STUDENT COURSE LIST PREPARATION:

You can enter the registration system either from https://registration.boun.edu.tr or from the ‘ÖBIKAS BUIS’ button on the University main page.

You can enter the system using the username and password given to you by the Registrar’s Office.

Once you enter your page, you can go to the “COURSE LIST PREPARATION SCREEN” page by clicking on the “Course List Preparation” option.***

COURSE LIST PREPARATION SCREEN

You can find personal details on the top, and links on the top right side of the screen.

ADDING A COURSE

The courses you chose will be listed in a table. The numbers you see at the end of the course name (e.g. 2+0+2) indicate T, A, L (Theory, Application, Lab) hours. The letters in the Schedule area indicate the names of the days and the numbers indicate the course slots on that day (Example: MWTh343 would mean Monday slot 3; Wednesday slot 4; Thursday slot 3).

Adding a Course Method 1:

- Choose the type of course to be added (required, HSS, others, etc.)
- Click on “Add”. A list of courses of the chosen type will appear.
- Choose the course you wish to add by clicking on the button next to it. Choose “non-credit” option if you wish to take the course without credit.
- If you are repeating a course, first choose the course you wish to add by clicking on the button next to it, then choose the course you are repeating from the “Repeat selection with” option on the top right hand side and mark the approval box on the left hand side.
- Click on the “Add Selected Course” button at the top of the list.
- The course will be added to your course list.
- Repeat the procedure to add a new course.
Adding a Course Method 2:

If you already know the short names, codes and the sections of the courses you wish to add, please go “Quick Add Menu” to complete your course list.

- You can write more than one course at one go.
- If you are repeating a course with another, then choose the course you are repeating from the list, too.
- All courses will be added to your list when you click on the Quick Add button. *

* If there is a warning sign when you try to add a course and the course cannot be added:  
If there is a reason why a certain course cannot be added, the reason will appear on your screen. Please go back to the Course List Preparation screen.

- The warning sign will have a code and explanation. Please read the message and try to correct any mistake you might have made.
- Make sure to complete financial obligations if you have any, check for prerequisites, quota restrictions, consent requirements, etc.
- If you have incorrect repeats, overload of credits, etc., correct these and try to add the courses again.
- If you are still receiving a warning sign after you have corrected everything, inform the Registrar’s Office. While doing so, make sure that you give them your student number, code of the error and the warning message as well as the details of course you cannot add (eg: CET 360.01) with a screen shot if possible.

Dropping an added course

- If you wish to drop a course after you have added it to your course list, select the box on the left hand side of the course and click on the Drop button.
- You might not be able to drop some of the courses. In such a case a code and an explanation will appear on your screen. However, you might be able to change the section of the course.

Change Section:

- Choose the course you wish to change the section of by selecting the button next to it.
- Click on the “Change Section” button.
- Choose a new section from the list that appears, then click on the “Change” button.
- After this procedure, make sure there are no conflicts on your “Schedule”.
Sending the Programme to the Advisor for Approval:

- Click on the “Send To Approval” button.
- If you change your mind before your advisor has approved your programme, click on the “Cancel Send” button, make the necessary changes and then send your programme again by clicking on the “Send To Approval” button.
- If you remain inactive with your screen open for 20 minutes, your session will expire and you will not be able to carry on with your registration. You will have to reenter the system with your username and password.
- Your course registration is now complete and sent to your advisor for approval.
- Programmes rejected by the advisors are returned to the students. Under such a case, please contact your advisor, make the necessary changes and resend your programme to your advisor for approval.
- Please check your course grades for the previous terms prior to Online Registration from your Academic Records. If you see any errors, contact your Faculty/School/Institute immediately.
- After you send your programme to your advisor, if you wish to enter your Course List Preparation Screen, you will be directed to the Probable Course Schedule page. The programme you see is only valid if your advisor approves it.

Options at the bottom of the screen:

- **Send Message to Advisor**: You may send messages to your advisor.
- **Sent to Approval**: You may send your programme to your advisor for approval. This step is mandatory.
- **Cancel Send**: You may retract the programme you sent to your approval, before your advisor approves it, and make the necessary changes. You must resend your programme afterwards for approval.
- **Consent Request**: Use this to ask for the consent of the instructor of the course if there is consent requirement or to extend the quota (when possible)
- **Schedule**: Shows the Schedule including the conflicts
- **Curriculum**: List of all the required courses the student must complete for the degree programme.
- **See past data**: Transcript

*** Students in the English Prep School cannot add courses. If you have fulfilled the English proficiency requirements but cannot enter your course list preparation screen, please contact the Registrar’s Office immediately.