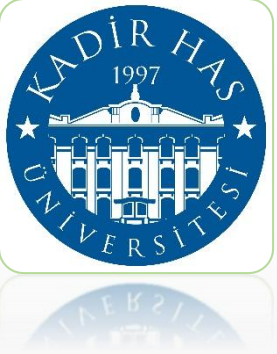


KADIR HAS UNIVERSITY

DIRECTORATE OF STUDENT AFFAIRS

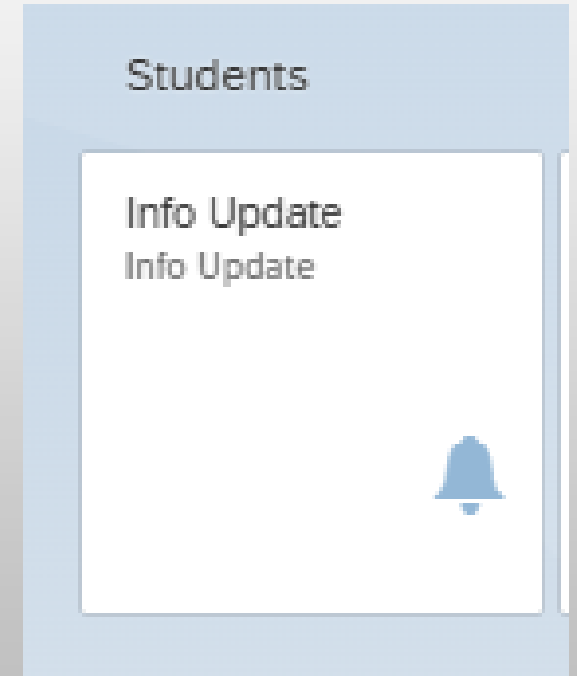
**SPARKS AND COURSE
REGISTRATION PROCESS**





REGISTRATION PROCESS

- <https://kayit.khas.edu.tr/>
- Log in to the Sparks system with the user name and password you have received via e-mail.
- Before doing course registration, students need to complete their registration by filling out the '*Student Information Form*' and create a personal e-mail account. To reach 'Student Information Form' click the 'Info Update' on your Sparks page.





PASSWORD UPDATE

- <https://password.khas.edu.tr/>
- For any other issues with your student account you may contact IT department via bt-destek@khas.edu.tr





SPARKS

(STUDENT PORTAL)

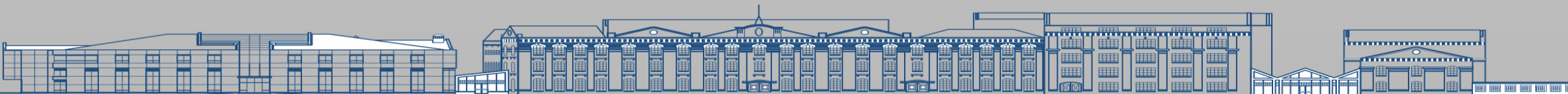
Students can complete the following operations regarding the course registration on SPARKS.

Re-registration

**Course
Registration**

**Prebooked /
Booked Courses**

**Course
Withdrawal**





SPARKS

(STUDENT PORTAL)

**Frequently Used
Student Apps**

**Grading and
Personal
Information**

**Course
Schedule**

**Offered
Courses**

**Document
Request**



Student Registration App Group

Frequently Used Apps

Student Finance Apps Group

Student Other Apps

Çekirdek Program Raporları

Student Apps Group

Prebooked / Booked
Courses
Fall Semester 2024

4

Courses

Course Registration
Fall Semester 2024

0

Not Available

Re-Registration
Re-Registration

0

Registration Closed

Course - Withdrawal
Dersten çekilme

0

withdrawal closed

Frequently Used Apps

Grading and
Personal...
Grading and persona...

...

Course Schedule

...

Offered Courses
Offered Courses

...

Help Documents

2

Document Request

9

Advisor List

...

Course Attendance
Report

...

Graduation
Simulation
Graduation Simulation

...

Performance Index
Simulation

...

GPA











Notifications

...

