

KION BİLGİSAYAR BİLİŞİM YAZILIM SAN. VE TİC. A.Ş. SOFTWARE DEVELOPMENT UNIT INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY STUDENT INFORMATION SYSTEM SOFTWARE GUIDE



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KION Bilgisayar Bilişim Yazılım San. ve Tic. A.Ş.

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SMS (Admin)

System Entry

Address to log into the system isTo log into the system, the **e-mail address or user name** must be written opposite the Student Number field in the window that opens when the Enter key is pressed.Login to the system with the new password received from the administrator.Changing the password when logging in was recommended for the first time.



Figure1 SystemEntry

Student

STD01 Student Search

Purpose and Scope: This is an application which students are listed/searched according to different criteria, their information is shown, updated, deleted, their documents are printed (collectively/individually), a **new student definition** is made, and student information can be copied to another student.

Description:

Searching/listing students can be performed according to certain criteria. For the **listed students**, the following documents can be obtained in bulk. Thefollowing operations can be performed using the **'Reports'** button.

Collective Student Certificate,

Bulk Transcript,



tudent Filter														
tudent No		Search Add	TC Identity	No			Search	Branch Type	Main Degree	~	Teaching Level			
Name								Faculty						×
Surname								Department						
Scholarship Type		~	Scholarship	Status			~	Option						N
Quota Type		~	Type of Inst	ruction			~	Class			~	Trans	fer Credit	
Gender		~	Age	- 🔽			~	Status	Registered					
Date of Birth Range	e		-		Empty Dates	of Pirth		Status Detail						
				_		s or birdi								
National	~			~	Turkish Origin		×	Registration Year		~	Date of Registration Range		~	N 1
Other				-					Graduation/Leaving E	Date Ranne		~		
National									crouddon, county c	oute nong				
	Update Remove from the Li	st Clear (Copy Student	Reports					croductory coving c	Soce nonge				
List New L	Update Remove from the Li	st Clear C		Reports	e Student Certificat	e			choose of the second seco		·			
List New L		st Clear C		Reports	e Student Certificat	e				Succ runge	- L			
List New L	Update Remove from the Li	st Clear C Surname	Copy Student	Reports Collective Batch Tra Collective	e Student Certificat enscript e Report Card			Department	Opti				Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective	e Student Certificat enscript a Report Card e Military Service C		_	Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li	e Student Certificat anscript a Report Card e Military Service C abels		_	Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li Address L	e Student Certificat anscript a Report Card e Miltary Service C abels Labels		-	Department					Teaching Level	Class
List New L Drag a column head	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li Address L Documen	e Student Certificat anscript a Report Card e Military Service C abels Labels nt Labels		-	Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li Address L Documen Student R	e Student Certificat anscript a Report Card e Military Service C Labels Labels nt Labels Registers	ertificate		Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Miltary Li Address L Documen Student R Collective	a Student Certificat anscript a Report Card a Military Service C abels Labels t Labels nt Labels Registers a Address Documer	ertificate	-	Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Military Li Address L Documen Student R Collective Collective	e Student Certificat anscript a Report Card e Military Service C Labels Labels nt Labels Registers	ertificate		Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li Address L Documen Student R Collective Collective Provincial	a Student Certificat anscript a Report Card a Military Service C abels Labels t Labels nt Labels Registers a Address Documer a Identity Documer	ertificate	-	Department					Teaching Level	Class
List New U	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li Address L Documen Student R Collective Collective Provincial	Student Certificat inscript a Report Card a Military Service C abels Labels tLabels Address Documer Identity Documer Identity Documer Identity Documer	ertificate		Department					Teaching Level	Class
List New L Drag a column head	Update Remove from the Li		Copy Student	Reports Collective Batch Tra Collective Collective Military Li Address L Documen Student R Collective Collective Provincial Regional	Student Certificat anscript a Report Card a Military Service C abels Labels at Labels Registers a Address Documer Jostribution Report burs	ertificate		Department					Teaching Level	Class

Screen std01-01

Copying Student

This is the process of transferring the student information selected from the list to another student.

Addition of new students (with the 'new' button)

After the mandatory fields were entered, the students were registered. (With the '*Save*' button) Considerations:

The student's first status information must be assigned with the '*Major History*' in the '*History*' tab. If there is a regulation or teaching plan (*optional*), it should be selected.

Viewing/Updating student information (with the 'update' button)

Student																	
Student No		1002	Search					Faculty		FACULTY OF ECONOMY AND B	USINESS						
TC Identity No		1002	Search					Department		Business Administration							
Name		ADA						Opsiyon									
Surname		MUSABELLIU						Class		4th Class							Browse.
Study Level		Undergraduate						Durumu		COURSE RENEWAL							biomse.
The Regulation		3 Yillik = Bologna						General Average		3.99					Upk	oad	
Study Type		Daytime Education															
Registration Inform	ation Populatio	on and Military Service	Contact	High School and ÖSYM	4 Oredit	Foreign Language	Foreign National	Major Information	Student Histo	y Scholarship History I/	stitute Other H	ormation Bilglien	Documents				
												List	Save Delete	Change Stude	ant Number	Change Facu	lty / Departr
Student									Registration In	formations							
	ADA								Registration h		2002-2003						
	MUSABELLIU								Registration S		Autumn	~					
	1002								Registration E	late	10/1/2002	×				100	Change
Former Student No.									Quota Type		UNYT					×	Change
Faculty	FACULTY OF ECO	NOMY AND BUSINES	5						Status Status Date		COURSE RENEWAL	~					
Department	Business Adminis	tration							Graduation Le	ave Date							
Option								×	Education Yes		2						
	Undergraduate							×	Education Yes		11/5/2021						
	4. Sinif				~	Credit Transfer			Education Ser		0						
Section									Education Ser	nester Jump Date		-					
				Do Not Print Documents					Maximum Du	ation Education Year (6569 sk)	0						
Decree/Former Graduate									Education Yes	r Jump Date (6569)		~					
									Maximum Du	ation Education Semester (6569	sk) 0						
Scholarship Infor	mations								Education Ser	nester Jump Date (6569 sk)		~					
Scholarship	Re	gular			Change				At the Institut	ion Education Year	0						
Scholarship Statu	JS No	t Certain						~	At the Institut	ion Education Semester	0						
Scholarship Statu	is Date		~						Advisor								
									Advisor								
Diploma Informat	tions								Advisor	KOSTAS GI	AKOUMIS						de
Diploma No.									Other								
Diploma Status		Not						~									
Diploma Date				v					Regulation		3 Yillik = Bologna			ndows'u l			
									Directive					idows'u etkir	ıleştirmek	ciçin Ayarlar	
									Teaching Plan								
									Disciplinary P	unishment	No						

Screen std01-02

Student; If there is a faculty/department, the option, class, year of education (how long it has been registered at the university), the year and semester in which it is enrolled in the university, the quota with which it is enrolled in the university, the scholarship status if it has a scholarship from OSYM, its



advisor, when it graduates; Graduation date, diploma information can be viewed/updated. Deletion of a Student (It can be done if the course description of the student does not exist)

Changing the Student Number (It can be done if the course description of the student is not available)

Changing the Student's Faculty/Department (It can be done if the student's course description is not available)

The following student information can be viewed/updated with the help of the tabs at the top of the application:

Population and Military Service

Contact

High School and ÖSYM

Credit ('KYK' information)

Student Search																std01
Student														1		
Student No	1002	Search					Faculty		FACULTY OF ECONOMY AND	D BUSINESS						
TC Identity No	1002	Search					Department		Business Administration							
Name	ADA						Opsiyon									
Sumame	MUSABELLIU						Class		4th Class							Browse
Study Level	Undergraduate						Durumu		COURSE RENEWAL							browse
The Regulation	3 Yillik = Bologna						General Average		3.99						pload	
Study Type	Daytime Education															
Registration Information Populatio	n and Military Service	Contact	High School and ÖSYM	Credit	Foreign Language	Foreign National	Najor Information	Student History	y Scholarship History	Instatute Other	Formation Biglieri	Documents				
									1	1						List Save
Student Loan Informations																
Contribution Credit Contribution Credit Status Date Credit and Dormitory Institution	Not Receiving		v	Date	nt Loan Scholarship S		V		Scholarship Of Credit and Dormitory Institution Scholarship Date	Not Receiving	 ✓ 		dent In %10 0 Success Date			v
No.				Other	Credits Scholarship 1	ype	~		Date		¥					

Screen std01-03

Updating the information from the Credit Dormitories Institution (with the tui10 **'update kyk information'** application under the Tuition Transactions menu) is performed collectively on a university basis. Apart from this, situations such as 'exemption from fees' are selected from the contribution credit section, or students who are in the 10% are recorded in the system at the beginning of each semester. The '10% entry' information of the students who enter the 10% at the beginning of each semester should be deleted collectively on a university basis (with the tui06 'calculation of tuition information' application under the Tuition Transactions menu).

Foreign Language Foreign Nationals In this section, private information is kept for foreign students. **Branch Information** It is the section where Double Major/Minor information is retained. History Major history information Double Major history information (Regardless of the major, the student's status is followed separately) Minor history information (Regardless of the major, the student's status is monitored separately) Other Scholarship History information (Scholarships given by the university or other institutions/foundations are followed in this section. The cases in which it is issued/interrupted are kept on a period-date basis) Institute It is the tab that is active among institute students, and information for institute students is displayed.



Other This is the section where the student's other information is retained. Documents In this department, the following standard documents are obtained on a student basis Student Certificate

Military Service Certificate

Institute Military Service Certificate

Transcript

Report Card (Summary Transcript)

Foreign Student Information Form

Certificate of Graduation

Readiness Certificate

History Transactions:

Description:

History information comes sequentially from the most recent to the furthest date, and the most recent student status date shows the student's current status on the Main Enrollment page. Summarize; The most recent status is the student's current status.

