

**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) = <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/) = <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.

STUDENT REGISTRATION APPLICATIONS

Student Registration App Group Student Registration App Group Advisor Apps Group Frequently Used Apps Student Finance Apps Group Student Other > ▾

Prebooked / Booked Courses Spring Semester 2024  9 Courses	Course Registration Spring Semester 2024  0 Not Available	Re-Registration Re-Registration  0 Registration Closed	Course - Withdrawal Dersten çekilme  0 withdrawal closed		
Advisor Apps Group					
Advisor Approval Students  ...	Offered Courses Offered Courses  ...	My Courses Derslerim  ...	Course Schedule 	Attendance Tracking  ...	Course Attendance Report  ...
Enter Grades(Internship) Enter Grades(Interns...  ...	Survey Results (After 2017) After 2017 	Yardım Dokümanları 2	Core Program Detail Student List Core Program Detail ... 		

REGISTRATION RENEWAL

Students within the standard period of study;

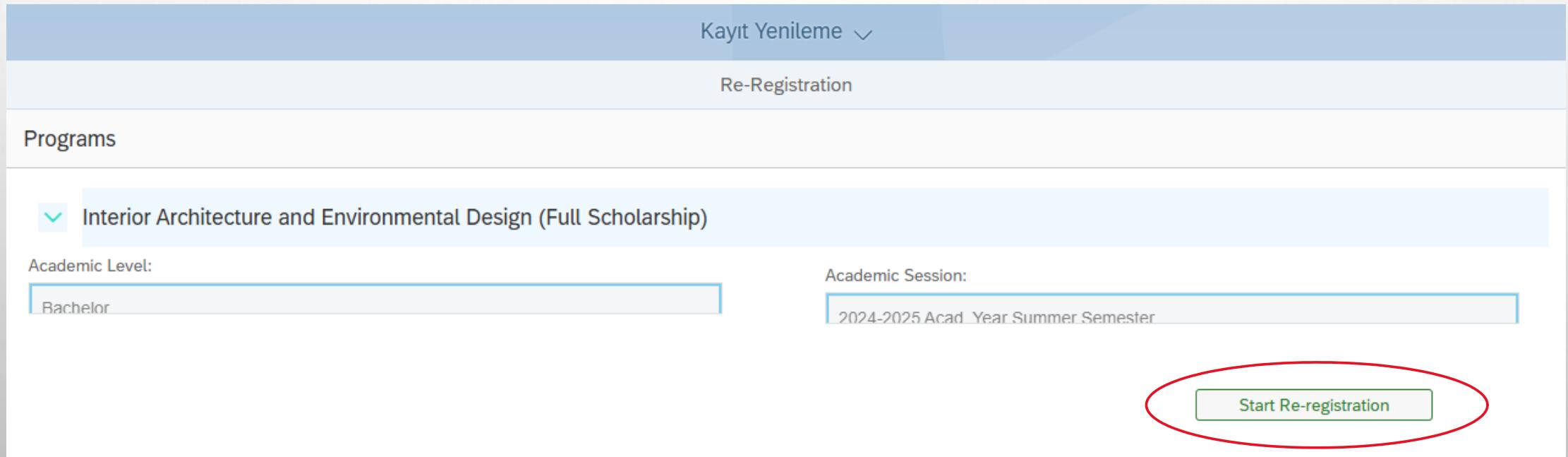
After completing the registration renewal process and fulfilling their financial obligations, they can proceed with course registration.

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.

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.



Kayit Yenileme ▾

Re-Registration

Programs

Interior Architecture and Environmental Design (Full Scholarship)

Academic Level: Bachelor

Academic Session: 2024-2025 Acad. Year Summer Semester

Start Re-registration

<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.

Renewal process of your registration has started. When your payment and course selections are completed, your registration renewal process will be completed. In accordance with the 22nd article of Kadir Has University Regulation Governing Undergraduate Education and Training, the semester you are in has been determined as YZ .

ARTICLE 22

- (1) The identification of the semester and year which a student attends is based on the credit load achieved by the student.
- (2) In order for a student to be considered a student of the next semester's student, they are required to achieve at least 6 KHAS credits or 12 ECTS credits minus the cumulative total of the credit loads of the semesters within the scope of the education schedule, starting from the first semester including the semester, which the student attends.