DOCUMENT REQUEST

sparks.khas.edu.tr or belge@khas.edu.tr

Frequently Used Apps

Grading and Personal... Grading and persona...  ... Error	Course Schedule 	Offered Courses Offered Courses  ...	Help Documents 2	Document Request  6	Advisor List  ...	Course Attendance Report  ...
Course Evaluation Survey  ...	Graduation Simulation Graduation Simulation 	Performance Index Simulation GPA  ...	Notifications  ...			

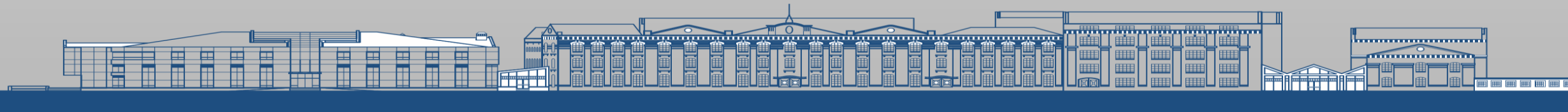
- Aslıhan ÖZEL
- Ext No: 1158 aslihan.ozel@khas.edu.tr





ACADEMIC ADVISOR

- Academic advisors are assigned to students for the semester.
- Please consult your advisor before starting your course registration process.





ACADEMIC ADVISOR

Home

Student Registration App Group Frequently Used Apps Student Finance Apps Group Student Other Apps Çekirdek Program Raporları Student Apps Group

Prebooked / Booked Courses
Fall Semester 2024

4

Courses

Course Registration
Fall Semester 2024

0

Not Available

Re-Registration
Re-Registration

0

Registration Closed

Course - Withdrawal
Dersten çekilme

0

withdrawal closed

Frequently Used Apps

Grading and Personal...
Grading and persona...

...

Course Schedule

...

Offered Courses
Offered Courses

...

Help Documents

2

Document Request

9

Advisor List

...

Course Attendance Report

...

Graduation Simulation
Graduation Simulation

...

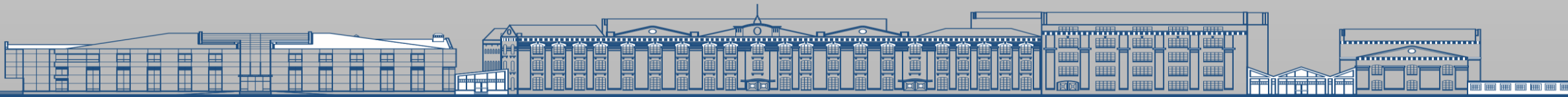
Performance Index Simulation

...

