

Dear Students,

The 2023-2024 Academic Year Spring Semester course registrations will be carried out with course advisors on Monday, Tuesday and Wednesday between **12 and 14 February, 2024**. As it is known, the pre-registration period (online registration) commenced on 24 January, 2024 and will continue until 11 February, 2024. We would like to remind you the below-mentioned important dates that you need to pay attention to in order to ensure a healthy, peaceful and problem-free course registration period:

- **Even if you completed pre-registration** for your courses, you must visit your advisor on **12-14 February 2024** to get your course registrations approved. In an event of you having a valid excuse and not being able to complete face-to-face course registration approval procedures, you should inform your advisor and get his/her approval on the matter.
- If you did not complete pre-course registrations, we strongly advise you to pay any debts and semester tuition fee at the latest of 11 February, 2024 in order to get “ACCESS” for course registration. The debts (if any) can be checked on your Student Portal accounts (<https://stdportal.emu.edu.tr>). By completing the above said payments, you will automatically get access for course registrations prior your arrival to the University and, you will be able to complete your registration procedures with your advisor without waiting in queues. Otherwise, it will be much stressful and difficult for you to complete the payment and registration procedures, simultaneously, within the specified dates.
- Our students who will not be able to complete the registration procedures on 12-14 February, 2024 (completed the payment procedures but did not get their courses approved by their advisors), will be subject to **Late Registration** (Daily Late Registration Fee is 25 USD for International Students and, 250 TL for students coming from TR and TRNC).
- The number of credit courses specified for each semester in the program which the student is enrolled constitutes the course load of that semester. Non-credit courses are not counted as course load. However, with the recommendation of the relevant course advisor and the approval of the Department Chair or School Director, the course load of a student for a semester:
 - 1) can be reduced maximum of two courses in accordance with the standard course load of the specific semester.
 - 2) can be increases maximum of one course in accordance with the standard course load of specific semester. In order to add a course to the course load, the student must hold a minimum of 2.50 CGPA or, must be awarded with “High Honor” or “Honor” as of end of the previous academic semester. For each additional course, the students pay an additional fee based on the per-credit fees to be applied for the summer semester at the

end of the relevant academic year, in addition to the tuition fee they are obliged to pay for that semester (Fees per credit can be accessed from <https://www.emu.edu.tr/ucretler>).

- Order of priority to be applied in course selections is as follows:
 - (1) Courses with “F”, “NG”, “U” or “D-” grades,
 - (2) Courses with “W” grade,
 - (3) Compulsory courses of previous semesters that are not taken yet,
 - (4) Compulsory courses of the present semester that are not taken yet,
 - (5) With the approval of the course advisor, students can;
 - a. transfer elective courses of the present semester, that are not taken yet, to following semesters.
 - b. take courses from following year’s curriculum. Relevant Dean or School Director or Department Chair evaluates the request of the student and makes the final decision.
- The criteria to be applied in course selections and more information on course registration procedures can be found in EMU Regulations for Course Registration (http://mevzuat.emu.edu.tr/5-1-5-Rules-Course_Registration.htm).

I wish you success in the new academic semester.

Kind regards,

Prof. Dr. Sonu ZORLU
Vice Rector (Student Affairs)