Register For Courses Now

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:**

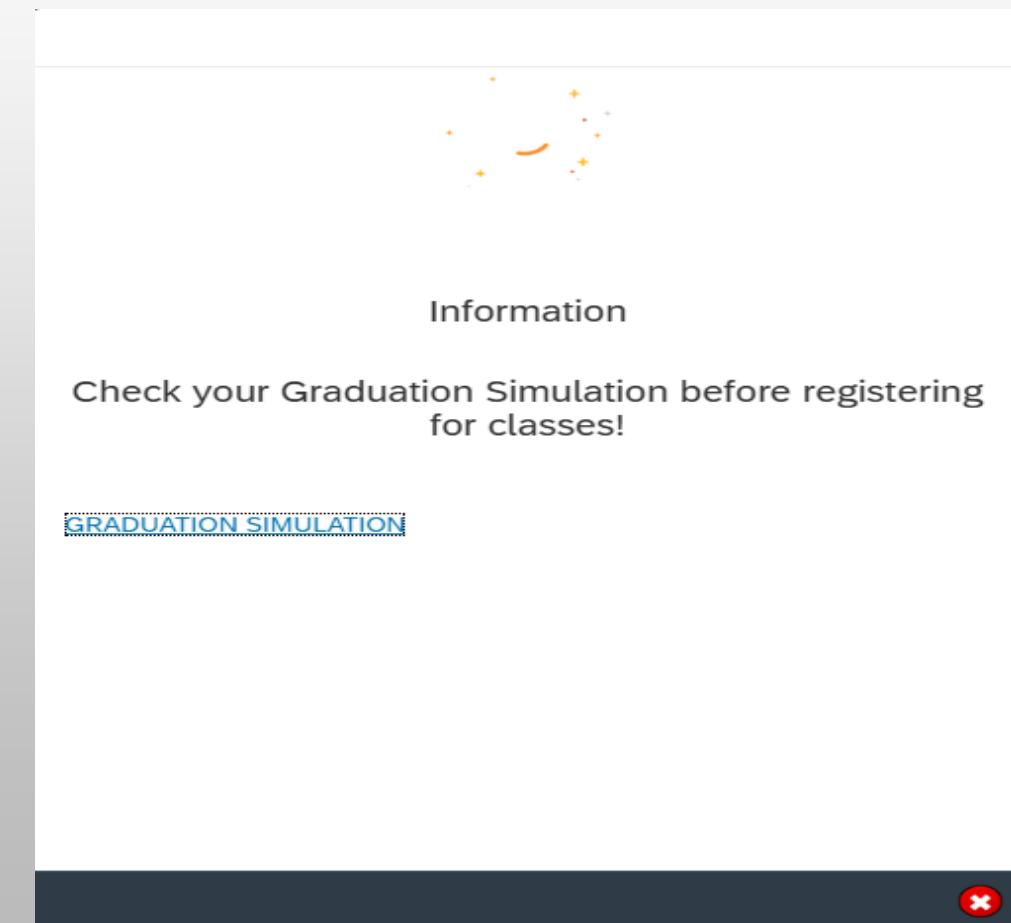
They must have completed all their **compulsory courses**,

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.

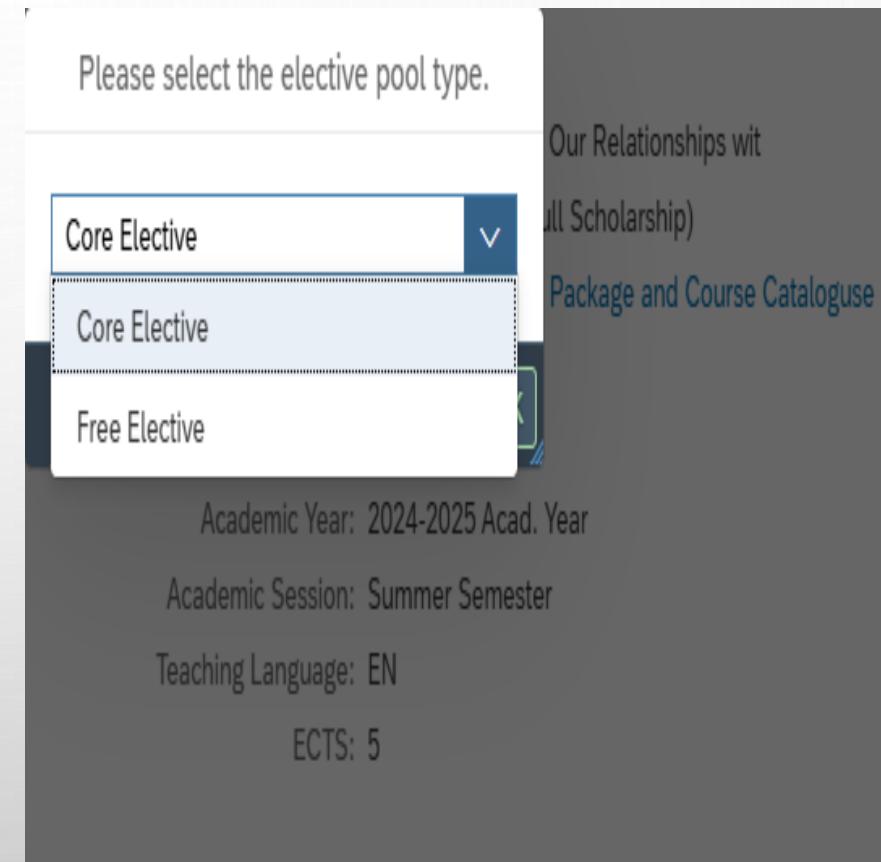
SPARKS – COURSE REGISTRATION SCREEN NOTIFICATIONS

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.



Warning

Modern language courses are not included in credit and gno calculations. If courses are taken, they will be considered extracurricular. Do you want to add to cart?

Yes

Cancel

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.