GPA

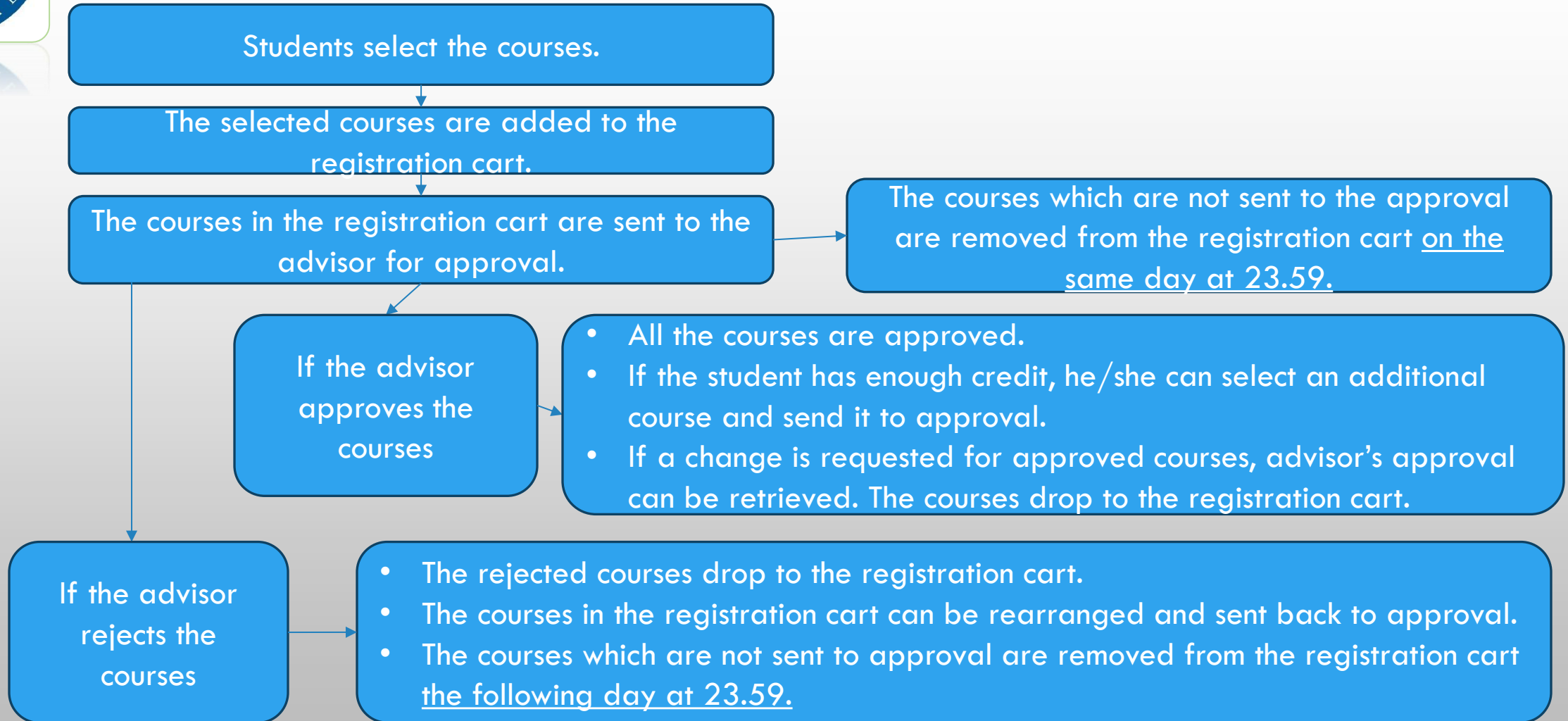
Notifications

...





SPARKS – COURSE REGISTRATION PROCESS





COURSE REGISTRATION

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

Course Registration

Credits: 0 out of (21 + 12) Credits

Summer School

Support

Advisor

0

Courses (5)

Search

KHAS103

History of Humankind

1 .Semester - Compu...

5 ECTS

0

BA

IAR301

Interior Architecture ...

5 .Semester - Compu...

10 ECTS

0

BA

FRA101

Fransızca I

Core Elective/Free Elective

5 ECTS

0

INT435

Global Political Econ...

Core Elective/Free Elective

6 ECTS

0

KHAS1310

Cultural Heritage: Ou...

Core Elective/Free Elective

5 ECTS

0

CourseDetail

IAR301

10 ECTS

Interior Architecture Project III: Spati

i

Notes

Course ID: IAR301

Course Name: Interior Architecture Project III: Spati

Program Of Study: Interior Design (Full Scholarship)

Bologna: [ECTS Information Package and Course Catalogue](#)

Program Type: Bachelor

Offering Department: Interior Architecture and Env. Design

Academic Year: 2024-2025 Acad. Year

Academic Session: Summer Semester

Teaching Language: EN

ECTS: 10

Sections (1)

Section	Instructor	Syllabus	Room	Schedule	Availability	Add To Cart
IAR301-S01 Interior Architecture Project III: Spati		Syllabus		MO : 10:00 - 14:00	28	Add To Cart

Go To My Courses





COURSE REGISTRATION

To easily find courses, you can use the "Search" box at the top of the page.

Course Registration

Credits: 0 out of (21 + 12) Credits

Summer School

Support

Advisor

0

Courses (5)

Search

KHAS103

5 ECTS

History of Humankind

1 .Semester - Compu...

IAR301

10 ECTS

Interior Architecture ...

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Global Political Econ...

Core Elective/Free Elective

KHAS1310

5 ECTS

Cultural Heritage: Ou...