History is the information kept to track student status changes on the basis of the Academic Period. Students had to have at least one record for each semester. To the history of the student; In case of registration renewal, if the advisor approves it online, the '*Registration Renewed*' information is automatically added to the relevant period. At the end of the registration period, students who did not register for courses with the '**std07 History Search**' application are assigned a '*Registration Not Renewed*' registration.In other cases, student affairs must manually add status changes to history with the help of this application. The accuracy of the history information affects some documents and statistics such as '*Military service certificate*'. Failure to renew registration is important in student and military service certificates. (Since they cannot benefit from the right to be a student)

Student																		
Student M	lo	1002	Search						Faculty		FACU	JLTY OF ECONOP	TY AND BUSINESS					
TC Identi	ty No	1002	Search						Department		Busin	ness Administrati	on					
ame		ADA							Opsiyon									
irname		MUSABELLIU							Class		4th C	Class						
udy Lev	el.	Undergraduate							Durumu		001	RSE RENEWAL				_		Brow
e Regu		3 Yillik = Bologna							General Ave		3.99						Upload	
ie kegu idy Typ		Davtime Education							General Ave	raye	3.99							
gistratik	on Information Popula	tion and Military Service	Contact	High School and ÖS1M	Credit	Foreign La	inguage Foreig	gn National	Major Inform	nation Stude	ent History	Scholarship History	y institute Othe	Komstron Biglien	Documents			
-	on Information Popula	tion and Military Service	Contact	High School and ÖSYM	Credit	Foreign La	inguage Forei;	gn National	Major Inform			Scholarship History	orstaans Othe	Permanen Bilghen	Documents			
w		tion and Military Service	Contact	High School and ÖS1M	Credit	Foreign La	anguage Forei;	gn National	Major Inform	nation Stude Student H		Scholarship History	/ Jastane Othe	Pomizoan Bilgian 1	Documents			
N		tion and Military Service	Contact Reason	High School and ÖSYM History	Yes		semester			Student F End Date	fistory Yatay Geçîş BirimîD	Scholarship History End Year	r casacas Othe	University		niversity Type		Department
N	Update Delete	tion and Military Service								Student H	fistory Yatay Geçîş BirimîD					iniversity Type		Department
nt h	Update Delete	tion and Military Service			Yes	524				Student F End Date	fistory Yetay Geçiş Birim1D					niversity Type		Department BUSINESS ADMINISTR
v I	Update Delete Status KNTT YENILEME KNTT YENILEME	tion and Military Service		History 6/20/200 7/1/2004	Yes 5 200 201	104-2005 103-2004	Semester Vaz Vaz		Class Hazrik Hazrik	Student F End Date	fistory Yatay Geçiş BirimID	End Year		University UNIVT		iniversity Type		BUSINESS ADMINISTR BUSINESS ADMINISTR
nt h si	Update Delete Satus KAVIT YENILEME KAVIT YENILEME KAVIT YENILEME	Bon and Military Service		History 6/20/200 7/1/2004 2/1/2004	Yes 5 20 20 20	04-2005 03-2004 03-2004	Somester Vaz Vaz Bahar		Class Hazrik Hazrik Hazrik Hazrik	Student F End Date	tistory Yatay Geçiş Berimild	End Year		University UNYT UNYT UNYT		iniversity Type		BUSINESS ADMINISTR BUSINESS ADMINISTR BUSINESS ADMINISTR
	Update Delete Status KNTT YENILEME KNTT YENILEME	tion and Military Service		History 6/20/200 7/1/2004	Ves 200 200 200 200 200 200 200 200 200 20	204-2005 203-2004 203-2004 203-2004 203-2004	Semester Vaz Vaz		Class Hazrik Hazrik	Student F End Date	tistory Yatay Geçiş Berimild	End Year 0 0		University UNIVT		niversity Type	_	BUSINESS ADMINISTR BUSINESS ADMINISTR

Screen std01-04



When you want to add a new status to your major history (with the '**new**' button), '*Student Status*' must be selected on the screen. In cases such as 'Registration *Freezing*' or '*Registration Deletion*, the reason can be selected from the list below.

If the 'Registration Freeze' is made for two academic years, history information must be entered for the two academic periods.

University information for students who come/go with lateral transfer, come/go with Erasmus/Farabi, and come/go with summer school ("...' pressing) is entered by selecting. If there is no university name in the list, it can be written in the blank field under the university section. If this information is entered, it will be shown in the transcript which university the student came to with lateral transfer, or which university he went to with Erasmus.

The student's '*Deregistration*' or '*Graduation Procedures*' are similarly done with the help of this application. In this case, the student's *Graduation/Departure Date* is updated. (See. Screenstd01-02)

STD02 Student Record

Purpose and Scope: This is the application used during the first registration to the university. The latest situation; For students who have '*won the university but have not yet registered*', the first registration process is provided with the help of this application by completing all the documents and procedures of the student.

Description: With this application, a record of enrollment is added to the student's history information, and the student's first registration date to the university is updated. A similar operation can be performed with the help of '*STD01 Student Search*,' but this application has been developed to make the process <u>faster with a single click</u>. In the same application, if desired, a student certificate and military service certificate can also be obtained.

If this program is used up-to-date during university registration, the <u>number of students enrolled in</u> <u>the university</u> can be monitored in a healthy manner. (*'STD01 Student Search'* or *from 'RPR01 Quota Report'* under the Reports menu)

Student Record			std0
Student			
Student No Search Clear TC Sector No Name Sunname Study Level	Faculty Department Option Class Status Quota Type		
Scholarship Type e-Devlet Military Status			
Registration Cancel Save Save Temporarily Change Signature © tr-TR en-US Pre-Registration Form	PDF Word Document Studen	t Certificate Military Certificate	

Screen std02-01

STD03 Student Course

Purpose and Scope: This application enables students' courses in all semesters to be shown, new courses to be assigned, and grades to be corrected/entered on a course basis. The exemption information of the students who come with lateral transfers or the results of the grade objections are



processed using the same application. On a student basis, the conjugate of the courses or the association of another course is also done from this section.

Description:

The listing is made from the most recent semester; in practice, all student courses are listed on the basis of semesters.

Saved code in the list:

If 'I' is the student, it is registered online and the advisor has given approval,

If 'B' is 'B', Student Affairs has manually assigned this course to the student,

If 'E' is Erasmus, the student has taken this course,

' ' (blank) means that the <u>student has registered online</u> but has <u>not been approved</u> by the advisor. The student was not enrolled in this course. These courses are not shown in the transcript.

Course registration processes (student/advisor approvals) from the web are reflected in the courses and class lists of students in real time.

The 'repeated course' information in the list is used to indicate which course the student has taken instead of the course he has taken before. This association process is performed with the '*STDO3 Courses Taken by the Student* application. Purpose; In general, except in the case of removing the course and opening another course in its place, it is the ability to associate a private course with the student. For example, consider another course instead of an elective course. As a result of this association, the name of the associated course is shown in parentheses next to the relevant course on the transcript and the 2nd course is not reflected in the credit totals. As an example, the following shows the failing status of a course and the course information taken instead.

Student																				
Student Num	ber	1002				Search	Clear	F	Faculty			Ð	CULTY OF ECON	OMY AND BUSIN	ESS					
Turkish Ident	tity Number	1002					_		Departmen	nt		В	usiness Administra	ation						
Name		ADA						c	Dotion			В	usiness Administra	ation						
Surname		MUSABELLIU						0	Jass			4	h Class							
Study Level		Undergradua	te					5	Status			0	OURSE RENEWAL							
Regulation		3 Yillik = Bol	ogna					1	Teaching P	lan										
Student's O	and a	nt Course Logs	Equivalent	0	Curriculum Courses	Courses Which Student Can Take Tra	nscript D	iploma Re												
30	16					Courses which Student Can Take	nsenpe D	ipioma Re	sport											
New Up	date Assign Bu	k Courses	legister Code En	npty Delete Co	urses															
																	Öğrencir	nin Aldığı Dersl	er	
Drag a colum	n header here to gr	oup by that colu	mn																	
	-1 -1														Not	Free to	Number of	Repeated	Repeated	Repeated
Academic , Year	Education Semester	Branch	Catalog No.	Course Code	 Course No. 	Course Name	Course Class	Branch	Credit	ECTS Credit	Grade	Letter Grade	Status	Registration Code		Entry Make	Course Repetitions	Instead Catalog	Instead Course Code	Instead Course
															Average		repeatona	1105		
															· ·	×				
004-2005	summer	Major	17	702102	2776	WESTERN CIVILIZATION II	Prep Class		3	3	0	A	Successful	в			0	0		
2003-2004	Autumn	Major	20	201101	2810	STATISTICS FOR BUSINESS AND ECONOMICS I	Prep Class		3	3	0	Α	Successful	в			0	0		
003-2004	Spring	Major	4	212102	2579	MANAGERIAL ACCOUNTING	Prep Class		3	3	0	A	Successful	в			0	0		
2003-2004	Spring	Major	21	251101	2828	PRINCIPLES OF MARKETING	Prep Class		3	3	0	A	Successful	в			0	0		
2003-2004	Autumn	Major	32	502102	2926	INTRO TO MACROECONOMICS	Prep Class		3	3	0	Α	Successful	в			0	0		
2003-2004	Autumn	Major	16	701101	2766	WESTERN CIVILIZATION I	Prep Class		3	3	0	A	Successful	в			0	0		
2003-2004	Spring	Major	35	712104	2959	US History II	Prep Class		3	3	0	A	Successful	в			0	0		
2003-2004	Autumn	Major	38	731104	3005	INTRO TO INTERNATIONAL RELATIONS	Prep Class		3	3	0	A-	Successful	в			0	0		
2003-2004	Spring	Major	42	743106	3046	INDUSTRIAL PSYCHOLOGY	Prep Class		3	3	0	A	Successful	в			0	0		
003-2004	Autumn	Major	1	ART 202	2536	Art History I	Prep Class		4	3	0	A	Successful	в			0	0		
2003-2004	summer	Major	47	BIO 334	3097	Biology Today	Prep Class		4	3	0	A	Successful	в			0	0		
2003-2004	Spring	Major	18	IR 222	2788	Islamic World	Prep Class		4	3	0	A	Successful	в			0	0		
002-2003	Spring	Major	3	211101	2565	FINANCIAL ACCOUNTING	Prep Class		3	3	0	A	Successful	в			0	0		
002-2003	Spring	Major	49	241101	3124	PRINCIPLES OF MANAGEMENT	Prep Class		3	3	0	A	Successful	в			0	0		
	Autumn	Major	7	401201	2623	COMPUTER APPLICATIONS I	Prep Class		3	3	0	A	Successful	в			0	0		
002-2003	Spring	Major	8	402202	2639	COMPUTER APPLICATIONS II	Prep Class		3	3	0	A	Successful	в			0	0		
2002-2003												A	Successful	в						
	Autumn	Major	5	421101	2588	COLLEGE ALGEBRA	Prep Class		3	3	0	8	Successful	B			1 Wine	lows'u EtR		

Screen std03-01

When the '*Update*' button is pressed, the screen where the update/deletion is performed opens. If the grade of the course has been entered, '*deletion*' is not allowed, the grade must be emptied first and then deleted.