Credits: 0 out of (21 + 12) Credits

Courses (5)

Search

KHAS103	5	ECTS	0	BA
History of Humankind				
1. Semester - Compu...				
IAR301	10	ECTS	0	BA
Interior Architecture ...				
5 .Semester - Compu...				
FRA101	5	ECTS	0	BA
Fransızca I				
Core Elective/Free Elective				
INT435	6	ECTS	0	BA
Global Political Econ...				
Core Elective/Free Elective				
KHAS1310	5	ECTS	0	BA
Cultural Heritage: Ou...				
Core Elective/Free Elective				

Course Registration ▾

Summer School

CourseDetail

Support Advisor 0

IAR301

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.
- To sort or filter courses according to desired criteria, simply use the options at the bottom.

Course Registration ▾

Credits: 0 out of (21 + 12) Credits

Summer School

Support Advisor 0

Courses (5)

Search

IAR301

Interior Architecture Project III: Spati

CourseDetail

IAR301

Interior Architecture Project III: Spati

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

- 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 ▾

Credits: 0 out of (21 + 12) Credits

Summer School

Support Advisor Cart 0

Courses (5)

Search

IAR301
Interior Architecture Project III: Spati
10 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

IAR301
Interior Architecture Project III: Spati
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.

The screenshot shows a course registration interface with the following details:

Course Registration (dropdown menu)

Credits: 0 out of (21 + 12) Credits

Summer School

Support **Advisor** **0**

Courses (5)

KHAS103	5	ECTS	
History of Humankind	0		
1 .Semester - Compu...	BA		
IAR301	10	ECTS	
Interior Architecture ...	0		
5 .Semester - Compu...	BA		
FRA101	5	ECTS	
Fransizca I	0		
Core Elective/Free Elective			
INT435	6	ECTS	
Global Political Econ...	0		
Core Elective/Free Elective			
KHAS1310	5	ECTS	
Cultural Heritage: Ou...	0		
Core Elective/Free Elective			

CourseDetail

History of Humankind

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	[Redacted]	Syllabus		MO : 15:00 - 17:00	48	Add To Cart
KHAS103-S02 History of Humankind KHAS103-S02	[Redacted]	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.

The screenshot shows a course registration interface with the following sections:

- Courses (5)**: A list of courses with their details:
 - KHAS103**: History of Humankind, 5 ECTS, 0 BA, 1.Semester - Compu...
 - IAR301**: Interior Architecture ..., 10 ECTS, 0 BA, 5 .Semester - Compu...
 - FRA101**: Fransizca I, 5 ECTS, 0 BA, Core Elective/Free Elective
 - INT435**: Global Political Econ..., 6 ECTS, 0 BA, Core Elective/Free Elective
 - KHAS1310**: Cultural Heritage: Ou..., 5 ECTS, 0 BA, Core Elective/Free Elective
- CourseDetail**: A detailed view of the **KHAS103** course:
 - History of Humankind**
 - Notes**: A section with an **i** icon and a **Notes** button.
 - 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)**: A table showing course sections with their details:

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

At the top right, there is a **Registration Cart** button with a shopping cart icon and the number **0**, which is circled in red. At the bottom right, there is a **Go To My Courses** button.

REGISTRATION CART

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

Course Registration ▾

Credits: **11 out of (21 + 12) Credits**

Summer School

Support Advisor  3

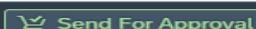
Booking Cart

⚠ 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		 Cancel Sub.		5	3 UA	 Remove
KHAS1310	Cultural Heritage: Our Relationships with	EN	Core Elective	KHAS1310-S01	MO:10:00-11:00		 Cancel Sub.		5	3 UA	 Remove
LW138	Introduction to Law	EN	Free Elective	LW138-S01	WE:13:00-15:00		 Cancel Sub.		6	3 UA	 Remove

 Send For Approval

REGISTRATION CART

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

The screenshot shows a registration cart interface with the following details:

- Course Registration** (dropdown menu)
- Credits:** 0 out of (21 + 12) Credits
- Summer School**
- Booking Cart**
- Alerts:**
 - 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!
- Table:** A table showing course registration details. The columns are: Course Short, Course Text, Course Language, Course Type, Section Text, Schedule, Substitute Course, Cancel Sub., Overlap, ECTS, Att. Credits, and Remove. The table displays the message: "No Sections".

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.

Course Registration ▾

Credits: 11 out of (21 + 12) Credits

Summer School

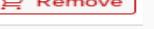
Booking Cart

Support **8★ Advisor** 3

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⚠ 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		 Cancel Sub.		5	3 UA	 Remove
KHAS1310	Cultural Heritage: Our Relationships with	EN	Core Elective	KHAS1310-S01	MO:10:00-11:00		 Cancel Sub.		5	3 UA	 Remove
LW138	Introduction to Law	EN	Free Elective	LW138-S01	WE:13:00-15:00		 Cancel Sub.		6	3 UA	 Remove

 Send For 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.

Course Registration ▾

Credits: 11 out of (21 + 12) Credits

Summer School

Booking Cart

Support Advisor 3

⚠ 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	<input type="text"/>	<input type="button" value="Cancel Sub."/>		5	3 UA	<input type="button" value="Remove"/>
KHAS1310	Cultural Heritage: Our Relationships with	EN	Core Elective	KHAS1310-S01	MO:10:00-11:00	<input type="text"/>	<input type="button" value="Cancel Sub."/>		5	3 UA	<input type="button" value="Remove"/>
LW138	Introduction to Law	EN	Free Elective	LW138-S01	WE:13:00-15:00	<input type="text"/>	<input type="button" value="Cancel Sub."/>		6	3 UA	<input type="button" value="Remove"/>

Send For Approval

REGISTRATION CART

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

Substitute Courses					
<input type="text" value="Search"/> 🔍					
Course Short	Course Text	Grade	Category	ECTS	Credits
KHAS1604	Creative Process	CC	Core Elective	5	3 UA

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.