Core Elective/Free Elective

CourseDetail

IAR301

10 ECTS

Interior Architecture Project III: Spati

i

Notes

Course ID: IAR301

Course Name: Interior Architecture Project III: Spati

Program Of Study: Interior Design (Full Scholarship)

Bologna: [ECTS Information Package and Course Catalogue](#)

Program Type: Bachelor

Offering Department: Interior Architecture and Env. Design

Academic Year: 2024-2025 Acad. Year

Academic Session: Summer Semester

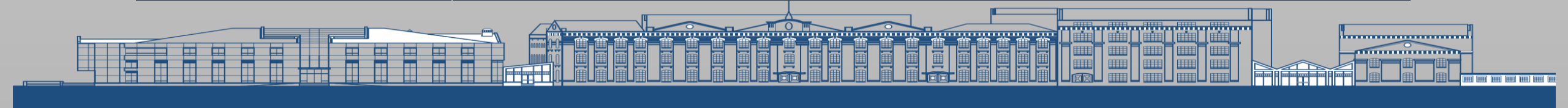
Teaching Language: EN

ECTS: 10

Sections (1)

Section	Instructor	Syllabus	Room	Schedule	Availability	Add To Cart
IAR301-S01 Interior Architecture Project III: Spati		Syllabus		MO : 10:00 - 14:00	28	Add To Cart

Go To My Courses





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

Credits: 0 out of (21 + 12) Credits

Summer School

Support

Advisor

0

Courses (5)

Search

KHAS103

5 ECTS

History of Humankind

1 .Semester - Compu...

IAR301

10 ECTS

Interior Architecture ...

5 .Semester - Compu...

FRA101

5 ECTS

Fransızca I

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Global Political Econ...

Core Elective/Free Elective

KHAS1310

5 ECTS

Cultural Heritage: Ou...

Core Elective/Free Elective

History of Humankind

i

Notes

Course ID: KHAS103

Course Name: History of Humankind

Program Of Study: Interior Design (Full Scholarship)

Bologna: [ECTS Information Package and Course Catalogue](#)

Program Type: Bachelor

Offering Department: Core Program

Academic Year: 2024-2025 Acad. Year

Academic Session: Summer Semester

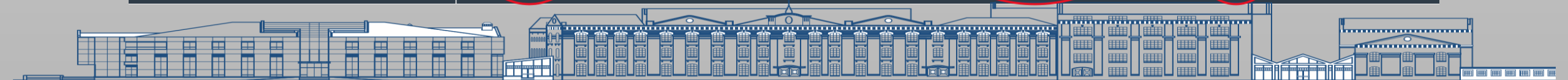
Teaching Language: EN

ECTS: 5

Sections (2)

Section	Instructor	Syllabus	Room	Schedule	Availability	Add To Cart
KHAS103-S01 History of Humankind KHAS103-S01		Syllabus		MO : 15:00 - 17:00	48	Add To Cart
KHAS103-S02 History of Humankind KHAS103-S02		Syllabus		TH : 09:00-12:00	30	Add To Cart

Go To My Courses





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.

Course Registration

Credits: 0 out of (21 + 12) Credits

Summer School

Support

Advisor

0

Courses (5)

Search

KHAS103

5 ECTS

History of Humankind

1 .Semester - Compu...

BA

IAR301

10 ECTS

Interior Architecture ...

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KHAS1310

5 ECTS

Cultural Heritage: Ou...

Core Elective/Free Elective

History of Humankind

i

Notes

Course ID: KHAS103

Course Name: History of Humankind

Program Of Study: Interior Design (Full Scholarship)

Bologna: [ECTS Information Package and Course Catalogue](#)

Program Type: Bachelor

Offering Department: Core Program

Academic Year: 2024-2025 Acad. Year

Academic Session: Summer Semester

Teaching Language: EN

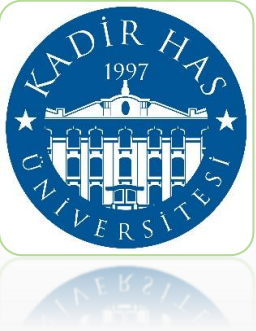
ECTS: 5

Sections (2)

Section	Instructor	Syllabus	Room	Schedule	Availability	Add To Cart
KHAS103-S01		Syllabus		MO : 15:00 - 17:00	48	Add To Cart
KHAS103-S02		Syllabus		TH : 09:00-12:00	30	Add To Cart

Go To My Courses





REGISTRATION CART

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

Course Registration

Credits: 11 out of (21 + 12) Credits Summer School Support Advisor

3

Booking Cart

Your courses that are not sent for advisor approval will be deleted from the registration basket at 23:59!

