

Dear Students,

As announced before, 2018-19 Spring Semester course registration procedures with advisors will be carried out on Thursday and Friday, **14-15 February 2019**. As you know, online registration for courses has commenced on 17 December 2018 and will continue until 13 February 2019. Please find below important reminders for you to have a healthy, peaceful and problem free course registration period:

- Even if you have completed your online registration procedures, you are required to visit your academic advisor between **14 and 15 February 2019** and have your courses approved.
- If you have **not** completed your online course registration procedures yet, please find out about your outstanding debt to the university (if any) from your Student Portal (<https://stdportal.emu.edu.tr>) and pay for it together with your semester fee latest by 13 February 2019. Then, you will be granted "ACCESS" for course registration. If you follow the aforesaid recommendation, your access for course registration will be granted automatically before you return back to university and you will skip the queues and be able to finalise your course registration with your advisor. Otherwise, it will be more hectic and difficult for you both to pay and carry out your course registration procedures within the specified dates.
- As you know, students who cannot complete their registration procedures between 14 and 15 February 2019 (those who have paid for tuition fees but not received approval from their advisors) will be subject to **registration with penalty**. For each day of late registration between 18 and 25 February 2019, students will be charged 75 TL and those registering with international student status will be subject to 25 USD per day. In order to avoid registration with penalty, you are kindly advised to finalise your registration procedures latest by **15 February 2019**.
- Regarding students (excluding those who were provisionally registered during the 2018-19 Fall Semester but failed to fulfill their financial obligations within the relevant semester) who have financial problems (outstanding tuition fee debts and/or the first installment of the new semester) and ensure to make their payments at a later date, applications for provisional registration will be received **at the Student Services Office located at the entrance of the Registrar's Office as of 22 February 2019**.
- No course or exam related procedures will be carried out both within or at the end of the relevant semester for students attending classes without having registered through standard procedures or provisionally.

I hope that you have a smooth course registration process and wish you all success in the new academic semester.

Prof. Dr. Sonu Z. OĐURLU  
Vice Rector (Student Affairs)