Credits:

11 out of (21 + 12) Credits

Course Registration ▾

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		Cancel Sub.		5	3 UA	Remove
KHAS1310	Cultural Heritage: Our Relationships with	EN	Core Elective	KHAS1310-S01	MO:10:00-11:00		Cancel Sub.		5	3 UA	Remove
LW138	Introduction to Law	EN	Free Elective	LW138-S01	WE:13:00-15:00		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	Filter 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 Program
Academic Year: 2024-2025 Acad. Year
Academic Session: Summer Semester
Also Offered In: 2024 Fall Semester
2024 Spring Semester

THINGS TO KNOW ABOUT COURSE REGISTRATION PROCESS

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

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

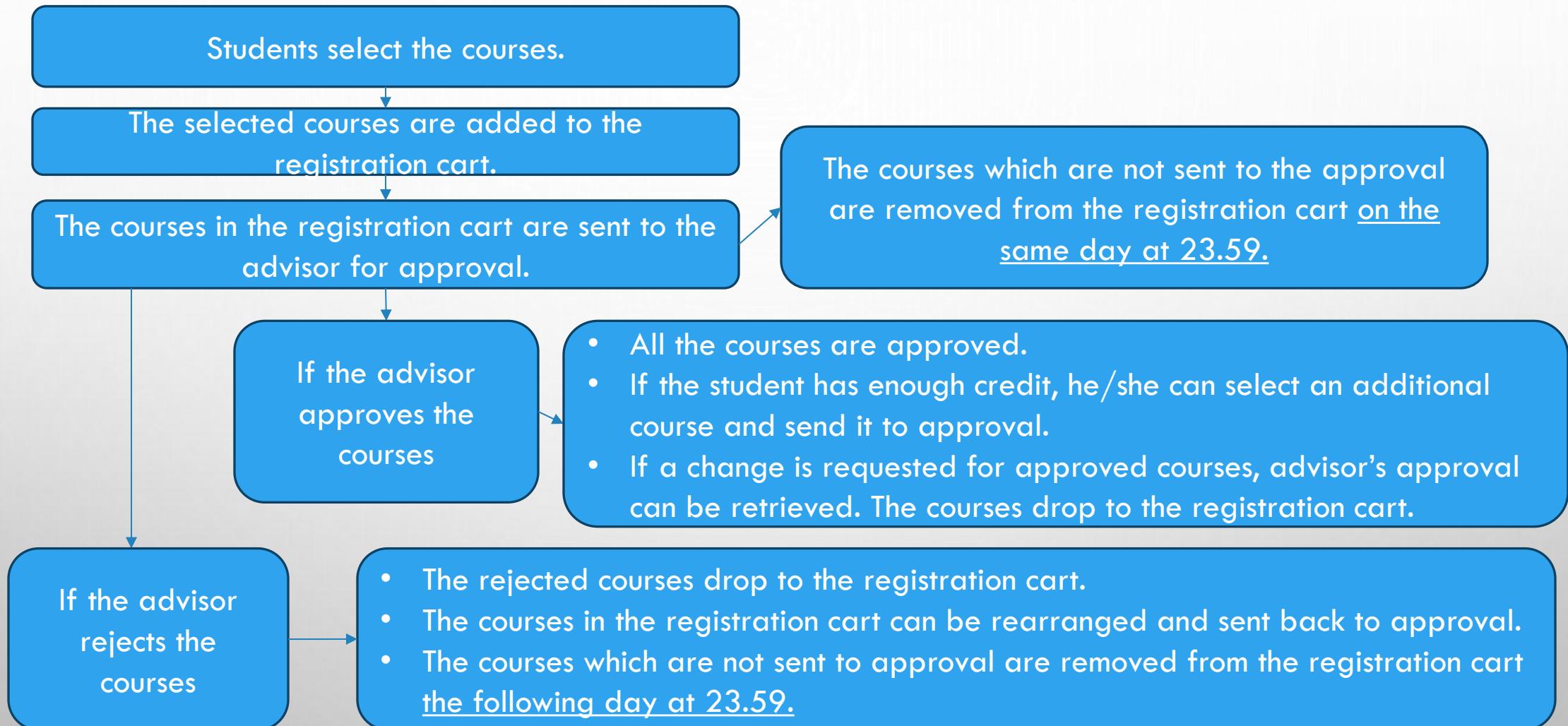
THINGS TO KNOW ABOUT COURSE REGISTRATION PROCESS

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

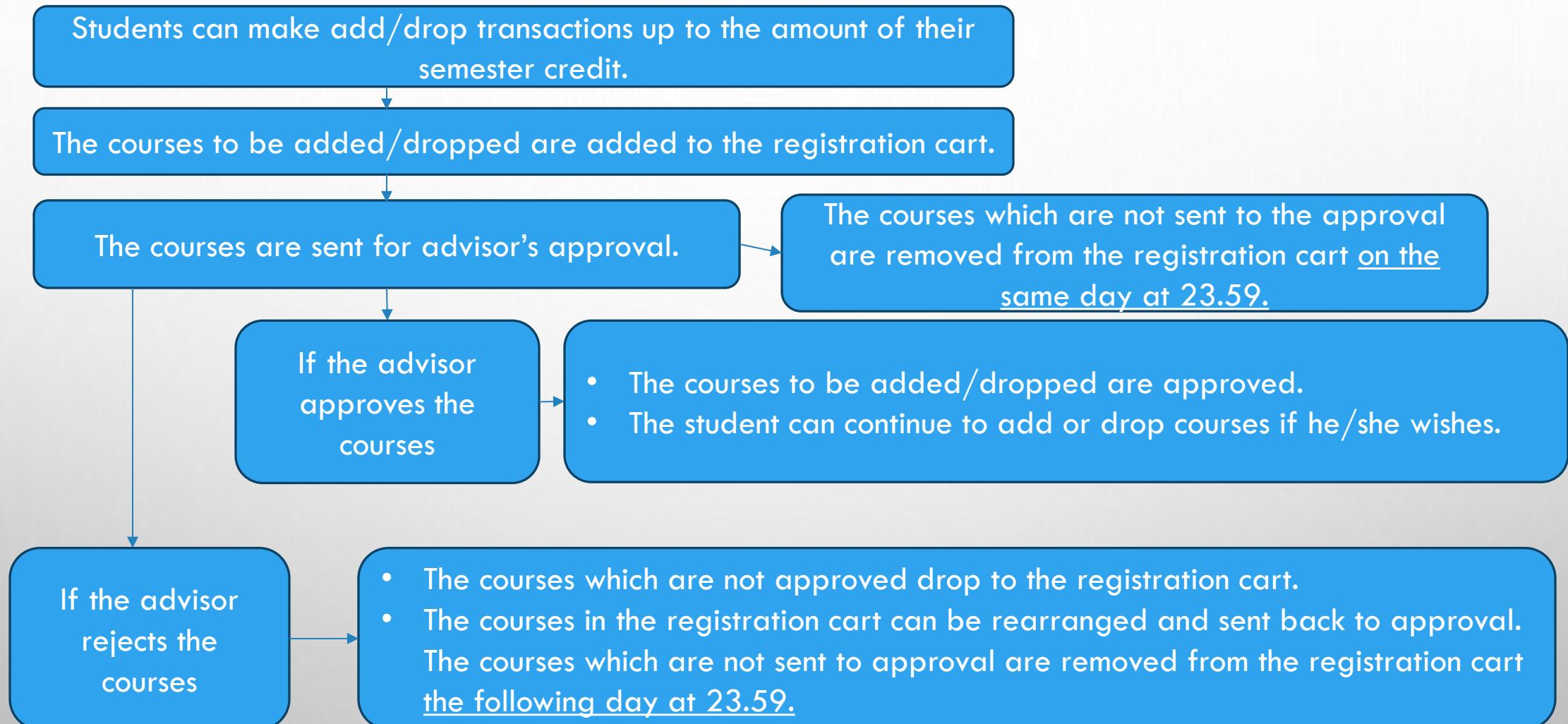
Students can check if the courses added in the cart overlap or not.