Your courses rejected by the advisor will be deleted from your registration basket the next day at 23:59!

If you have a failed elective course, you must complete the Substitute Process for the new elective course you will take!

Course Short	Course Text	Course Language	Course Type	Section Text	Schedule	Substitute Course	Cancel Sub.	Overlap	ECTS	Att. Credits	Remove
FRA101	French I	TR		FRA101-S01	WE:09:00-12:00		X Cancel Sub.		5	3 UA	Remove
KHAS1310	Cultural Heritage: Our Relationships wit	EN	Core Elective	KHAS1310-S01	MO:10:00-11:00		X Cancel Sub.		5	3 UA	Remove
LW138	Introduction to Law	EN	Free Elective	LW138-S01	WE:13:00-15:00		X Cancel Sub.		6	3 UA	Remove

Send For Approval



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.

My Courses

Courses(3)

Search

Filtered By: Registered

Others

French I

3 National Credit

Prebooked

FRA101

Introduction to Law

3 National Credit

Prebooked

LW138

Cultural Heritage: Our Relationships wit

3 National Credit

Prebooked

KHAS1310

Course

French I

3 National Credit

Information

Description

Course ID: FRA101

Program of Study: Visual Communication Design (Full Schola

Department: Modern Diller Programı

Academic Year: 2024-2025 Acad. Year

Academic Session: Summer Semester

Also Offered In: 2024 Fall Semester

2024 Spring Semester





SPARKS – COURSE ADD/DROP PERIOD

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 to the advisor for 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.



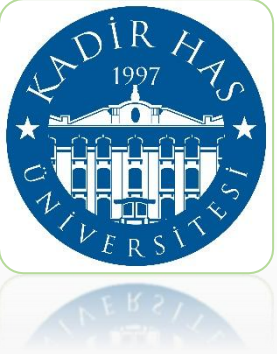


THINGS TO KNOW ABOUT COURSE REGISTRATION PROCESS

When your courses are at advisor's approval, you can continue to add courses to the registration cart and send them for approval.

Double check if your courses are approved or not.

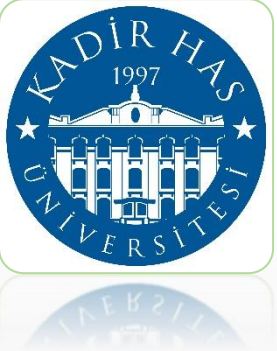




COURSE QUOTAS

If there is an issue regarding the course quotas, please
contact Faculty Secretariat.



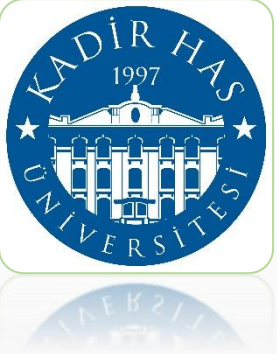


THINGS TO KNOW ABOUT REGISTRATION CART

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

Students can check whether the courses in the registration cart overlap.





