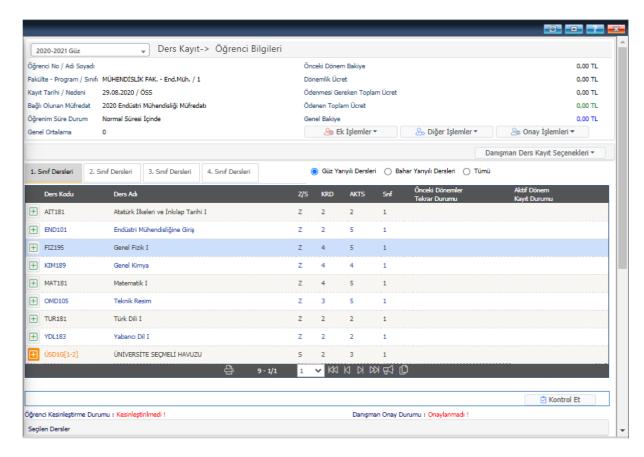# COURSE REGİSTRATİON PROCEDURES

Course registration is conducted through the Student Information System on the dates specified in our university's academic calendar. Please note the following warnings to ensure that course registration is completed without any problems:
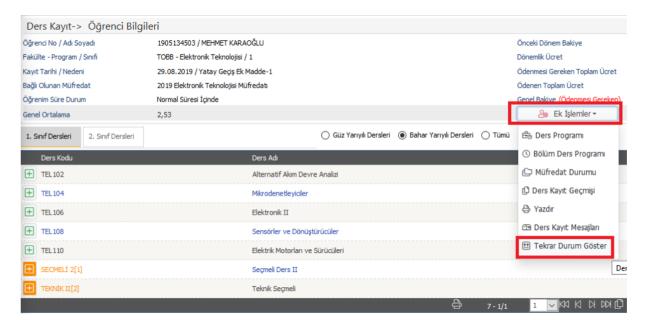
1- After logging into the system with your student number and password, click on "Course Registration" under the "Course and Term Operations" menu.

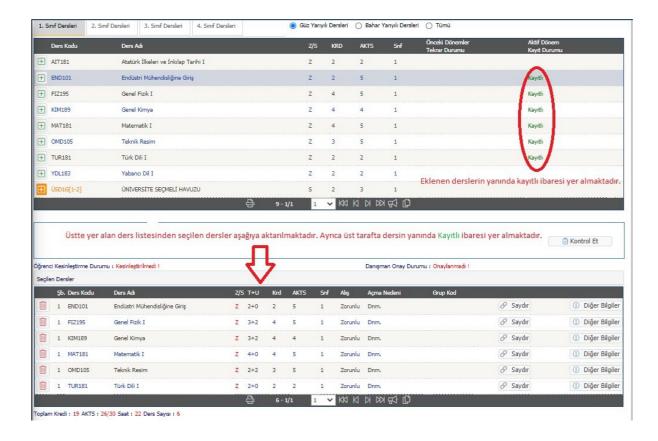2- When you enter the Course Registration menu, the following window will appear.

3- Check the fields related to tuition/ fee information in the upper right corner of the page that opens. If there are any errors or if you have any questions, you can contact our Presidency's fees unit. **(serkankaya@karabuk.edu.tr or ogrenci.isleri@karabuk.edu.tr)**

4- You can select courses without paying tuition/fees, but you will not be able to finalize your selection. In order to complete your course registration and receive advisor approval, you must finalize your selection.

5- You can view completed, repeated, and registered courses by clicking the Show Status button under Additional Actions.
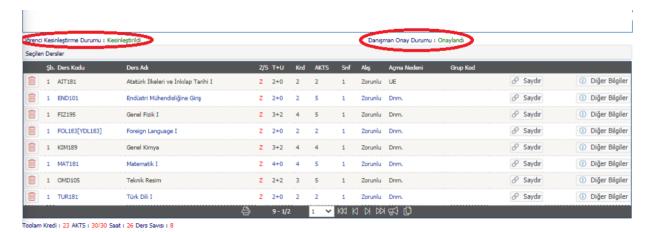

6- When you click the plus button to the left of the course code, a new window opens. Click the plus button again in the window that opens to add a course. The added courses are transferred to the bottom as shown in the screenshot below.
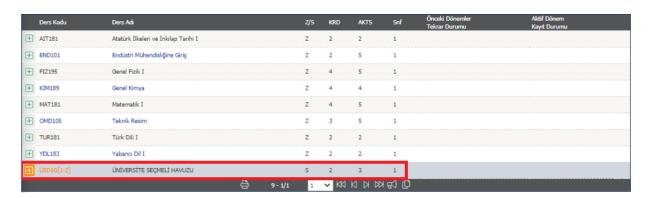

7- After selecting the courses you wish to enroll in, press the [Kontrol Et] button. If there are no deficiencies in your course registration, the message "Course Registration Check Process Successfully Completed. You can now finalize your registration" will appear. The "Check" button will change to a 'Finalize' button. Press the "Finalize" button to complete the course registration process.

8- After the finalization process, students cannot make changes to the courses that have been added.

9- The courses selected by students who have completed the finalization process will be approved by the advisor. If there are any courses that need to be removed or changed after the finalization process, the advisor must be contacted.

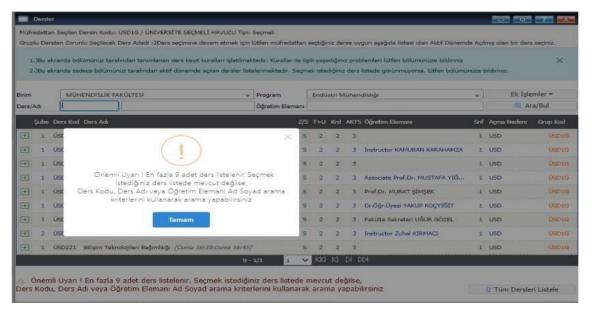10- When the course registration process is complete, the following screen will appear.

UNİVERSİTY ELECTİVE COURSE POOL

11- Courses with orange-colored course codes are elective courses.

12- When you click on the plus sign, a maximum of 9 (nine) elective courses will be listed.

13- When you click on the List All Courses button in the lower right corner, all open courses are listed by page.

14- By clicking on the page numbers below and the ... section, you can view the University Elective Pool courses listed on other pages. You can also view the available capacity for the course you wish to take by clicking on the Show Capacity button.