If the course is combined with another course, the information can be viewed by pressing the 'Common Branch Information' button.

When the '*New*' button is pressed, the screen on which the add/update/delete is made opens.



'Conjugate Courses':

All equivalent courses for students are listed.

The conjugate course definition is used to show which course a student has taken in Erasmus corresponds to which course in his or her curriculum. When this definition is made, the course whose equivalent is defined is not shown in the list of courses that the student must take during course registration on the Web. A course can be the equivalent of more than one course; more than one course can also be a conjugate of a course.In the following example, a course in Erasmus is defined as equivalent to a course in the curriculum.

Student Courses											std03
Student											
Student Number	1002				Search Clear	Faculty		FACULTY OF ECONOMY AND BUSINESS			
Turkish Identity Numb	per 1002					Department		Business Administration			
Name	ADA					Option		Business Administration			
Surname	MUSABELLIU					Class		4th Class			
Study Level	Undergraduate					Status		COURSE RENEWAL			
Regulation	3 Yillik = Bologr	a				Teaching Plan					
Student's Courses	Student Course Logs	Equivalent Course	Curriculum Courses	Courses Which Student Ca	n Take Transcript	Diploma Report					
Course Taken by Stud	ient										
Course Code			Clear Catalog	No.	Course No		Course Na	ime			
Equivalent Course											
Course Code	Clear	Catalog No.		Course No.		Course Name				Conjugate Type Equivalen	t Course 💌
Add Delete											
Öğrencinin Tüm Eş	slenik Dersleri										
Student Nar Number	ne Sum	ame Aca	demic Year Education Semester	n Catalog No. r	Course Code	Course No.	Course Nar	ne	Conjugate Catalog No	Conjugate Course Code	Conjugate Course No
							No c	lata to display			
4											+
Excel											

Screen std03-02

'Curriculum Courses':

According to the 'teaching plan' to which the student is affiliated (if there is no teaching plan, all the courses opened in the department are shown), it shows the relationship between the courses and the courses taken. It can be seen from this list which course the student has taken or has not taken. "*Report card* ' and" *transcript* ' can also be viewed from this app.

STD05 Advisor Assignment

Purpose and Scope: Advisor information is collectively assigned to students. It is ensured that *those who have not been assigned* an advisor and students who do not have advisor information are listed, or in case of departure of the advisor faculty member, another advisor *is appointed collectively* after the relevant students are listed.

Description: Advisors can be assigned on a class basis or to students who are first enrolled in the university. In addition, operations such as viewing/changing advisor information on an individual student basis can be done from the 'STD01 Student Search' application. This application was developed to facilitate the process of assigning advisors to students.



Student Filter									
					Advisor				Cles
Branch Faculty	Main Degree					lot Assigned Advisors			Oe
Department						who have won OSYM			
Option					New Stur Former S				
Class						ered Students			
Registration Year		Registration	Status		V				
List Select all Clear	election								
							dvisor to be assigned		0
						Assign a Advisor to All	Assign Advisor to Selected	Delete Advisor from All	Delete Advisor from Select
orag a column header here to	group by that column								
Advisor	Student No	Name	Surname	Registration Year	Faculty	Department		Option	
1	010221001	deneme	öğrenci	2021	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
KOSTAS GIAKOUMIS	1002	ADA	MUSABELLIU	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
MAYTHINEE KULTHAVEE	UP 1004	ADELA	ALIAJ	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
	1005	AHMED	ABUHALALA	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
KOSTAS GIAKOUMIS	1007	ALEKSANDER	NACI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
KOSTAS GIAKOUMIS	1009	AMARILDO	FECANJI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / Internati	onal Relations		
	1011	ANISS	ALHAMUDI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
	1015	ARBAN	AVXHI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
	1017	ARDIT	LIMAJ	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			
KOSTAS GIAKOUMIS	1018	ARDIT	MIMANI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration			
	1019	ARLINDA	FRANI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology			
	1027	DEVIS	BANO	2002	Faculty	UNDECIDED			
SILVANA TOSKA	1028	DRITAN	KOLANECI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / Internati	onal Relations		
	1029-MS	DRITAN	SHORAJ	2006	Faculty	Non Registered			
	1030	DRITAN	тако	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			
Prof. JUNA MILUKA	1030-MS	DRITAN	ТАКО	2010	INSTITUTE OF ECONOMY AND BUSINESS	MSc in Finance and Accourt	ting		
	1033-MS	EDVIN	KEPI	2007	Faculty	Non Registered			
MARITA FLAGLER	1036	ELONA	GURI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / Internati	onal Relations		
	1039	ERALD	DORE	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Win	dows'u Etkinlest	



STD04 Student Discipline

Purpose and Scope: Viewing/listing and recording the disciplinary penalties taken by students is done with this application.

Description: When the student's disciplinary penalty is recorded in the system, it starts to appear as 'exists' on the '*Std01 Student Search-Registration information*' screen. In addition, the transcript shows a statement that **the student has disciplinary actions**.

Student Disciplinary	std04
	Save Delete List
Student Search	
Student No Liss Faculty Class	
Name Department Teaching Level	
Sumame Option Status	
Studet Discipline Record	
Crime Committed (Explain)	
Event Date Start Date	
Disciplinary Clause Due Date	
Punishment Given Exotation vite board vite vite vite vite vite vite vite vite	
Punishment Period Number of	
Mahleme Karan 🔍 Yes 💿 Non	
Apliama	



STD07 History Search

Purpose and Scope: According to the history information of the students, the listing of the students who have suspended their registration/come with amnesty/did not renew their registration in the past semesters is done with the help of this application. At the end of the *Course Registration Calendar* (at the end of the excused registrations), the '*not renewed*' status is processed in the history of the students who are not registered in the history and who have not registered for any course.

Description: The information entered in the '*STD01 Student Search – History (Major)*'section can be listed collectively.



History Search														std07
O In Selected Year Semester	2021-2022		Y Spring			~	Quota Ty Scholars							
In Previous Semesters	O All Semesters	In Last X Semester	0				Registrat							M
According To Student History Record	 Have No History Records 	 Have History Reco X Amount 	rds At Least 1				Status D Update (✓ ✓ 	~			
Student Status	All					~	Course S				M			
Status Details	empty								O All					
Faculty						~			 Course Not Assign Course Assigned 	ned				
Department						~			Course Assigned					
Option						~								
Class						~								
List Export All To Excel	Leap Year	Process The Histor	У											
Drag a column header here to	group by that column													
Turkish Identity Number Number	Name	Sumame	Faculty	Department	Option	Student Class	Study Level	Student Last Status	Student Last Status Date	Quota Type	Student Status History	History Academic Year	History Education Semester	History Status Date
\$	0	7 7	1	2	♥	2	Ŷ		V V V		\$ \$			7 🔽 🤉
4														No data to display
4														► I

Screen std07-01

To check whether a student has at least one record for each school year, the following method was followed.

- 'Student Status: Registered' is selected, the 'Not registered learners in history' option is checked, and the 'Course not assigned' option lists the learners.
- After the list has been checked (it can be useful to store a list in excel)
- When the 'Process History' button is pressed, 1) Student Status Date, 2) Description and 3) Status 'NOT RENEWED' are selected and the' Continue' button is pressed, which will be collectively entered into the students' history, as shown below. This process should be done very carefully, as it will be reflected in the history information of the students.

History Search							std07
O In Selected Year Semester	2021-2022 Spring		× .	Quota Type			
In Previous Semesters	All Semesters In Last X Semester			Scholarship Registration Date			<u>~</u>
According To Student History Record	Have No History Records At Least X Amount			Status Date			
Student Status	All		v .	Update Date Course Statuses	✓	-	
Status Details	empty				O All		
Faculty		Process The Histo			Course Not Assigned		
Department		Year/Semester	2021-2022	Spring 💌	Course Assigned		
Option				spring M	-		
Class		Status	COURSE RENEWAL		×		
List Export All To Excel	Leap Year Process The History	Status Date	COURSE RENEWAL TOOK ADVANTAGES OF AMNEST	V AND DECISTRATION DENEME			
Drag a column header here to g			PERMISSION / REGISTRATION F	REEZING / STUDENT RETURNED	D FROM ERASMUS		
Turkish Identity Student Number Number		Explanation	STUDENT THAT COMES WITH LI COMING WITH LATERAL TRANSI				History Status
Number Number			COMING WITH LATERAL TRANSI		SITIES, DIFFERENT PROGRAM)	Student Status History	Date
	0 0 0 0	Continue	COMING BY LATERAL TRANSFER	(UNIVERSITY ABROAD.)			
							lo data to display
							to data to display
4							Þ
4							

Screen std07-02

Similarly, the 'Learners with no record in history' option is checked, and the 'Course-assigned ' option lists the learners. After checking the list, if there is no problem, the students are collectively assigned the 'RENEWED REGISTRATION' status.

NOTE: Another purpose of the application is to assign the 'RENEWED REGISTRATION' status information to the active period in the history of the newly enrolled students in the university in order to prevent course registration from the internet, In the registration of courses from the web, the registration of students who have a 'RENEWED REGISTRATION' status in their history is automatically closed, and these students are prevented from taking action.



