

REGISTRATION GUIDANCE FOR CIVL ENGINEERING DEPARTMENT

The following checklist shall be confirmed by reviewing student Academic Record Sheet;

- Students can be registered by somebody who hold a ‘letter of attorney’ giving them the right to act on behalf, however, the registration shall not be accepted as ‘complete’ unless the registered student visits the advisor within the registration period (to the end of add/drop period).
- Check that the student’s program of study is Civil Engineering ‘22’, unless call the second advisor (Prof. Dr. Mustafa Ergil tel: 2333). Students who would like to transfer from ‘22’ to ‘2D’ shall apply through ‘Internal Transfer’ link from their portals.
- Summer semester courses taken from other institutions should be added to the academic record sheet of the student. Official copy of the transcripts to be provided to the Registrar’s Office and also a true copy of this to the department.
- If any of the courses is assigned with a ‘I’ ie. incomplete grade, the registration shall not be completed until this is turned to a letter grade. In order to avoid causing a late registration penalty, the student can be registered to at least one course. Once the ‘I’ grade is changed to a letter grade student shall meet the advisor again to complete the registration.
- Check the student’s Academic Semester to find out how many courses can be registered. The normal semester course load is 5, apart from second academic term, where TUSL181 or HIST280 can be given as the sixth course - or seventh academic term where CIVL401 can be given as an additional course load. See the rest of this guidance note for more advice.
- The course registration priority requires that the courses from which F, NG, U, D- W are taken in the previous semesters are registered first. The registration portal will not allow any registration unless all courses with these grades are registered first.
- If there is a University Elective (UE-1 to 4) or an Area Elective (AE-01 to 03) course with any of the above grades, should the student wishes (or the course is not offered in the current semester) it can be replaced with another course of the same type. Make use of the ‘Order by Registration Priority’ button in the Registration Portal.
- Students whose English Proficiency Level does not meet the university requirements will be registered based on the grade they received, e.g.; if EPS106 – S1, S2 or S3 then ENGL191 will be registered, if EPS106 – P1 then ENGL181 will be registered, if EPS106 - P2 then ENGL183 otherwise ENGL185 will be registered. ENGL183 and ENGL185 registrations are usually informed by the Registration Portal, however, as there is a restriction on the number of courses to be registered for such students, it is strongly recommended for all Advisors to consult Prof. Dr. Mustafa Ergil on their registrations.

Some Important Information About Registrations

- **Semester Course Load**

The normal semester course load is 5, apart from second academic term, where TUSL181 or HIST280 can be given as the sixth course - or seventh academic term where CIVL401 can be given as an additional course load.

- **Problems regarding Online Registrations.**

During 'Online Registrations' Registration Portal might allow for:

- additional course(s) to be registered against the academic status.
- Courses to be registered without satisfying the pre-requisite(s).

Please discard such registrations and correct them with regards to these guidelines.

- **Additional Course Load**

- **Students in their graduation semester can be allowed to take up to seven courses should their academic records satisfy all the pre-requisites or the pre-requisite is 'F'.**
- **In the following conditions the student cannot take seven courses;**
 - **If the pre-requisite courses have never been registered in the previous semesters or the grades taken from these are 'W' or 'NG',**
- **If the student is not in the graduation semester, however satisfy one of the following conditions then an additional course can be registered:**

i- The last CGPA ≥ 3.00 (including summer semester),

ii- Unless registered to a Summer Semester, then GPA ≥ 3.00 . However, the student should have been registered to the normal semester course load in the previous semester without a 'W' grade.

iii- can be increased by a maximum of one course based on the normal course load of that specific semester. In order to increase the course load, the student must:

a. Have a minimum 2.50 Cumulative Grade Point Average (CGPA).

*** Students who maintain a CGPA of 2.5 in the previous semester and above have the option to register for one additional course in a given semester, provided they are willing to pay an additional course fee.**

**** Students who have attained the distinction of "Honor" or "High Honor" in their CGPA for the previous academic semester are granted the privilege of registering for one additional course in the current semester without incurring an extra course fee.**

*****Starting from the following semester, the privilege of registering for one additional course without an extra course fee will be restricted to students achieving the status of "High Honor" in their CGPA. Honor students will no longer enjoy this privilege.**

******This policy seeks to encourage and reward academic excellence while ensuring equitable access to course registration opportunities. Students are encouraged to monitor their CGPA status and adhere to the stipulated criteria to make informed decisions regarding course registration.**

In addition to the tuition fee they are obliged to pay for that semester, for each additional course to be taken, the students pay additional payments (except High Honour students), based on the pre-credit fees to be applied for the summer semester at the end of the relevant academic year.

For additional course load consult Prof. Dr. Mustafa Ergil (tel: 2333).

- **Course Quota Increase**

Departmental courses (CIVL coded) call Mrs Özlem Çakmak (tel: 1344).

Other courses apart from University Electives (UE-1 to 4) call Mr. Aria Norouzi (Mobile: 0533 877 7857 / Office ext: 2362 Room: CE139).

ACADEMIC STATUS

Academic status is based on number of total Actual Terms studied, not on the total number of credits.