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

COURSE REGISTRATION PROCESS

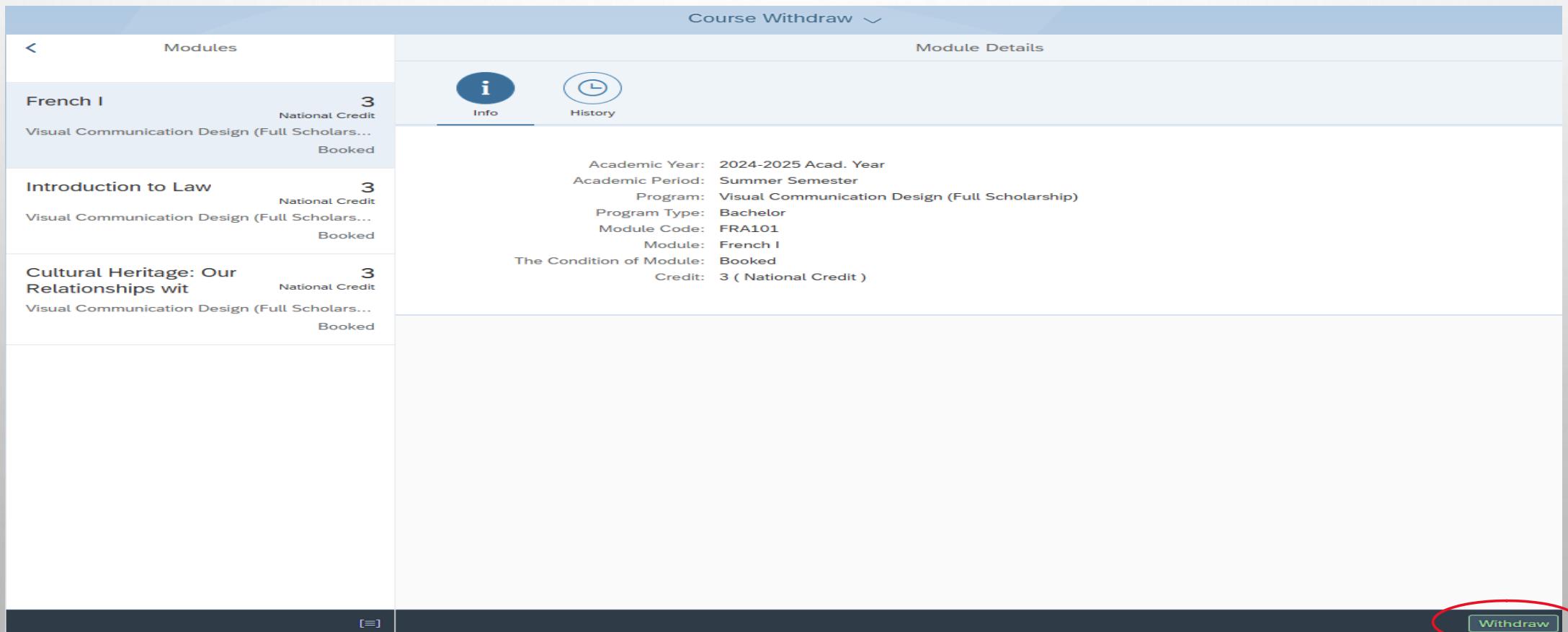


COURSE ADD/DROP PROCESS



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.



The screenshot shows the 'Course Withdraw' interface. On the left, a list of modules is displayed:

Modules	
French I	3 National Credit Visual Communication Design (Full Scholarship) Booked
Introduction to Law	3 National Credit Visual Communication Design (Full Scholarship) Booked
Cultural Heritage: Our Relationships with	3 National Credit Visual Communication Design (Full Scholarship) Booked

On the right, a detailed view of the 'French I' module is shown:

Module Details

Info History

Academic Year: 2024-2025 Acad. Year
Academic Period: Summer Semester
Program: Visual Communication Design (Full Scholarship)
Program Type: Bachelor
Module Code: FRA101
Module: French I
The Condition of Module: Booked
Credit: 3 (National Credit)

At the bottom right of the screen, a red oval highlights the 'Withdraw' button.

FREQUENTLY USED STUDENT APPS

SAP 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  ...

Notifications  ...

GPA

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.

The screenshot shows the SAP Student Info application interface. At the top, there is a navigation bar with a house icon, the SAP logo, and a search bar. Below the navigation bar, there are three buttons: "Student Affairs Faculty Officer and Faculty Secretary", "Update Address & Phone", and "Emergency Contact Person Update". The main content area is divided into two sections: "Completed Credits" for "International Relations" (82% completion) and "Psychology" (67% completion). Each section displays registration status, registration type, physical semester, active semester, GPA, and status. Below these sections, there are "PROGRAMMES" and "GENERAL INFO" dropdown menus. The "GENERAL INFO" menu is currently selected, showing "Double Major-Psychology". A table below lists the student's courses for the "2024-2025 Acad. Year Spring Semester". The table columns are: Course, Section, Attempt, Course Credits, Result, Status, and Appraisal Remark. The courses listed are:

Course	Section	Attempt	Course Credits	Result	Status	Appraisal Remark
2024-2025 Acad. Year Spring Semester						
PSYC324	PSYC324-S01		3 National Credit 6 ECTS			
Parenting: Science and Practice	Ebeveynlik: Bilim ve Uygulama	1			Booked	>
PSYC202	PSYC202-S01		3 National Credit 7 ECTS			
Research Methods for Psychology II	Psikolojide Araştırma Yöntemleri II	1			Booked	>
PSYC321	PSYC321-S01		3 National Credit 6 ECTS			
Close Relationships and Families	İlişki ve Aile Dinamikleri	1			Booked	>
PSYC402	PSYC402-S01		3 National Credit			

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	Compulsory Cour	Successfully Completed	KHAS103-History of Humankind	KHAS103 History of Humankind	DD	BA		>
1. Semester	Compulsory Cour	Successfully Completed	KHAS105-Universal Values and Ethics	KHAS105 Universal Values and Ethics	DD	AA		>
1. Semester	Compulsory Cour	Successfully Completed	FENS111-Physics I	KHAS107 Design	DD	AA		>
1. Semester	Compulsory Cour	Successfully Completed	KHAS109-Computational Thinking	KHAS109 Computational Thinking for Problem Solvi	DD	AA		>
1. Semester	Compulsory Cour	Successfully Completed	TLL101-Critical Reading and Writing in T	TLL101 Critical Reading and Writing in Turkish	DD	AA		>
1. Semester	Compulsory Cour	Successfully Completed	MBG101-Genetics and Society	KHAS101 Origins and Consequences	DD	BA		>
								>
2. Semester	Compulsory Cour	Successfully Completed	CMPE107-Technical Writing and Presentati	KHAS1002 Scientific Discoveries and Engineering	DD	AA		>
2. Semester	Compulsory Cour	Successfully Completed	KHAS110-Civic Responsibility Project	KHAS110 Civic Responsibility Project	DD	AA		>
2. Semester	Compulsory Cour	Successfully Completed	FENS105-Linear Algebra	KHAS1120 Thinking Mathematically	DD	AA		>
2. Semester	Compulsory 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	Compulsory 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	Compulsory Cour	Incomplete	MBG305*1-Biochemistry I	MBG305*1 Biochemistry I	DD	FF
5. Semester	Compulsory Cour	Successfully Completed	MBG309*1-Biopython	MBG309*1 Biopython	DD	BB
5. Semester	Compulsory 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	Compulsory Cour	Successfully Completed	MBG306-Biochemistry II	MBG306 Biochemistry II	DD	CB
6. Semester	Compulsory Cour	Successfully Completed	MBG322*1-Molecular Biology and Genetics	MBG322*1 Molecular Biology and Genetics II	DD	CB
6. Semester	Compulsory Cour	Incomplete	MBG399-Internship II	20		>
6. Semester	Elective Pool	Incomplete	MBG Field Elect.Course Pool (25 ects)	25	10	>
6. Semester	Compulsory 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.