STD08 Detailed Search

Purpose and Scope: It is an application that allows students to search flexibly according to different search criteria and conditions and to list/query with the requested information.

The reporting processes include listing the data of the institution in the system according to certain criteria and display areas.

There are two types of report shapes.

Recorded reports; Reports are registered in the system in the continuous field.

Query Students Stude	ent Details Query Courses Curriculum Details				
Query Filters Add					
	Choose 💌	• •		v + + -	3
Fields to Display					
Student Id Name Surnam	e Faculty Department Level Photo				
Q Query ± Excel ± Stud	lent Family Register Report H Save Query Filters ▲ Load Query i Name	Filters	Faculty	Department	
student la	Name	surname	raculty	Department	
First Previous 1 Next					

Reports according to user request; By setting certain criteria and receiving certain impressions,

It is an application that enables flexible search according to different requests, search criteria, and conditions in student affairs and listing/querying with the requested information.

Some basic search criteria and listings are available on many screens; however, detailed and comprehensive information is provided by this application.

Inquiry Filters; You can make basic selections using the After the selection, the detailed information of the group is uploaded to the list next to it.

Logical conditions such as Equal/Not equal, Max, and Min are selected. The columns in the tables in the database are located in the display areas of those that are needed.

Screening Areas; section, we select the fields we want to list and add them by clicking.

When we pressed the inquiry button, the list appeared on the screen.

Excel key; We can export the list to the Excel environment.

Saving Polling Filters; It used to save custom reporting queries that are used continuously. The columns in the tables in the database are located in the display areas of those that are needed.

Load polling filters; install unsaved query filters.

STD13 Student Health Information

Purpose and Scope: This is an application in which information about the health status of students is processed. Disability Status, Disability Rate, Health Insurance information can be processed in detail.

Description: The disability type information of new students who have won ÖSYM is automatically reflected here. If a student's disability rate is entered, this rate is considered in the tuition calculations.



Student Health Information	std13
Filter	
Student No: Faculty:	✓
Student Name: Department:	
Student Surname: Registration Year:	
Disability Situation: Student Status:	
List Clear New Edit	
Drag a column header here to group by that column	
Student No Name Surname Faculty Department Regist Bk Bc Kilo Permanen	
	No data to display
Total : 0	
•	· · · · · · · · · · · · · · · · · · ·
Excel Pdf	

Screen std13-01

STUDENT NO	010221001	Se	arch ···						
NAME SURNAME	deneme öğrenci								
Faculty	FACULTY OF ECONOMY	AND BUSINESS		DEPARTMENT	Business Administration				
Blood Type	<u>A-</u>					HEIGHT	172	WEIGHT	74
DO YOU HAVE A CONTIN	IUOUS DISEASE THAT NEE	DS FOLLOW-UP? EXPLAIN	:		ARE THERE MEDICATION	IS YOU CONTINUOUS	LY USE? EXPLAIN:		
ARE YOU ALLERGIC TO	ANY DRUGS OR SUBSTANC	ES? EXPLAIN:				DO YOU HAVE HEALTH ASSURANCE? WHICH INSTITUTION? PRIVATE INSURANCE? SSK? BAGKUR?			
						SPECIAL INSURANCE	SSK	BAĞKUR	📕 EMEKLİ SANDIĞI
						OTHER(Explain)			
DO YOU HAVE A HANDIG	CAPPED?	ODITORI				SIGHT		ORTHOPAEDIC	
		OTHER(Explain)							
		Handicapped Percent(%)	42						

Screen std13-02

STD12 Assigning a Curriculum

Purpose and Scope: If 'TEACHING PLAN' (Curriculum) is defined in the departments of the students, the process of assigning the teaching plans to the students collectively is done with the help of this application.

Description: 'CURRICULUM' (Curriculum) is a definition used to define a different teaching plan when changes occur in the courses in a department and to follow course changes separately. In the '*CRS02 Course Description*' application, it is explained how these processes are done.

When enrolling a student, a teaching plan should be assigned to the student, similar to the definition of the regulation to which it is affiliated (if there is a teaching plan in the department). With the



'*STD01Student Search*' application, this process can be done individually on a student basis, or it ispossible to do it collectively with the '*STD12 Assigning a Curriculum*' application.

Assigning a Curriculum						std12
Student Filter						
Faculty				~	Students Who Assigned Teaching	g Plan
Department				 Image: A set of the	Registiration Year	
Option				✓	Kayıt Yılı =	~
Teaching Plan				~		
Class				~		
List Select All Clear The Select	tion					
			Teaching Plan To Assign			
						✓
			Assign Teaching Plan To Everyone	Assign The Teaching Plan For Selected	Delete Everyone's Teaching Plan	Delete The Teaching Plan For Selected
Drag a column header here to group by	that column					
# Teaching Plan	Student Number	Name	Surname	Faculty	Departm	ent
# Teaching Plan	Student Number	Name	Surname	Faculty No data to		ent
# Teaching Plan	Student Number	Name	Surname			
Teaching Plan	Student Number	Name	Sumame			ent
•	Student Number	Name	Sumame			
•	Student Number	Name	Sumame			
•	Student Number	Name	Sumame			
•	Student Number	Name	Sumanne			
•	Student Number	Name	Sumanne			
•	Student Number	Name	Sumanne			
4	Student Number	Name	Sumanne			
•	Student Number	Name	Sumanne			

Screen std12-01

ENR03 Registration Renewal

Purpose and Scope: It is the application where the course registration process of the students for the current semester is carried out by student affairs. Perform the same functions as your advisor's course registration confirmation screen. It can be used to register courses for excused students.

Description: With the '*STD03 Courses Taken by the Student' application*, the student can be assigned courses for the relevant semester, and this application is used by the student affairs to facilitate this process. More than one course can be assigned to each student at a time. It has the same function as the advisors' course confirmation screen. The enrollment code of the courses assigned to the learner will be 'B' and the history will also be assigned to the student re-enrollment record.



Registration	Renewal

ilter									
Student ID:									
Faculty:			~						
			~						
			~						
Class:	× .	Status:	~						
Degree Code:			~						
🔍 Filter 🛛 🕩 C	Clear Filter 🛛 🛷 Course Enrollment 🛛 📘 C	ourse Enrollment Report 🛛 🛃 Export to B	xcel						
Students									
		-				-			
Student ID	Name	Surname	Faculty		Department	Class	Status	Degree	
010221001	deneme	öğrenci		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1002	ADA	MUSABELLIU		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1004	ADELA	ALIAJ		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1005	AHMED	ABUHALALA		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1007	ALEKSANDER	NACI		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1009	AMARILDO	FECANJI		TY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		No action yet	Main Degree	
1011	ANISS	ALHAMUDI		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1015	ARBAN	AVXHI		TY OF ECONOMY AND BUSINESS	Business Administration		No action yet	Main Degree	
1017	ARDIT	LIMAJ	FACUL	TY OF ENGINEERING AND ARCHITECT	Computer Science	4th Cl	No action yet	Main Degree	
1018	ARDIT	MIMANI	FACUL	TY OF ECONOMY AND BUSINESS	Business Administration	4th Cl	No action yet	Main Degree	
1019	ARLINDA	FRANI	FACUL	TY OF LAW AND SOCIAL SCIENCES	Psychology	4th Cl	No action yet	Main Degree	
1027	DEVIS	BANO	Faculty		UNDECIDED	4th Cl	No action yet	Main Degree	
1028	DRITAN	KOLANECI	FACUL	TY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl	No action yet	Main Degree	
1029-MS	DRITAN	SHORAJ	Faculty		Non Registered	Thesis	No action yet	Main Degree	
1030	DRITAN	ТАКО	FACUL	TY OF ENGINEERING AND ARCHITECT	Computer Science	4th Cl	No action yet	Main Degree	
1030-MS	DRITAN	TAKO	INSTIT	UTE OF ECONOMY AND BUSINESS	MSc in Finance and Accounting	Thesis	No action yet	Main Degree	
1033-MS	EDVIN	KEPI	Faculty		Non Registered	Thesis	No action yet	Main Degree	
1036	ELONA	GURI	FACUL	TY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl	No action yet	Main Degree	
1039	ERALD	DORE	FACUL	TY OF ENGINEERING AND ARCHITECT	Computer Science	4th Cl	No action yet	Main Degree	
1045	ERMIR	ALI	FACUL	TY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl	No action yet	Main Degree	
					Non Registered		No action yet	Main Degree	

Screen enr03-01

STD18 Student Attendance

Student Attendance Screen

To add student attendance to the system, the Student > Student Attendance screen opens from the left menu. On the screen that opens, the fields of Faculty, Department, Class, Academic Year, and Academic Semester and courses are listed.

UNIVERSITY OF NEW YORK	Student Attendance			std18
Kion Bilgim	Factory Pactory Department Class	Academic Year 2021-2022 Academic Season Spring	8	
Student Student Search Student Record Student Courses	Drag a column header here to group by that column Academic Year Academic Season Faculty	Department	Course Code Course Name	Class Branch
Advisor Assignment Student Disciplinary Student Internship History Search Detailed Search	۰ ۲	2	Image: The second se	♥ ♥ ♥
Assigning a Curriculum Registration Reneval Student Attendance Student Health Information Tuttion Fee and Scholarship Calculation	Select Report English Update as all continuous Update as all non-continuous Records of Course Attendance Image: Continuous			

Among the courses listed, the course for which the absence record will be entered was selected.



ademic Year	Academic Season	Faculty	Department	Course Code	Course Name	Class	Branch
\$	Ÿ	\$	2	\$		Ŷ (5
2021	Spring	Faculty of Education	Arabic Language Teaching	AR0221	Sociological Terms in Arabic	2	
2021	Spring	Faculty of Arts	Arabic Translation and Interpreting	TRA324	Historical Translation Studies	3	
2021	Spring	Institute of Social Sciences	Translation Studies Arabic (30% Arabic) (Thesis)	TRA590	Master's Thesis	13	A
2021	Spring	Institute of Social Sciences	Translation Studies Arabic (30% Arabic) (Thesis)	TRA532	Special Topics in Translation	11	
2021	Spring	Faculty of Theology	Theology	ILH108	Methodology of Tafsir	1	
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB656	Stages of the Qur'anic Revelation	11	
2021	Spring	International Faculty of Islamic and Religious Studies	Islamic and Religious Studies	IBL108	Methodology of Tafsir	1	
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB690	Doctoral Dissertation	13	С
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB538	Contemporary Approaches to the Qur'anic Interpretation	11	
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB800	Ph.D. Seminar	11	с
je 1 of 85 (844 ite	ms) < Prev 1 2	3 4 5 6 7 83 84 85 Next>					
ect Report En							

For each student related to the selected course, an attendance record was entered collectively with the 'Update All as Absentee' or 'Update All Continuously' buttons, even if they wished individually. Absences are exported from the system with the "Report" button.