KHAS LEARN

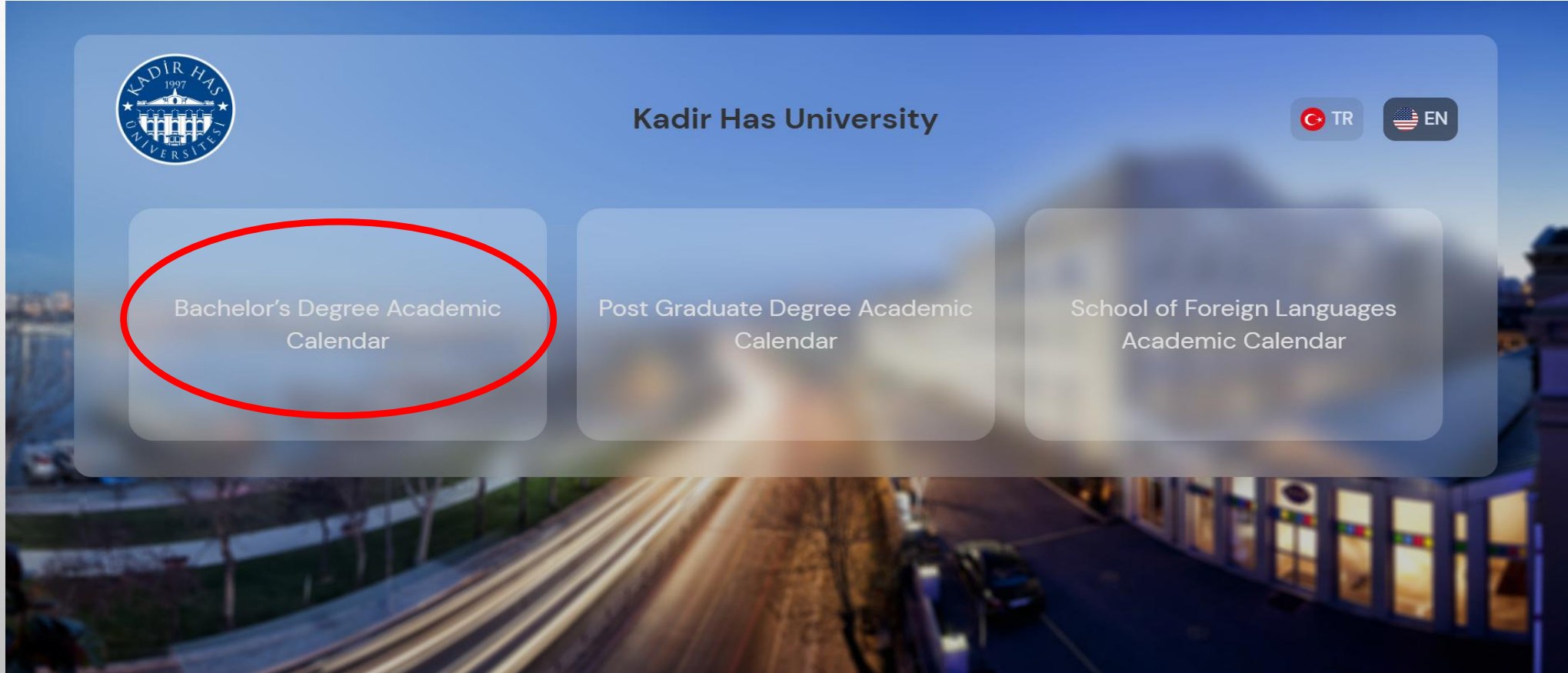
KHAS Learn enables instructors to communicate with their students, share course materials, organize activities such as homework/projects outside of the classroom.