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

COURSE SCHEDULE

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

The screenshot shows the SAP My Timetable interface. At the top, there is a header with the SAP logo and a dropdown menu labeled "My Timetable". Below the header, a navigation bar includes a left arrow, a right arrow, and the text "May 2025". The days of the week are listed as MON, TUE, WED, THU, FRI, SAT, and SUN. The days from Monday to Friday are highlighted in yellow, while Saturday and Sunday are in grey. Below the days, a legend indicates that yellow represents "Events Available" and dark blue represents "Selected".

Monday, May 5, 2025

13:00 04:50hr	RTC333-S01 - Directing - Yönetmenlik Course Language : English B-415-RTS Stüdyo	>
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Tuesday, May 6, 2025

13:30 02:50hr	ADV102-S01 - Market Basics for Advertisi - Reklamcılık İçin Temel Pazarlama Course Language : English CBL-D-Sinema B - D312	>
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Wednesday, May 7, 2025

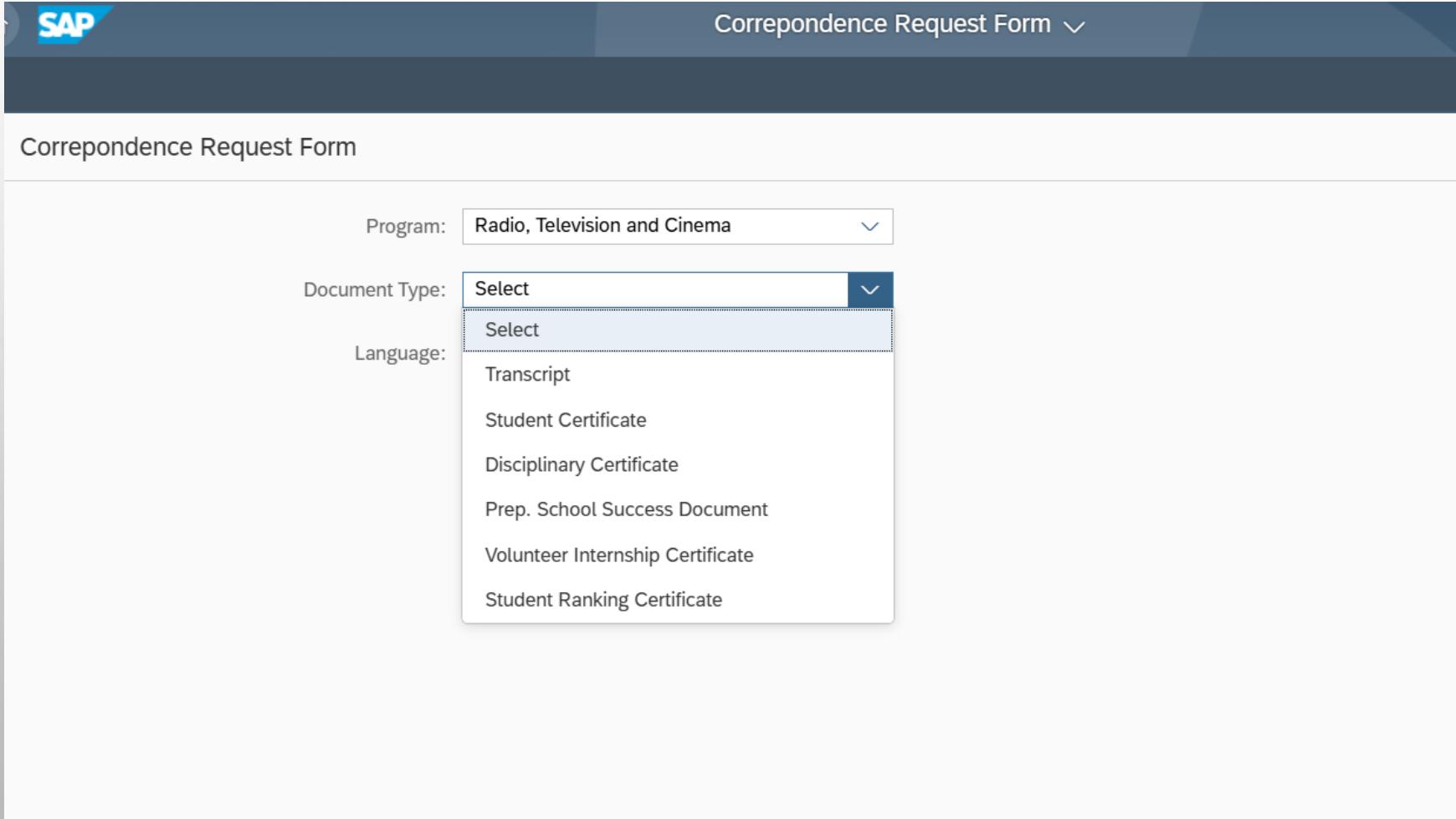
OFFERED COURSES

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

Open Courses							
Course Code	Course Text	Section Code	Section Text	Instructor	Schedule	Room	Capacity
ARC103	Basic Design Studio I			[REDACTED]	TUE : 09:00 - 13:50 - TUE : 14:01 - 17:50	C-305	9
ARC104	Basic Design Studio II			[REDACTED]	FRI : 09:00 - 13:50 - TUE : 14:00 - 17:50	B-521	16
ARC104	Basic Design Studio II			[REDACTED]	TUE : 14:00 - 17:50 - FRI : 09:00 - 13:50	B-521	16
ARC112*1	Keywords in Architecture: Introduction t			[REDACTED]	FRI : 14:00 - 16:50	D-113	50

DOCUMENT REQUEST

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



The screenshot shows the SAP Correspondence Request Form. At the top, the SAP logo is visible on the left, and the title "Correpondence Request Form" is on the right. Below the title, the form is titled "Correpondence Request Form". The interface includes several dropdown menus and a list of document types. The "Program" dropdown is set to "Radio, Television and Cinema". The "Document Type" dropdown is set to "Select", with a list of options including "Select", "Transcript", "Student Certificate", "Disciplinary Certificate", "Prep. School Success Document", "Volunteer Internship Certificate", and "Student Ranking Certificate". The "Language" dropdown is also visible but empty.