	Branch Code	Student ID	Student Name/Surname	Classroom Code	Date	Start Time	Finish Time	Attendance	Course Type	Authorized	Reported
		\$		♥	v	§	Ÿ	~	§		
Edit	AnaDal	040520010	Canan AL	B114	03/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	03/03/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	10/03/2022	11:00 AM	11:50 AM		Teorik		
date <u>Cancel</u>	AnaDal	040520010	Canan AL	B114	3/10/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	17/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	17/03/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	24/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	24/03/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	31/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	31/03/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	07/04/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	07/04/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	14/04/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520010	Canan AL	B114	14/04/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520004	Hatice YILMAZ	B114	03/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520004	Hatice YILMAZ	B114	03/03/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520004	Hatice YILMAZ	B114	10/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520004	Hatice YILMAZ	B114	10/03/2022	12:00 PM	12:50 PM		Teorik		
Edit	AnaDal	040520004	Hatice YILMAZ	B114	17/03/2022	11:00 AM	11:50 AM		Teorik		
Edit	AnaDal	040520004	Hatice YILMAZ	B114	17/03/2022	12:00 PM	12:50 PM		Teorik		

It is sufficient to click on the student twice to add an attendance record specific to the student. For the detailed process, click on the "Update" field next to it, select the check sign in the "Continue" column, and then select the "Apply" button. If the student is to be considered On Leave, the check is marked in the "On Leave" field, and if the student has received a health report, the check is marked in the "Reported" field.

MNY02 Tuitions Fee and Scholarship Calculation

Tuition Fee and Scholarship Calculation

The following transactions are performed in the system through the Finance Module.

- Definition of tuition fees for departments
- Calculation of scholarships
- Application of scholarships in tuition fees
- Creation and installment of payment plans, management of additional fees and debts



Tuition Fee Definitions

To access the finance module, the Student > Tuition Fee and Scholarship Calculation menu was selected.

IN			
	Tution Fee and Scholarship Calculation		m
UIIYI TIRANA	Education Fee Scholarship Calculation Education Fee Calculation Payment Plan And Installment		
	Filter		
	Academic Year: 2021-2022	Faculty:	V
	Quota Type:	Department:	
Kion Bilisim	Currency:	Option:	
Çıkış	Fee Type:	option.	
	Fee type:		
Student 👻	Education Fee		
Student Search	Sa List 🔞 Add Education Fee		Biport to Excel
Student Record Student Courses			Um Export to Excer
Advisor Assignment	Drag a column header here to group by that column		
Student Disciplinary	Id Academic Year Faculty Department	Option	Quota Type Currency Fee Type Amount
Student Internship			
History Search			
Detailed Search		No data to display	
Assigning a Curriculum			
Registration Renewal Student Attendance			
Student Health			
Information			
Tuition Fee and Scholarship Calculation			

The first screen in the menu that opens is the Tuition Fee Definition screen. On this screen, tuition fees are listed according to academic years based on the faculty and department. The listed tuition fees can be imported into Excel using the 'Export to Excel' button. A selected fee definition can be deleted from the system using the "Delete Fee" button.

ducation Fee Schola	arship Calculation Education Fee Calculation	Payment Plan And Installment					
ilter							
Academic Year:	2021-2022	Y	Faculty:				
uota Type:			Department:				
urrency:			Option:				
ee Type:							
lucation Fee							
	lucation Fee						📾 Export to
💫 List 💿 Add Ed	Iucation Fee Oelete Education Fee					[📾 Export to
Suist Orag a column header	here to group by that column	Department	Option	Quota Type	Currency	Fee Type	Export to Amount
Drag a column header	here to group by that column	Department	Option	Quota Type	 Currency	Fee Type	Amount

To add a new tuition fee to the system, select the "Add Tuition Fee" button. After the relevant information is entered on the screen, the training fee is defined in the system. This information:

- Academic Year > For which academic year the fee will be valid
- Faculty Department Option > Which department the fee will be valid for¹
- Quota Type > For which quota types the fee will be valid

¹ Note: If the student has more than one department, tuition fee and scholarship can be defined.



- Currency > In which currency the fee will be paid
- Fee Type > Type of fee created
- Quantity > The value of the charge in units

	ation	_					
		Education Fee		×			
		Academic Year 2021-2022		v			
Filter		Faculty		×			
Academic Year:		Department		×			
Quota Type:		Option		×			
Currency:		Quota Type		~			
Fee Type:		Currency					
		Fee Type		×			
Education Fee		Amount					
Add Educat	tion Fee 🔞 Delete Education Fee	Cancel Save					Export to Exce
Id Academic Year	Faculty	Department	Option	Quota Type	Currency	Fee Type	Amount

Student Scholarship Description

To define a scholarship for the student, the student card is accessed by selecting the relevant students on the Student Search screen. The Scholarship History Screen was accessed. The "New" button is selected to add a new scholarship specific to the student.

Student Search														std01
Student													2	
Student No	4540 Search				Faculty	FA	CULTY OF ECONOMY	AND BUSINE	55				2	
TC Identity No	4540 Search				Department	Bu	siness Administration							
Name	HEIDI				Opsiyon									
Surname Study Level	QEHAJAJ Undergraduate				Class Durumu		n Class							Browse
The Regulation	3 Yillik = Bologna				General Average	0	OKSE KENEWAL					Up	bload	
Study Type	Daytime Education				o cher cher che che che che che che che che che che									
Registration Information Pop	ulation and Military Service Contact	High School and ÖSYM Credit	Foreign Langu		Foreign National Maju	or Information	Student History	Scholarshij	a lifeboor	tute Other	Formation Bilbler	i Docume	and a	
Student Scholarship History	diabotrand Milliary Service Contact	High School and OSTM Creat	roregin Langu	lage r	Polegn National Maj		Stobert History	Schoarsh	o history	Coller	romacon organ	Docume		
Student Scholarship History					<u> </u>									
Academic Education Comment			Scholarship		Schoolarshi	ps			Volidity					
Year Education Semest	ter Scholarship Type	Scholarship Category	Status	Date	Quota Type		Value Type	Value	Validity Date	Description				
					No data to disp	lay								
4														
New Update Delete														
					Scholarship His	story								
Academic Year Education Semest	ter Scholarship Type	Scholarship Category	Scholarship Status	Date	Quota Type		Value Type	Value	Validity Date	Description				
					No data to disp	lay								
4														Þ

Detailed information about the student scholarship was defined and recorded through the open field.

- Academic Year > From what date the scholarship will be applied
- Academic Semester > From which semester the scholarship will be applied



- Date > Date of award of the scholarship
- Scholarship Type > Category of the scholarship
- Scholarship Status > Status of the scholarship awarded
- Quota Type > Which quota types the scholarship will be valid for
- Value Type > Whether the scholarship is awarded in percentage or quantity
- Amount > Scholarship value
- Validity Date > Until what date the scholarship will be valid
- Description

Scholarships enrolled in students will be listed on the Scholarship Calculation screen and applied as a discount when calculating tuition fees.

Student Scholarship Listing

When you want to list the scholarships of all students in the system, the "Scholarship Calculation" tab opens. On the screen that opens, a list can be made specific to the academic year, faculty, and department, as well as a student-specific listing can be made by entering the student number. This screen was used only to list student scholarships.

Education Fee	e Scholarsh	p Calculation	Education F	ee Calculation	Payment P	lan And Install	ment												
Filter																			
Academic Y	ear:	2021-2022					V					Faculty:							~
Student No:												Department:							~
Scholarship (Calculation																		
-	holarship Fee Imn header her	e to group by t	nat column															600 E	oport to Excel
	Student	Name Surname	Identity Nm.	Faculty	Department	Class	Registration Date	Student Status	Gender	Quota Type	Academic Year	Academic Semester	Scholarship Type	Description	Scholarship Status	Scholarship Quota Type	Scholarship Amount	Scholarship Amount Type	Scholarship Validity Date
id	Nm.											1							V
id	Nm.][J.[

Student Tuition Fee Calculation

After the tuition fees and student scholarships are defined, the "Tuition Fee Calculation" screen opens to calculate the fixed-price tuition fees of the students.



ucation Fee	Scholarship Calculation	Education Fee Calo	ulation Payment Pl	an And Installment								
lter												
cademic Year: tudent No:	2021-2022				×			ulty: partment:				~
lucation Fee	acation Fee	Education Fee										Export to Excel
itudent Nm.	Academic Year	Faculty	Department	Currency	Registration Date	Registration Status	Name Surname	Program Fee	Discount Ratio	Amount	Scholarship Quota Type	Scholarship Payment Type
1004	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENİLEME	ADELA ALIAJ	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1005	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENİLEME	AHMED ABUHALALA	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1007	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENİLEME	ALEKSANDER NACI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1011	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENİLEME	ANISS ALHAMUDI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1015	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENİLEME	ARBAN AVXHI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti
1018	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENÎLEME	ARDIT MIMANI	1000.00	0.00	1000.00	UNYT	Bölüm Ücreti

On the screen that opens, the tuition fee can be calculated and recorded specific to the academic year, faculty, department, and student number. After the desired filters are defined, the "Calculate Tuition Fee" button is selected. The system generates a tuition fee by calculating the defined fees and scholarships for students eligible for the filtered set. The calculation is saved with the "Save Tuition Fee" button.