AT THE END OF X th ACTUAL TERM: (Fili Dönem)	SATISFACTORY PROGRESS (Başarılı)	ON PROBATION (Sınamalı)	UNSATISFACTORY (REPEATING) (Tekrar)
1 st Actual Term	-	-	-
2 nd Actual Term	CGPA \geq 1.50	1.00 \leq CGPA<1.50	CGPA<1.00
3 rd Actual Term	CGPA \geq 1.50	1.00 \leq CGPA<1.50	CGPA<1.00
4 th Actual Term	CGPA \geq 1.50	1.00 \leq CGPA<1.50	***
5 th Actual Term	CGPA \geq 1.80	1.50 \leq CGPA<1.80	1.00 \leq CGPA<1.50
6 th Actual Term	CGPA \geq 1.80	1.50 \leq CGPA<1.80	1.00 \leq CGPA<1.50
7 th Actual Term	CGPA \geq 1.80	1.50 \leq CGPA<1.80	1.00 \leq CGPA<1.50
8 th Actual Term and above	CGPA \geq 2.00	1.80 \leq CGPA<2.00	1.00 \leq CGPA<1.80

Explanation of the warnings shown on the academic record sheet and Registration Portal

P : ON PROBATION (only two new courses – full time, one if part-time)

U : UNSATISFACTORY (no new courses)

For students with ‘Compulsary Transfer’ or ‘Dismissed’ status consult Prof. Dr. Mustafa Ergil.

CIVL300 SUMMER PRACTICE REGISTRATIONS

Check the following prior to registration;

- If the student has completed his summer training ‘Log Book’ should be submitted either during registration or at a date agreed with the advisor.
- Log book and Report shall be submitted to Oğuz Karayel to the end of Add/Drop period.
- Add CIVL300 first in the Registration Portal.

Registration to Capstone Projects

For registration to be allowed for 22771 CIVL401:

- 1- Student should have passed all courses in the first five academic semesters or registered in parallel all the remaining ones from these semesters (All reference codes from 22711 to 22756).**
- 2- At least one half or 15 days of Summer training (CIVL300) should have been completed (INSA300).**
- 3- The following courses should have been passed or registered in parallel:**

22763	CIVL354	Soil Mechanics
22764	CIVL372	Fund. of Reinforced Concrete
22765	CIVL394	C.E Construction & Economy
- 4- CIVL401 shall be registered in addition to the normal course load for the student in the current semester based on their status. Students with ‘Unsatisfactory’ status cannot register CIVL401. For increasing course quota consult Prof. Dr. Mustafa Ergil (2333).**

For registration to 22781 CIVL402, the student should pass CIVL401 and should not be in ‘Unsatisfactory’ status. If you have students who cannot register CIVL402 please inform Prof. Dr. Mustafa Ergil.

Students in graduation semester, whose both CIVL401 and CIVL402 and/or CIVL300 are left unregistered, should write a petition to the Department Chair for their registration to be checked and if needed discussed in the Departmental Board meeting. The advisor should provide a review of the case attached to the petition of the student for reference.

Registration to University Electives

- Check that these courses are registered to the correct reference codes. Students are not required to repeat a failed elective course, they may choose to replace the failed elective with another one. Therefore, unless the student wants to repeat an elective course, the registration should not be done to the same reference code. The following table provides a list of some of the example elective courses that were offered in the previous semesters;

Civil Engineering (22), University Electives (Example)

Ref. Code	Area	Preferred Course	Alternatives recommended
22716	CULTURE	MLDE118	SOCI100, SOCI212, ARCH325, ARCH329, COMM321, COMM322, PSIR101, PSIR104, AHSS111, PSYC100, PRAD202, PRAD206, PRAD210
22725	ENVIRONMENT	BIOL119	BIOL316, ITEC211, ARCH383
22776	ECONOMY	ECON101	ECON101, ECON102, ECON231, FINA202, FINA301, FINA302, MGMT101, MGMT102, MGMT329

Students should not be recommended to register to Skill Based Courses such as Dancing, Sports, Crafts etc. Students should be encouraged to register courses with which they can develop themselves in fields other than engineering.

Language courses can be registered as university elective, however, please encourage students to follow language courses to hopefully proceed themselves on the selected language rather than taking for example German I then French I and then Spanish I without any persistent development on any of these language courses.

Area Electives

- Area electives are solely offered for students who have completed their sixth academic semester, please pay attention not to register any students from previous academic semesters. These courses will have re-requisites which can be informed to the advisors by the lecturers who offered the course on the current semester.
- Please bare in mind that AE classes have maximum allowable quota of 15 students in any case, unless student is in graduate semester and he has already taken the offered course previously.

In Spring 2022, the following area electives are offered for Civil Engineering Program (22) students;

Ref. Code	Crs. Code	Açılan Dersler
22782	AE01	CIVL410 Environmental Sustainability in EngineeringCIVL431
22783	AE02	Engineering Hydrology CIVL477 Earthquake Resistance of StructuresCIVL483
22784	AE03	Concrete Technology

The area elective courses can be input manually using Alternative Course Code box in the Registration Portal.