Correpondence Request Form

Program: Radio, Television and Cinema

Document Type: Select

Language:

- Select
- Transcript
- Student Certificate
- Disciplinary Certificate
- Prep. School Success Document
- Volunteer Internship Certificate
- Student Ranking Certificate

ACADEMIC ADVISOR LIST

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

Advisor List		
Advisor Name	Advisor Context	Advisor Type
	Advertising (50% Scholarship)	Academic Advisor - Major
	Visual Communication Design Minor Progra	Double Major Advisor

COURSE ATTENDANCE REPORT

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

SAP

Lesson Attendance ▾

Select a Program: Visual Communication Design Minor Program ▾

Name of Course	Course Code	Excused Absence	Unexcused Absence	Required Attendance	Total Attendance
Design Theory	VCD210	0	0	%70	<div><div style="width: 100%;">100%</div></div>
Multimedia Production	VCD208	0	6	%70	<div><div style="width: 57.15%;">57.15%</div></div>
Interaction Design	VCD212	0	0	%70	<div><div style="width: 100%;">100%</div></div>

HELP DOCUMENTS

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

Announcement Documents ▾				
Documents				
Document Type	Document Name	Source	Download	Download
	KHAS Undergraduate Double Major-Minor Program Presentation	Student	Türkçe	English
	KHAS Undergraduate COURSERA Presentation	Student	Türkçe	English
	KHAS Undergraduate Education Regulations Presentation	Student	Türkçe	English

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.

Credit Calculator Simulation

Previous Co... Active Cours...

Program: Advertising (50% Scholarship) ▾

Previous Completed Course Information

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.

Credit Calculator Simulation

Previous Co... Active Cours...

Program: Advertising (50% Scholarship)

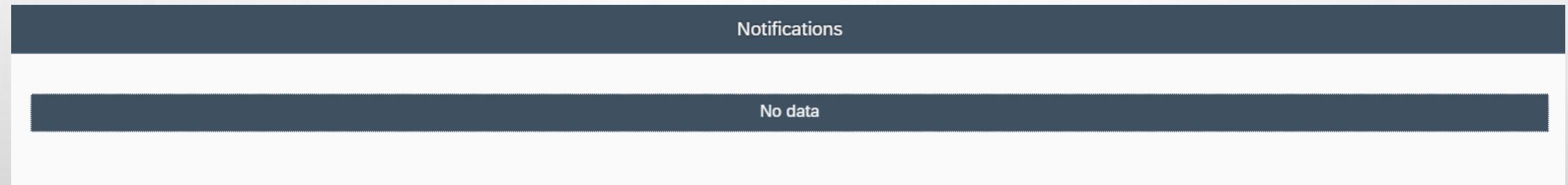
Active Course Information

Course	Description	Academic Year	Academic Period	ECTS	Note	Note Description
ADV302	Advertising Campaign Design II	2024	Spring Semester	6	AA	
ADV304	Art Directing	2024	Spring Semester	6	BB	
ADV208	Digital Advertising	2024	Spring Semester	6	BA	
ADV306	Media Planning	2024	Spring Semester	6	AA	

Simulate

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

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- ▶ Faculty of Engineering and Natural Sciences,
- ▶ Faculty of Art and Design.