Payment Plan and Installments

The following transactions were performed on the Tuition Fee and Scholarship Calculation screens:

- Listing the final fees of the students
- Creating a payment plan by making installments for each fee belonging to the students
- Addition of additional fees to students and their installments
- Adding student payment records to the system
- Producing the Student Payment Report file



cation Fee	Scholarship Calculation	Education Fe	e Calculation	Payment Plan And	Installment											
arch And Fi	Filter															
ademic Yea	ear:						Facult	y:								
21-2022							8 🗸									<u>_</u>
udent Num	nber:						Depar	tment:								
_																
:																
2	List Debts	🕮 Export	To Excel						Debt Operation			Installment	: Operations		Payment Op	erations
Academic											_					
Academic Year	Student	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currenc	Amount	Amount Description	Scholarship Description	Creation Date	Modified Date	Modified User
Academic	Student Number	Payment Status	Name	Surname	Quota Type	Debt Type		Department		Currenc	Amount		Scholarship Description	Creation Date		Modified User
Academic Year	Student Number	Status 🔻		Surname				Department			Amount		Scholarship Description	Date	Date	Modified User
Academic Year	#	Status 🔻		Sumame				Department			Amount		Scholarship Description	Date	Date	Modified User
Academic Year	Student Number mic Year: 2021 (Continued on	Status 🔻		Sumame				Department Business Administration		•		Description	Scholarship Description	Date	Date	Modified User
Academic Year Acaden Y St	Student Student Mumber # mic Year: 2021 (Continued on tudent Number: 1004	Status + the next page	:)		↓ · · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	FACULTY OF ECONOMY AND	Business	Amount	•		Description	Scholarship Description	Date *	Date	
Academic Year Acaden Y St	Student Student Student mic Year: 2021 (Continued on tudent Number: 1004 Delete	Status + the next page	:)		↓ · · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	FACULTY OF ECONOMY AND	Business	Amount	Euro	1000.00	Description 0.00€ Discount Applied 0.00€	Scholarship Description	Date *	Date	
Academic Year Academ Y St Y St	Student Stude	Status	ADELA	ALIAJ	UNYT	₹	FACULTY OF ECONOMY AND BUSINESS FACULTY OF ECONOMY AND	Business Administration Business	Amount	Euro	1000.00	Description 0.00€ Discount Applied 0.00€ Discount	Scholarship Description	24.03.2022 02:48:09	Date	mny02.OgrenciIsleri[

Student Fee and Debt Listing

The Tuition Fee and Scholarship Calculation screen opens, and information can be listed according to academic year, faculty, department, and student number. The data produced in the list can be exported using the 'Export to Excel' button.

ademi ar	Student Number															
	#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currenc	Amount	Amount Description	Scholarship Description		Modified Date	Modified User
		•			•	-				-				-	-	
Acad	emic Year: 2021															
× ;	Student Number: 4540															
	Delete		HEIDI				FACULTY OF ECONOMY AND BUSINESS	Business Administration				750.00€ Discount Applied		23.02.2022 04:23:19		
	Delete		HEIDI			Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration		Turkish Lira		2250.00? Discount Applied		02.03.2022 09:21:29		
	Delete	V	HEIDI	QEHAJAJ	UNYT	Ek Ücret - Kredi Başı Ücret	FACULTY OF ECONOMY AND BUSINESS	Business Administration	12800.00	Pound	3200.00	test		02.03.2022 09:21:29	02.03.2022 10:17:27	mny02.0grenciIsler
	Delete	v	HEIDI	QEHAJAJ	UNYT	Ek Ücret - AKTS Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	12000.00	United States Dollar	3000.00	9000.00\$ Discount Applied		02.03.2022 09:21:29		enr03.OgrenciIsleri
	Delete		HEIDI	QEHAJAJ	EMPIRE STATE COLLEGE	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	8000.00	United States Dollar	8000.00	0.00\$ Discount Applied		24.03.2022 02:48:09		mny02.OgrenciIsler

Debt Write-Off

When any row was selected from the list, it was automatically painted yellow.Debts that have been paid are shown in blue. The debit record can be deleted with the "Delete" button for the selected line. After the delete button is used, the process is completed with the "Save Changes" button at the bottom².

² Note: If any payment record is defined for the debit record, the debt cannot be deleted.



Recover V HEDD QEHAX3 UVT Evaluation block Schularity of Administration Base of Administration 1200.00 Fund 200.00 Schularity of Schularity Schularity of Administration Schularity of Administration Schularity of Administration Schularity of Schularity Schularity of Administration Schularity of Administration Schularity of Schularity Schularity of Administration Schularity of Administration Schularity of Administration Schularity of Schularity Schularity of Administration Schularity of Administration Schularity of Schularity Schularity of Administration Schularity of Schularity Schularity of Administration Schularity of Schularity	Recover V HEIDI QEHAAD UIVT Keid Base Ueet ECONOM AND BUSINESS BUSINESS Business BUSINESS 12800.00 Feat QUOL DUE (00.00.00.00) COULD VICE (00.00.00.00) COULD VICE (00.00.00.00.00.00) COULD VICE (00.00.00.00.00.00.00.00.00.00.00.00.00.						BOSINESS					Applied			
Oelde V HEID1 QEMAU UNYT LCORe- MATE Owner Concept Buttimes 12000.00 Status 3000.00 Discust 00,000 Marcine 00,000 Status 3000.00 Discust 00,000 Status 00,000	Odde V HED3 QBHAU UNITY EV. LOSE* ECONOMY AND BUSINESS Business Ammatarian 12000.00 States 2000.00 2000.00 <	Recover	HEIDI	QEHAJAJ	UNYT	Kredi Başı	ECONOMY AND		12800.00	Pound		test	02.03.2022 09:21:29	mny02.0grenciIsleri[1]	
Delete HEIDI QEHAJAJ EMVIRE SIATE Eğitim Ücreti ECONOMY AND demisistrativa 8000.00 States 8000.00 Discount 224.03.2022 mny02.0grencilsleri[1]	Delete HEIDI QEHAJAJ CHALLE Eğitim Ücreti ECONOMY AND Business 8000.00 States 8000.00 Discount 24.03.2022 mny02.Ogrencilsleri[1]	Delete				Ek Ücret - AKTS Ücreti	ECONOMY AND	Business Administration		States		Discount	02.03.2022 09:21:29		
		Delete	HEIDI	LACAHAD	EMPIRE STATE COLLEGE	Eğitim Ücreti	ECONOMY AND		8000.00	States	8000.00	Discount	24.03.2022 02:48:09	mny02.OgrenciIsleri[1]	
														1	
		1													

Adding Debt

The "Add Debt > Debt Transactions" button was selected to define an additional fee for the selected student.

💫 List Debts	📟 Export	To Excel									Debt Operat	ions	V	Installment	Operations 🔻
ademic Student										_		📑 Add Debt			
r Number	Payment							Debt			Amount	Cabalaashi	p Creation	Modified	
*	Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Amount	Currenc	Amount	Description	Descriptio	n Date	Date	Modified User
cademic Year: 2021] [] [
 Student Number: 4540 Delete 	V	HEIDI	QEHAJAJ	UNYT	Eğitim Ücreti	FACULTY OF	Business Administration	1000.00	Fue	250.00	750.00€ Discount Applied		23.02.202 04:23:19	2	mny02.0grenciIsleri[1]
						FACULTY OF ECONOMY AND BUSINESS FACULTY OF ECONOMY AND									
Delete	2	HEIDI	QEHAJAJ	UNYT	Ek Ücret - Ders Ücreti	ECONOMY AND BUSINESS	Business Administration	3000.00	Turkish Lira	750.00	2250.00? Discount Applied		02.03.202 09:21:29	-	enr03.0grenciIsleri[1]
Add Debt											23				
											-				
Selected	stude	nt tha	t abou	it to ci	reate a	a new (debt re	ecord	has	; the	2				
following															
				-											
							-					D			
Academic	Year:*				Stude	nt No.:	*				_				
2021					4540										
Quota Typ	e:*				Currer	1cv:*									
Quota III				\sim		,.				~					
				*								A			
Debt Type:	*				Amou	nt:*					_	C			
				\sim						~	÷				
Description	1.														
Description															
												7			
												1			
									四:	Save		2			
									_			9			
	_		_			_	_	_			_	_ ^			
FACU	LTY O	F													

On the screen that opens, relevant additional fee definitions are added to the system. These are respectively:



- Academic Year > For which year the fee is added
- Quota Type > For which diploma program the additional fee is added
- Currency > In which currency the fee will be paid
- Debt Type > Surcharge Type
- Amount > Value of the fee
- Description



Installment Transactions

If it is desired to make installments for student debt, first, it is noted that there is no collection of that debt. The system does not install the collected debts. After selecting any student debt, the following transactions can be made for the relevant registration via the "Installment Transactions" menu:

- Creating Installments
- Editing Installments
- Deleting Installments

To create installments, the relevant student fee is selected, and the relevant information is defined on the screen that opens by selecting the "Installment Transactions – Create Installment" button.

1) List Debts	🔤 Export	To Excel	J								Debt Operati	ions	V	Installment O	perations 🔻	Payment Operations	
mic	Student														Cr	eate Installment		
	Number	Payment							Debt			Amount	Scholarship	Creation	E V	iew Installment		
	*	Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Amount	Currenc	Amount	Description		Date	E De	lete Installment		
	nic Year: 2021 udent Number: 4540																	
	Delete	M	HEIDI	QEHAJAJ	UNYT	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	1000.00	Euro	250.00	750.00E Discount Applied		23.02.202 04:23:19	2	mny02.OgrenciIsleri[1]		
	Delete					Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration		Turkish Lira		2250.00? Discount Applied		02.03.202 09:21:29				
	Delete					Ek Ücret - Kredi Başı Ücret	FACULTY OF ECONOMY AND BUSINESS	Business Administration						02.03.202 09:21:29	2 02.03.2022 10:17:27			
	Delete		HEIDI			Ek Ücret - AKTS Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	12000.00	United States Dollar	3000.00	9000.00\$ Discount Applied		02.03.202 09:21:29	2			
	Delete		HEIDI	QEHAJAJ	EMPIRE STATE COLLEGE	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	8000.00	United States Dollar	8000.00	0.00\$ Discount Applied		24.03.202 02:48:09	2	mny02.OgrenciIsleri[1]		

The information required to create the installments is as follows.

