

# 7step Course Registrations Process in 7 Steps

## What is OBS?

OBS, aka Student Information System, is an interface that you will be using all throughout your university education.

## What should I do?

After becoming a Yeditepe student, there are SEVEN STEPS to be taken in enrolling to your courses.

## You should check our website!

[www.yeditepe.edu.tr](http://www.yeditepe.edu.tr)

## STEP 3

### What's the Academic Calendar for?

- All important dates are here!
- Exams and their dates
- Application and petition periods
- Registration and Add-Drop

### What's the Department Page for?

- Your curriculum
- Course descriptions
- Department's academic staff
- Announcements and news

## You and Your Advisor

### Your advisor's place in your university education

- Approves or rejects your course registrations
  - You should consult your advisor about any issue regarding your courses
  - You need the approval of your advisor in the petitions
- Contact and meet your advisor and don't forget to specify your requests concerning your courses!
- You can determine the courses to choose each semester by consulting your advisor

## STEP 4

## Yeditepe E-Mail Address!

You should activate your e-mail address with std.yeditepe extension!

- Your advisor, assistants in your department and secretary will be contacting you here
- Your E-Mail address is ready in OBS!

### Personal Info

### E-Mail Info

- It's essential for online education!
- Your e-mail address with std.yeditepe extension is created specific to your name!

## STEP 2

## Department Secretary

- You should contact your department secretary
- If there's a problem with your OBS username or password, you should contact your department secretary
- You can take a new OBS username and password

## STEP 7 Add-Drop Week

Are we registering again?

- It is in your best interest to attend the first week of all the courses you've taken during the course registration.
- If there are any sections and/or courses you want to change, wait for the add-drop week
- You can register for your missing courses
- This is your last chance for course registration
- Better not miss it!

## Course Registrations!

I can't register to my courses! Why isn't it happening? What am I supposed to do now?

- If there are any courses from previous semesters that aren't completed, you need to take them first!
- You need to wait for your advisor's approval after sending your course list
- If you re-register to a course you've taken before, the second one counts as a Repeat
- Don't register to courses you've taken before as Area or Free Electives
- If you face a problem during this period, your advisor will be there for you
- Your advisor might not be able to provide immediate response to your questions and/or to your chosen course list
- Be patient, don't panic!

## Pre-registration!

What is pre-registration? What's the use? Do I even have to?

- No, you should definitely do it

Pre-registration determines the elective courses and the number of sections within a semester

- The most preferred elective courses are determined in pre-registration
- The number of sections for compulsory courses are also decided here
- Students who do not pre-register to their courses might face some difficulties during the course registration
- In short, it's a must

## ESPECIALLY!!!

### Announcements

Here is the university's special news for you

### Personal Info

This information will always be important for you!

### Academic Info

To see the courses offered by departments

### Messages

Don't forget to check it out time to time!

You can contact your advisor here!

### E-Mail Info

Here's your Yeditepe E-Mail address

### Board References

For you to see the final decisions of your petitions

### My Academic Info

Here is the list of all the courses you've taken and your grades

Also, here's your transcript for you!

### Contact Info

Keep this part up to date!

## Attention! Very Important!

### Course Registration

Your weekly course schedule

You can register to your courses here during the pre-registration, course registration, and add-drop weeks.

## Course Registrations

- Check the semesters of your courses
- You'll have a letter grade next to the courses you've completed
- The courses you've passed are in **RED**
- The courses you can take are in **GREEN**
- The courses you cannot take are in **GREY**





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