***Instructions*** *Read the instruction sheet that accompanies this form.*

***Student Information*** *(please print clearly)*

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| --- | --- |
|  **Full Name**  | **YTU Student ID** |
| **Email Address** | **Telephone** |
|  **Institute/Faculty** | **Department** |

**Registration Semester** Year: 20… / 20… Fall Spring

**Registration Action** Registration by IT for unregistrable coursestaken from other cycles/departments

 Late Add/Drop

**Add Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8-DIGIT** **COURSE CODE** | **COURSE TITLE** | **GROUP NUMBER** | **INSTRUCTOR** | **INSTRUCTOR APPROVAL** |  **DATE** |
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**Drop Course**

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| **8-DIGIT** **COURSE CODE** | **COURSE TITLE** | **GROUP NUMBER** | **INSTRUCTOR** | **INSTRUCTOR APPROVAL** |  **DATE** |
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**Student Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***OFFICE USE ONLY* Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Decision:** approved denied

**Process:** courses changed in SIS no change in SIS (courses not defined in SIS)

OnlineKampüs registered (only for distance learning)

**Notified:** student emailed **Notification Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##

##  REGISTRATION CHANGES ON SIS

Some registration changes can be made through uSIS/gSIS. See the [uSIS/gSIS](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/uSIS-gSIS/713) section for additional information. Do not use a registration form when uSIS/gSIS is available for the process.

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| **Undergraduate Student****Timetable for Course Changes on uSIS\*** |
| **Add/drop begins** | 1 week before the classes begin (Monday) |
| **Add/drop ends** | 1 week before the classes begin (Friday) |
| **Class Cancellation/Reschedule** | 1 week before the classes begin (Friday) |
| **Add course** | 1 week before the classes begin (Fri-Sun) |

\*See the [academic calendar](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Erasmus-Calendar/470) and [course registration](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Course-Registration/468) sections for deadlines and details.

|  |
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| **Graduate Student****Timetable for Course Changes on gSIS\*** |
| **Add/drop begins** | 2 weeks before the classes begin |
| **Add/drop ends** | End of 1st week |
| **Class Cancellation/Reschedule** | 1st day of the 2nd week |
| **Add course** | from Tue – till Fri of the 2nd week |

\*See the [academic calendar](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Erasmus-Calendar/470) and [course registration](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Course-Registration/468) sections for deadlines and details.

## FORM USE

A registration form is required for:

1. Adding/dropping a course with instructor signature after the SIS turns inactive.

2. Registration by the IT for the courses taken from upper/lower cycles and/or other [departments](http://www.yildiz.edu.tr/page/ACADEMICS/ACADEMIC-UNITS/) (authorized signatures required).

## IMPORTANT:

**1.** Graduate courses (master/PhD level) may not be registered to uSIS. Undergraduate courses (bachelor level) and courses offered by other departments may not be registered to gSIS. In cases when the courses you choose cannot be added to uSIS/gSIS, the instructors should send your grade to the Erasmus Office at the end of the semester either:

 **-** By e-mail to incoming@yildiz.edu.tr

 **-** ORthrough [EBYS](https://ebys.yildiz.edu.tr/)

So that your grade could be added to your transcript of records.

**2.** Make sure your courses on your [Learning Agreement](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Learning-Agreement/465), uSIS/gSIS, and course registration form are compatible with each other. Otherwise, your [transcript of records](http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/End-of-Stay/475) may include the courses you have forgotten to drop or may not include the ones you have forgotten to add.

## FORM INSTRUCTIONS

1. Complete the student information, registration semester, and registration action areas.
2. Complete Add and/or Drop areas as appropriate. Use the Add area to add a course. Use the Drop area to drop a course.
3. Add [course code](http://www.erasmus.yildiz.edu.tr/media/files/Course%20Code%20Guide.docx) and courses title. The codes and titles are available at the “group information” tab on uSIS/gSIS and on the course schedules announced at the website of the relevant department.
4. Add correct group numbers. Group numbers are available at the “group information” tab on uSIS/gSIS. The numbers can also be found on the course schedules announced at the website of the relevant [departments](http://www.yildiz.edu.tr/page/ACADEMICS/ACADEMIC-UNITS/). Please write the correct group numbers of the courses. In cases when students enter wrong group number, they will not appear in the participants’ list of the instructors and this may lead to receiving a failing grade due to non-attendance.
5. Sign and date the form.
6. Obtain the relevant approvals of the instructors.
7. Student and instructor should each make a copy of the form for their own records.
8. Submit the duly signed form to the Erasmus Office within the first 4 weeks of the semester.
9. Students should check uSIS/gSIS for the registration process and check with the Erasmus Office for a response. The Erasmus Office assumes no responsibility for contacting the student regarding the form response.