- Installment Start Date > On which day the first installment collection will be
- Number of Installments > How many installments the debt will be divided into
- Period Interval > How many months the installment amount will be paid



Add I	Installment				23
Aca	ademic Year:*	:	Student No.:*		
20	21		4540		
Am	iount:*	1	installment Start	Date:*	
80	00.00	÷		>	
Per	riod:*		Number Of Insta		
		÷		\$	
I	Preview			💾 Save	
_	ECONOMY AND	Business	12800.00	Demod 220	0.00
	FACULTY OF				

After the installment information is defined, the installment table to be created with the "Preview" button is checked, and the installment process is performed with the "Save" button.

	No.	Student No.	Installment Date	Amount		
-	1	4540	27.04.2022	1333.333333333333333333333333333333	-	Sch
Туре	2	4540	27.05.2022	1333.33333333333333333333333333333333		Des
	3	4540	27.06.2022	1333.333333333333333333333333333333		
	4	4540	27.07.2022	1333.3333333333333333333333333333333		
	5	4540	27.08.2022	1333.3333333333333333333333333333333		
	6	4540	27.09.2022	1333.333333333333333333333333333333		
					÷	

When installments are created for any fee, the installment details can be displayed, as shown in the image below.

	Delete	HEIDI	QEHAJAJ	EMPIRE STATE COLLEGE	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administratio	an 8000.00	United States Dollar		0.00\$ Discount Applied		24.03.2022 02:48:09	mny02.OgrenciIsleri[1]
Inst	allment Info													
Inst	tallment No.			Amo	ount		In	tallment Date						
				1	2666.67			7 4/27/2022						
				2		2666.67		6/27/2022						
				3			2666.67 8/	27/2022						



When you want to make an arrangement for an existing installment, the "Installment Transactions – Review Installment" button is selected. On the screen that opens, all values such as installment amount, number of installments, and installment date can be changed. On the screen that opens, installment values can be changed, as well as the number and period of installments, to create a new installment table. If this information changes, the system updates the installment table by preserving the paid record and the total amount³.

the installm		ave not been paid yet.	n are as follows. From t	and section, you ca	in make changes on
Recalculate t	the Remaining Inst	allments			
Domaining 1	Total Installment Amo		Installment St	art Date:*	
8000.01	iotal Installitent Amo	unc.	4/27/2022	ait Date.	~
Period:*			Installment Nu	umber:*	
2			⇒ 3		÷
Preview	w	Ľ	n Reset		Save Save
Student No.	Installment No.	Installment Date	Payment Status	Payment Date	Amount
		Installment Date	Payment Status	Payment Date	Amount 2666.67
4540	1		Payment Status	Payment Date	
4540 4540	1	27.04.2022	Payment Status	Payment Date	2666.67
Student No. 4540 4540 4540	1	27.04.2022 27.06.2022	Payment Status	Payment Date	2666.67 2666.67
4540 4540	1	27.04.2022 27.06.2022	Payment Status	Payment Date	2666.67 2666.67
4540 4540	1	27.04.2022 27.06.2022	Payment Status	Payment Date	2666.67 2666.67
4540 4540	1	27.04.2022 27.06.2022	Payment Status	Payment Date	2666.67 2666.67
4540 4540	1	27.04.2022 27.06.2022	Payment Status	Payment Date	2666.67 2666.67

As shown in the image below, when the information is changed, it is important that the total amount matches the current debt amount.

³ Only the values of any instalment that has already been paid cannot be changed.



nstallment Detail	5						
		e selected payment plan a ave not been paid yet.	are as foll	ows. From thi	is section, you ca	n make changes on	
Recalculate the	e Remaining Inst	allments					
Remaining Tot	al Installment Amo	unt:*	Ir	stallment Star	t Date:*		
8000.01			÷ 4	/27/2022		~	
Period:*			Ir Ə	stallment Num	nber:*		
2					\$		
Preview]	5	Reset			≦ [∥] Save	
tudent No.	Installment No.	Installment Date	Payment	Status	Payment Date	Amount	Γ
540	1	27.04.2022				2666.67	4
540	2	27.06.2022				12321	
540	3	07.09.2022				3	
		1				t	
	Total Installment Count : 3					Total Amount : 14990.670000	
			2 Preview	changes	Save changes	Cancel changes	

Add Student Payment Record

List																	
🔒 List Debts	🕮 Export	To Excel									Debt Operatio	ins	•	Installment O	perations	•	Payment Operations
Academic , Student ,																	🗄 Add Payment Record
Year Number																	E Show Debt Record
	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Current	Amount	Amount Description	Scholarship Description	Creation Date	Modified Date	Modified User		
	*								*								Create Payment Report
Y Academic Year: 2021																	
Student Number: 4540																	

When you want to add the collection information of any selected debt to the system, the "Add Payment Record" button is selected from the "Payment Transactions" menu. On the screen that opens, if the debt is debt in installments, direct installments are selected.⁴

⁴ If you want to add a payment record for a debt that has been collected, the system does not allow it.



Installment to be	e paid		
Selected rec	ord has an install	ment. Please select next installm	ment number to continue.
Student No.	Installment No.	Amount	Installment Date
4540	þ	2666.67	27.04.2022
4540	2	2666.67	27.06.2022
4540	3	2666.67	27.08.2022
			-
	Total Installment Count : 3	Total Amount : 8000.01	1
			🕠 Select

After detailed information regarding the selected installment collection is defined, the payment registration is completed.

Academic Year:*		Student No.:*	
2021		4540	
Amount:*		Payment Type:*	
2666.67		Havale	~
Payment Date:*		Receipt No.:	
4/27/2022	\sim	1	
Description:			
12312			

This information includes the following:

- Payment Type > EFT, Money Order, Cash
- Payment Date
- Receipt Number
- Description



The collected installment is indicated by a green tint.

Installment Info	Amount					_
Installment No.	Amount					
	Amount	Install	lment Date			
		2666.67 4/27/2	2022			
	2	2666.67 6/27/2	2022			
	3	2666.67 8/27/2	2022			

Student Collection Deletion

To delete a collection that has been made, the "Payment Transactions – View Collection" button is selected. With the "Delete" button next to the collection on the screen that opens, the collection is deleted and saved.

List																		
		A List Debts	🖶 Export	To Excel									Debt Operatio	ons	•	Installment Op	erations 🔻	Payment Operations
Ac	aden	nic Student Number																ll Add Payment Record
Ye	ar	Number																E Show Debt Record
		-	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currenc	Amount	Amount Description	Scholarship Description		Modified Date	Modified User	
			*			•	•				٣				*	*		Create Payment Report
*	Acad	demic Year: 2021																
	۲	Student Number: 4540																
		Delete				UNYT	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration				750.00€ Discount Applied		23.02.2022 04:23:19		mny02.Ogrenci]sleri[1]	
		Delete		HEIDI		UNYT	Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration		Turkish Lira		2250.00? Discount Applied		02.03.2022 09:21:29			
		Delete	v	HEIDI	QEHAJAJ	UNYT	Ek Ücret - Kredi Başı Ücret	FACULTY OF ECONOMY AND BUSINESS	Business Administration	12800.00	Pound	3200.00	test		02.03.2022 09:21:29	02.03.2022 10:17:27	mny02.Ogrenci]sleri[1]	

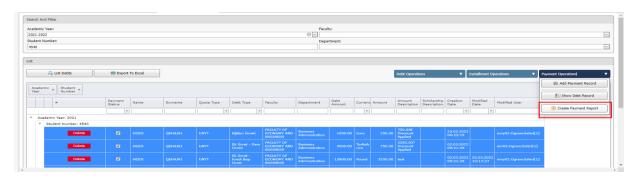
After a collection is deleted, the controls associated with that debt will be removed, and editing and debt deletion will also be possible.

Installment informa	tion of selected rec	ord are shown bel	low.			
÷	Student No.	Installment No.	Installment Date	Payment Type	Payment Date	Receipt N
Delete	4540	1	27.04.2022	Havale	27.04.2022	1
†						
1				١		



Create a Payment Report

The "Payment Transactions – Create Payment Report" button is selected to receive the report used by the university regarding the student's payments from the system on a student basis. According to the current format of the system, a payment report can be created and exported.



Report							
	UNIVERSITY OF NEW YORK TIRANA			PAY	MENT CAL	ENDAR	
	STUDENT INFORM	MATION					
	Student Code		4540				
	Student Name		HEIDI QEHAJA				
	Major		FACULTY OF E	CONOMY AND BUSINESS	 Business Administra 	ation	
	Academic Year		2021				
	PAYMENT INFOR	MATION					
	Total Agreement Amount		36800.00 \$				
	Total Agreement Amount (J	Discounted)	15200.00 \$				
	Payment		9866.67 \$				
	Balance		5333.33 \$				
	PAYMENTS						
		Amount	Currency	Debt Description	Scholarship	Payment Date	
	Eğitim Ücreti 1000.00	250.00	Euro	750.00€ Discount Applied		15.02.2022	
	Eğitim Ücreti 8000.00	8000.00	United States Dollar	0.00\$ Discount Applied			
	Ek Ucret - Ders Ücreti 3000.00	750.00	Turkish Lira	2250.00? Discount Applied		02.03.2022	
	Ek Ücret - Kradi Ram 12800.00	3200.00	Presed	1441		00.03.2022	

Course

The use of screens under the course tab (Course Catalog, Course Description, Academic Year Course Description, Course Registration Status, Student Branch Assignment, Grade Entry, List of Students Not Entered, Successful Student Grade Increase, Collective Course Assignment, Student Course Deletion/Transfer, Course Schedule, Course Load Definition) is shown.

CRS01 Course Catalogue

Purpose and Scope: In the Course Catalogue

- Add/update/delete courses
- Defining the Prerequisite
- List the sections under which the course is defined
- Linking the courses under the department to another course in the catalogue if desired

This application enables operations to be performed.



