



A Guide to Registering for Courses at Boğaziçi University

Before Registration

1. Learn about the online Registration System before registration begins. Course registration is done via OBIKAS, Boğaziçi University's online registration system. Your student ID number was sent to you during pre-registration and you will use the password you created at that time to submit your information. The first day of registration can be hectic as all students are registering for classes at the same time.

The OBIKAS website has tutorials on how to use the system. Go to www.registration.boun.edu.tr. In the "documents" section of the right side of the page, in the light blue section, go to: "Online Registration System Guide."

The screenshot shows the registration website interface. The browser address bar displays 'registration.boun.edu.tr'. The page header includes 'BOĞAZIÇI UNIVERSITY registration'. The left sidebar contains navigation links: 'STUDENTS', 'INSTRUCTORS', 'Restricted Services', 'General Services', 'Contact', 'Home', 'Summer Term Info', and 'Executive MBA'. The main content area is divided into sections: 'Announcements' with links for '(TR) BINA VE DERSLİK KODLARI' and 'DİPLOMA EKİ (DE) (DIPLOMA SUPPLEMENT (DS))'; 'Online Services Calendar' with a table of events; and 'Documents' with a link for 'ONLINE REGISTRATION SYSTEM GUIDE' circled in red.

Date	Type	Event	For
August 5, 2016		Last Day of Classes for SUMMER TERM	
August 5, 2016		Last Day of Classes for for the departments those have 3rd semester	
August 06, 2016 (10:00)	OPEN	Online Grade Submission	Instructors
August 6,8,9, 2016		Final Exams for SUMMER TERM	
August 6,8,9 2016		Final Exams for for the departments those have 3rd semester	
August 12, 2016 (23:59)	CLOSED	Online Grade Submission	Instructors

For information about departmental programs, courses offered, and schedules in the left-hand column, under "General Services."

- Contact your academic advisor before registration. Your academic advisor will be a faculty member in the department with which you are registered who will be assigned to you at the time of registration. You can find your advisor by visiting the "General Services" section of the OBIKAS website and clicking on "Advisor lists." Meet with your advisor and discuss strategy for making the best of your time at Boğaziçi. You can contact your academic advisor by clicking on the "Send Message to Advisor" button at the bottom of the registration screen.

*Please note that the Office of International Relations does not advise students on academic issues. All questions regarding courses and scheduling must be addressed to your academic advisor.

- Create your schedule. Avoid conflicts in your schedule by signing up for an account on Soppus (www.soppus.com), a Boğaziçi University website, laying out your planned schedule onscreen.



[Sign in](#) [Save Table](#)

S17	F16	S16	F15	S15	F14	SU14	S14	F13	SU13	S13	F12	SU12	S12	F11	SU11
S11	F10	SU10	S10												

To add LAB/PS, click on table cell

	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50	13:00-13:50	14:00-14:50	15:00-15:50	16:00-16:50	17:00-17:50	18:00-18:50
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										

TRY MECANIN!

Course Name	Date	Place	Instructor	Description	Credits: 0
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Soppus® is a project developed by Emin Sadiyev, Mehmet Akboyun and Suleyman Uslu and supervised by Prof. Dr. Can Ozturan

- Pick up your BOUN e-mail address.**
Some classes have Moodles. You will need a BOUN email address to access them. Get you BOUN e-mail address from the Computer Center (Boğaziçi İşlem Merkezi, known as "BIM"), which is located on the South Campus just across from Garanti Bank and the Faculty of Engineering.

REGISTRATION

The registration system opens at 10:00 on the scheduled date.

Log In to the System

During the registration period, you will need to log into the system via “Students” —> “Course Preparation” link, using your Student ID number and password, which were supplied during pre-registration.

Because of the rush of students is trying to get onto the system at the same time, sometimes the system reaches full capacity and automatically sends out any of the following messages:

"You are not registered"

"Your ID number is incorrect,"

"User unknown."

Don't Panic! Usually things calm down enough in a few hours and you will be able to get into the system.

Leaving the Registration Page

If at any point you would like to quit the registration system, be sure to use the "Log Out" button located below the registration screen. If you quit the page by only closing the browser you will not be allowed to log into the system for 20 minutes.

Adding Courses

Once you have logged into the system, add the courses for which you would like to register to your list.

To access the list of courses available for the semester, under “General Services,” click on “Schedule.” Selecting the current semester to access the list of programs at Boğaziçi University, you will reach the list of all the courses offered by that program for that semester.