For any questions or issues, you may send an e-mail to learn@khas.edu.tr





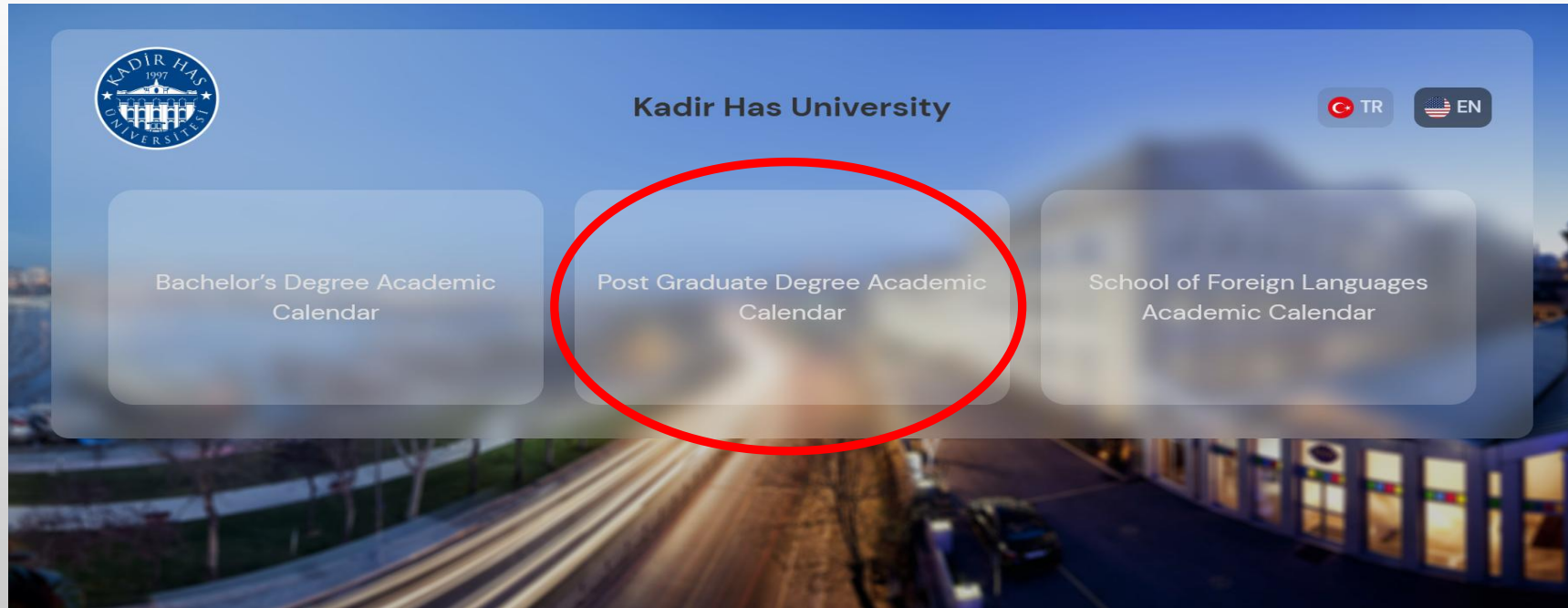
ACADEMIC CALENDER



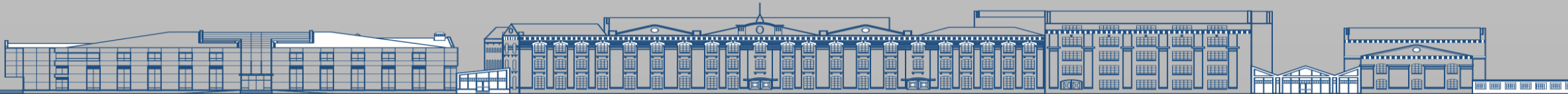


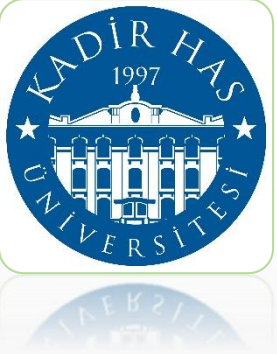
<https://sgs.khas.edu.tr/en/>
<https://akademiktakvim.khas.edu.tr/>

SCHOOL OF GRADUATE STUDIES



For more information, please send an e-mail to sgs@khas.edu.tr





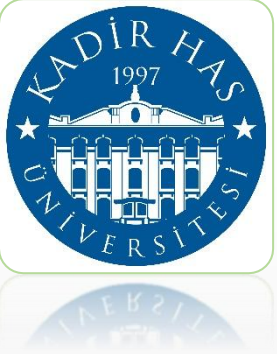
ANNOUNCEMENTS

Please follow announcements on;

www.khas.edu.tr

MyKHAS Portal [\(stu-my.khas.edu.tr\)](http://stu-my.khas.edu.tr)





Please do not hesitate to contact us if you have any questions.

Ext. No: 1156, liyana.erkana@khas.edu.tr

WE WISH YOU SUCCESS IN YOUR UNIVERSITY LIFE

THANK YOU

