

Yeditepe University Faculty of Engineering
Department of Food Engineering Spring 2021 Academic Year
Registration Rules

"Registration Process" at Yeditepe University consists of 4 basic steps:

1. **Pre-registration period:** Students are required to pre-register all the courses they want, using the Student Information System (**OBS**) in the course of time announced in the academic calendar. **Students who do not pre-register cannot choose a course during the normal registration period.**
2. **Normal registration period:** The course schedule, which is automatically arranged by the system in line with the courses selected by students in pre-registration, is sent to the academic advisors at the beginning of the normal registration period for approval. **After the advisor evaluation, students can make changes in their programs during the normal registration period,** and the changes made by the students are reflected in their programs after the advisor's approval.
3. **Add / drop period:** Up to 3 courses can be processed during the add / drop period using OBS on the dates announced in the academic calendar.
4. **Petition period:** Students can submit a petition on the dates announced in the academic calendar for courses that are eligible to take in accordance with the registration rules but cannot be added through the system during the normal registration or add / drop period. Students are required to attend the courses they want to add with a petition regularly from the beginning of the semester. The petitions regarding the quota request are rejected. **See Annex 1** for situations where a petition can be submitted.

REGISTRATION RULES

1. Conflict

- 1.1. According to the rules of the Faculty of Engineering, there may **only be 1 hour** overlap in the program of Food Engineering students. For overlapping course hours, the instructors should be informed at the beginning of the semester, and their suitability should be evaluated by the lecturers. **After the registration process is**

completed, if there is more than one hour of conflict in the program of the students, the course causing the conflict will be dropped as a result of the evaluation made by the Dean of Engineering Faculty during the semester.

Conflicts created by the student's course with attendance exemption (Registration Rule 4) are not considered within the scope of conflict.

Note: Conflicts in the programs of major / minor students should be evaluated in accordance with the rules of the Faculty of Engineering, the major department of the students and the Faculty they belong to.

1.2. Students who take MATH 131/132/241, PHYS 101/102 and CHEM 111/112 courses are required to leave the hours blank between **16:00-19:00 on Friday** in their program.

2. Prerequisite

To be able to take a course in the curriculum of the Department of Food Engineering, **the prerequisite and / or co-requisite of the course must be procured. Students who have completed 105 credits can take the prerequisite course for which they received an FF grade before, along with the attendance course. In this condition, a continuation course can be added by petition.**

The only co-requisite course in the Food Engineering curriculum is **FDE 492. Students who have completed 105 credits can take this course with the condition of having been completed to the course of FDE 467 or registered in the same semester to the course of FDE 467.** Since no contingent conditions can be defined in the OBS system, the control of this course is done by the department.

3. Course load

3.1. In addition to the normal course load, 2 courses that cannot be taken from lower semesters or FF, FA, W can be taken. No additional tuition fee is charged for the courses taken in this context. Courses taken from FF / FA / W must be repeated in the first semester they are opened (if the student has failed the course for more than 4 semesters (FF), he / she has the right to suspend the course for 1 semester). This process will be followed by the student information system, and in addition to the semester course load of the student, the student will be able to choose 2 courses that fall under the above-defined category.

Application Specific to Our Faculty: Students who have not completed the +2 course load can apply with a petition to take additional courses to their normal course load in order to increase the course load. (Being able to apply with a petition does not mean that every request can be accepted.)

- 3.2. Students admitted in 2017 and before can apply with a petition to take +2 more courses without overlapping the courses, in addition to the +2 course load, if they are able to graduate. This process will be managed by the concerned student and the Dean of Engineering Faculty.
- 3.3. TKL, HTR, HUM and free elective courses can be selected regardless of the semester in the situation of not completing the normal course load during the current period. The current student information system allows a student who cannot complete the normal course load to choose the courses that are open and can be selected to complete the normal course load. In cases where the courses within the scope of this issue cannot be selected through the system, they can be added with a petition with the approval of the Academic Advisor.
- 3.4. Internship courses in the summer term are not counted from the semester course load. Summer internship courses in the academic program of the student are not counted in the student's normal semester course load. For example, **if the student has 6 course lines together with the internship in a semester, if one of them is an internship within the scope above, the course load of student for that semester is evaluated as 5.** This process is not managed by the current OBS. If the students do not attend the internship lesson semesters even though they do internship and they cannot choose this course because they are in the upper semesters or have incomplete courses from the bottom, they submit a petition to the Department. The registration of these students to the internship course is made by the Dean's Office following the add / drop.
- 3.5. Foreign language courses must be taken without credit (NC).
- 3.6. Lessons other than foreign languages within the scope of the extra curriculum can be taken after payment of the course fee determined by the Rectorate.
- 3.7. Students who have a grade point average (cGPA) of 3.50 and above after the first two semesters of the program can submit a petition to take a course in addition to the course load of the semester. The courses to be taken in this context are determined by the decision of the relevant Faculty Board of Directors. In this context, the course and course registration procedures of our students who will take courses will be

carried out by the Dean of Engineering Faculty. (Being able to apply with a petition does not mean that every request can be accepted.)

- 3.8. If a request is made to withdraw from a course taken during the semester, no refund or deduction for that course is made. This procedure is monitored administratively by the Rectorate.

4. Attendance exemption

- 4.1. Attendance is not required for the courses that have been taken for two consecutive semesters and failed (provided that they have an FF grade). **The attendance exemption is applied only during the course hours of the courses containing application such as FDE 203, FDE 206, FDE 226 and FDE 254, students must attend all lab applications.** For the courses you want to use attendance exemption, you should contact the instructor of the course at the beginning of the term and report your situation and learn the rules for the application part of the course, if any.

- 4.2. Students whose names are included in the exemption lists sent by the Dean's Office to the advisors are exempted from the PHYS101 and PHYS102 course laboratories and these students can only take courses overlapping the laboratory hours*.

** It was conveyed by PHYS Department that those who take laboratory in 2020 SPRING Period cannot be exempt with their laboratory grades for that period.*

Annex 1:

WHEN SHOULD I SUBMIT A PETITION AS A STUDENT?

- _____ course overlapped with _____ course, both of which were FF / FA. I want to add a course instead of a conflicting course.
- After the first two semesters I started the program, my CGPA (cGPA) is 3.50 or above, I want to add one more course in addition to the semester course load.
- The prerequisite course that I have successfully completed for the course I want to take is not defined in my Double Major / Minor program.
- I have completed 105 credits in my program. I want to take the prerequisite course that I failed to take before, along with the attendance course I requested.
- I am a transfer student. I want my request to add a course to be evaluated based on the number of courses I can take in the term considering my transfer courses. (The excel table created to determine the transfer student course load should be used by the advisor.)
- I am in 2017 or before, I am able to graduate. In addition to the +2 course load, I want to add +2 more courses without overlapping the courses.
- The course I enrolled in has been closed. I want to add a lesson instead.
- I want extra courses (maximum 2 according to FF / FA status) to increase the grade from below.
- * I want to register for the appropriate branches of the courses given in the list following financial approval.