The list shows:

- Course code and its name
- Name of the instructor
- Credits (Cr. for weekly contact, hour-based Boğaziçi credits and ECTS, for ECTS credits)
- Days the class meets (M for Monday, T for Tuesday, etc.)
- Hours (1=9:00-9:50, 2= 10:00-10:50, 3=11:00-11:50, etc.)
- Locations

Class Locations

Abbreviation	Building Name	Location
ALH	Albert Long Hall	South Campus
BIM	Bilgi İşlem Merkezi/ Computer Center	South Campus
BM	Bilgisayar Mühendislik/ Computer Engineering	North Campus
BME	Institute of Biomedical Engineering	Kandili Campus
EF	Faculty of Education	North Campus
ETA B-Blok	-	North Campus
Güney_Lab	Güney Lab./South Lab.	South Campus
GYD	Güney Yabancı Dilleri/ South School of Foreign Languages (YADYOK)	South Campus
HK A/B/C/D	Hisar Kampus A/B/C/D	Hisar Campus (Blocks A-D)
IB	Washburn Hall İktisadi ve İdari Bilimler Fakültesi İşletme Bölümü/ Faculty of Economics and Administrative Sciences	South Campus
JF	John Freely Hall	South Campus
KB	Kare Blok/Square Block Science and Engineering	North Campus
KPark	Kuzey Park/North Park	North Campus
KYD	Kuzey Yabancı Dilleri (YADYOK) II/ North School of Foreign Languages (YADYOK) II	North Campus
NH/YB	New Hall/Yeni Bina	North Campus
M	Perkins Hall Mühendislik Fakültesi Faculty of Engineering	South Campus
NBB/NBZ/NB	Natuk Birkan [Basement (B)/Entrance Level (Z)]	South Campus
SH	Sloane Hall Psikoloji ve Sosyoloji Bölümleri Departments of Psychology and Sociology	South Campus
TB	Anderson Hall Fen-Edebiyat Fakültesi/ Faculty of Arts and Sciences	South Campus
YD	Eğitim Fakültesi/ Faculty of Education	North Campus

For courses that will not let you choose them, check for restrictions or prerequisites by clicking on “info” in the course list.

Reasons for Restriction	
Quota restrictions	The quota for that course has been filled.
Class quota restrictions	The course is not available for the students of that year/semester.
Surname restrictions	The first letter of your surname is not within the range of the surnames of those who can take that course (for example A through M). In these cases, the course will have a section for which you can register.

Course not open for your department	The course is not available for the department that accepted you as a student to Boğaziçi. The “you need the consent of the instructor” statement means that you need the personal approval of the instructor in order to be able to register for the course
Instructor consent required	The approval of the instructor is required to register for the class

How to Make a Consent Request

If you are unable to add a course, click on “Consent Requests” below the main screen and send a message to the instructor of that course by citing the course you would like to take.

The maximum number of consents you can request is 10. Consent requests can be rejected by an instructor for any number of reasons, so please be sure to check the status of your submitted consent requests frequently. To check the status of a consent request, click on the “Current Consents” tab, and view the details by clicking on “Show/Hide Details.”

Once you have received consent for a course, you must add it to your list manually.

Viewing Your Schedule

Before sending your schedule for approval, you can use the “Schedule” screen to check whether you have any conflicts in your program. You can also use a Boğaziçi University website called Soppus (www.soppus.com) that helps you lay out your schedule onscreen and avoid scheduling conflicts.

Submitting Your Schedule for Final Approval

Your academic advisor must approve your course list within the registration period. Submit your schedule to your advisor using the “Send to Approval” button. Be sure to check back frequently to see whether your advisor has approved your list.

If your advisor denies approval for any reason, make the necessary revisions and submit again. If you are unable to get approval for your course list during the registration period, send your course list to your advisor right during the additional period that is granted only to students whose schedules have not been approved to complete the procedures.

Add/Drop Period

One week after courses begin, the registration system is reopened the Add/Drop Period, when you can modify your course list by adding or dropping courses. Your modified course lists must be approved by your academic advisor. Be sure to check on the progress of this approval as it is the last chance to make changes to your schedule before the registration system is closed.

Withdrawing from a Course during the Semester

After the Add/Drop Period, you can modify your course list only by withdrawing from courses. Courses from which you have withdrawn will appear as a “W” on your transcripts. Please note that the option to withdraw from a class is only available for a certain time period, roughly one month after the Add/Drop Period. Please see the academic calendar for specific dates.

Petitioning for Withdrawal or Leave of Absence

A student (Turkish or international exchange) seeking to leave early must make a full withdrawal from classes or apply for a leave of absence. No credits can be received for the semester.

Remote Final exams

Remote final exams are only available to the Exchange or Erasmus students whose home university's academic calendar conflicts with that of Boğaziçi. The student must:

1. Obtain a letter from the home university stating that there is a conflict of dates.
2. Before registration, present this letter to the Office of International Relations.
3. Before registration the letter must be shown to the advisor.
4. During the registration period, the letter must be shown to each instructor, who must then agree to arrange special exams for you. Please note that instructors have the right to refuse, in which case you will have to choose another course with an instructor willing to make special accommodations for you.

Moodles

Some courses use Moodles. In order to access the Moodle system at Boğaziçi University you need a BOUN e-mail address. Get you BOUN e-mail address from the Computer Center (Boğaziçi İşlem Merkezi, known as "BIM"), which is located on the South Campus just across from Garanti Bank and the Faculty of Engineering.

Questions

Questions about registration should be directed to your department or institute.