Description: With the help of this application, the definition of information such as course code, name, foreign language name, ects credits, theoretical, practical, application, and credits' on the basis of the course is provided. Departments define the courses offered with the help of course catalogue information. They cannot change course information on a departmental basis. The authority to update courses from the course catalogue belongs to the departments that use the course catalogue. Closing a course in the course catalogue does not close the courses under it. The faculty/department and faculty members responsible for the course are for informational purposes only.

The student course in Erasmus is also defined in the catalogue, and the status of the courses is selected as 'taken outside the university.' Erasmus courses are also defined in the 'CRSO2 Course Description' application. Erasmus courses are assigned to students with the 'STD03 Student Course' application. Thus, it is ensured that the courses are shown with their original names in the Transcript and Diploma Supplement.

With List, 'Open/Closed' or 'All courses' can be searched by 'Course Code' or 'Name.'

Course Catalogue application filtering section:

ourse Catale	og i noor														
ourse Code				Course Level					~		Responsible				
ourse Name	e			Annual Semester					~		Faculty				~
ourse Statu				Course Period					~		Department				~
ourse Type				Created Year							Faculty Member				Clear
ourse Varie lective Cour				Removal Year					_	_ !					
Group				Education Language					~	1					
eaching Sty	le		v		Publish on	the Web									
List Nev	v Update	Multiple Select	ion												
eated	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Leve
2021	3774							0			Essential	a - 1:	Full Curry	Annual	Bachelor
2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0		Essential	Açık	Field Course	Annual	Degree
2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Bachelor Degree
2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açık	Field Course	Annual	Bachelor Degree
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course		
	841	131302	THEATRES & ACTING: Theory and Practice		Term	0	0	0	12	12	Essential	Açık	Field Course		
1900															

Screen crs01-01

'Catalogue No' courses can be used as a distinguishing information from each other. After the courses are listed (courses listed in gray indicate closed courses), pressing the 'update'/'new' button opens the screen showing the details of the course information. The 'Foreign Language Name' of the course can be entered with the 'Languages' button next to the name field. In the new course description, registration should be made with the Turkish name of the course and the name of the foreign language should then be entered.



Course Catalague															crs01
Ders Bilgileri Katalog Bilj	ileri Ön Koş	ul Dersler	Denk Dersler	Katalog Ders	Course Name				×						
					#	Language	Course Code	Course Name				List Sa	ve Delete	Open Comn	non Course
										Responsible					
Catalog No	3774			_	Language			Course Code		Faculty					
Code					Course Name					Department					~
Name	3. Elective	at Faculty/D	epartment Level						Save Cancel	Faculty Member					Clear
Created Yil					Close										
Senate Date			~							Resource Usage					
					_	_	_			Theoretical Tota	al Time		App Total Ho	urs	
										Theoretical Res	ource Type		Application R	esource Type	
Theoric 0	Ap	plication 0			aboratory 0		Credits 0	ECTS Credits 0				~			V
Course Status		Active					~	Course Level	Bachelor	Degree					~
Course Type		Essential					~	Enter Grade	Regular						~
Course Variety		Field Cour	se				~	Average Attendance	Include						~
Elective Course Group		Yes					~	View in Transcript	Show						~
Yearly Term		Term					×	Language of Education	English						×
Course Period		Annual					×	Survey Evaluation	Yes						~
Teaching Type		Formal Le	arning				~	Publish on the Web							
															_
Course Change															
Catalog No								Catalog No							
Code					Dele	to		Code				Delet			

Screen crs01-02

In addition, the 'Course Name' can be defined separately for all languages supported by the system. The definition of the Course Name according to language can be accessed via the 'Languages' button in the Course Name definition field.

'CourseCatalogue':

Information about courses linked to a catalogue can be found on the catalogue course page. It was used to list the sections under which the course was defined. If desired, the listed courses can be linked to another course in the catalog. To do this, the relevant course is selected, and *the 'Change Catalog*' button is pressed. Hereafter, the relevant course is selected from the catalog. For example, to combine courses that we consider to be the same course into a single catalog, this can be performed for each course to be merged. It should be noted here that the course code, name, and credit information of the courses will change and will affect the transcripts taken in the past.

The faculty, Department, Class information of the courses can be viewed here. Detailed information on the course can be accessed using the Update button.

" Course Information': Used to go back to the previous detail screen.

The catalog information button was not used.



Course Catalague	crs01
Ders Bilgileri Katalog Bilgileri Ön Kojul Dersler Denk Dersler Katalog Dersleri	
Catalog No Course Code	Course Name
Catalog Information	
Course Objectives Course Content Precondition Recommended Books Teaching Method Evaluation Methods	Learning Outcomes
Language Ingilizce 💟 🖓 Publish on the Web Save	
Course Objectives	

Screen crs01-03

'Update':

Detailed information regarding the course catalog can be found here. Credit information such as Theoretical, Practical, ECTS credits in the 'Course Code,' 'Course Name' and 'Credit' information in the definition information are valid definitions for all courses linked to this catalog.

'Normal Selection':

Course selection in the course catalog is performed on a course basis by selecting each course from the list. The method can be changed with multiple selections.

Course Catalo	og Filter														
Course Code				Course Level				Responsible							
Course Name				Annual Semester					N .						
Course Status Active			Course Period							Faculty				~	
Course Type			~	Created Year		N .				-	Department				Clea
Course Varie				Removal Year		<u> </u>					Faculty Member				Clea
Elective Course Group			~	Education Language					×						
Teaching Styl	le				Publish on the second secon	ne Web									
List Nev	v Update	Multiple Select	ion												
Created Year	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Leve
2021	37	1	3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açık	Field Course	Annual	Bachelor Degree
2021	37	5	Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Bachelor Degree
2021		2 101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açık	Field Course	Annual	Bachelor Degree
1900	61	5 101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	8	B 101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	91	1 101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
2021	81	3 101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	:	9 101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	67	4 101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	164	8 111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	67	4 111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	63	8 121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	11	5 122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	8	6 131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	84	1 131302	THEATRES & ACTING: Theory and Practice		Term	0	0	0	12	12	Essential	Açık	Field Course		
1900	3	8 151170	HUMAN BIOLOGY		Term	0	0	0	3	2	Essential	Acik	Field Course		

'Multiple Selection':

Individual course selections were made in the course catalog.Multi-Select feature: It provides the selection of the specified courses or all of them.Select All or select on a course-by-course basis by checking the box on the left corner of the course.



C	Catalyse Price																
Course	Catalog Filte																
Course	Code			Cours	e Level					~	Resp	onsible					
Course	Name				al Semester					~	Facu	ltv					
	Status Active			e Period							Department			 ▼			
Course Type Course Variety Elective Course					ed Year						Facu	ity Member		Cle			
					tion Language												
Group	ng Style					Publish on the We											
each	ig style				-	Publish on the we	10										
List	Select All	Clear Select	on Select	Open Common Courses Normal Selection													
	eated ar	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course L	
	2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Aqk	Field Course	Annual	Bachelo	
									-							Degree Bachelo	
	2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Degree	
												Essential				Bachelo Degree	
	1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course			
2	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelo Degree	
	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Acik	Field Course		Bachelo	
-																Degree Bachelo	
	2021		101302	Photography		Term	0	0		12		Essential	Açık	Field Course		Degree	
	1900		101304	DRAWING & DESIGN		Term	0	0				Essential	Açık	Field Course			
	2021		101305	Photography	101305	Term	0	0				Essential	Açık	Field Course			
	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0			Essential	Açık	Field Course		Bachelo	
				History of Architecture, Art and Urban Design I								Essential		Field Course		Degree	
1	1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course			
1	1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course			
-	1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course			
1																	

'Open Common Course':

Of the determined courses; In the 'crs02 – Course Description' application, it is used to open collectively as '*University Partner/Faculty Partner'*. Otherwise, in the 'crs02 – Course Description' application, the courses will have to be defined one by one as '*University Partner/Faculty Partner'*.

Course Cat						Create Universi	ty / Faculty Comm	on Course		×							
Course Code Course La				E Faculty				v									
Course Type Creat Course Variety Remu		I Separtment											~				
			P Class	Prep Class	p Class			~	Facu	artment				~			
						Academic real	Year			~			ilty Member				Clear
									Cancel	Okay	_						
Group					Educa	tior					× .						
eaching S	style					-											
list	Select All	Clear Select	on Select	Open Common Courses	Normal Selection												
																	Bache Degre
		3776		Art Course (Gen. Ed)			Year						Selective	Açık	Elective	Annual	Bache Degre
		2	101102	Art History II		101102	Year					3	Essential	Açık	Field Course	Annual	Bache Degre
1	1900	686		MUSIC IN WESTERN CIVIL	JZATION		Term						Essential	Açık	Field Course		
	1900	828	101104	Art History I			Term						Essential	Apk	Field Course		Bache Degre
	1900	981	101105	Art History II			Term						Essential	Açık	Field Course		Bache Degre
		863		Photography			Term						Essential	Açık	Field Course		Bache Degre
	1900	19	101304	DRAWING & DESIGN			Term					3 3	Essential	Açık	Field Course		
		6774	101305	Photography		101305	Term					3 3	Essential	Açık	Field Course		
	1900	1648	111130	History of Architecture, Art	t and Urban Design I		Term					3 3	Essential	Açık	Field Course		
		6784	111130	History of Architecture, Art	t and Urban Design I		Term						Essential	Apk	Field Course		Bache Degre
	1900	628	121304	INTRO TO FILM ANALYSIS			Term					3 3	Essential	Açık	Field Course		
	1900	1115		History of Motion Pictures			Term					3 3	Essential	Açık	Field Course		
	1900	816		THEATRES & ACTING: The	eory and Practice		Term					3 3	Essential	Açık	Field Course		
1	1900	841		THEATRES & ACTING: The	ory and Practice		Term						Essential	Açık	Field Course		
		318		HUMAN BIOLOGY			Term						Essential	Ack	Field Course		

Courses defined in the course catalog can be transferred to an Excel environment (Turkish/English).Prerequisite-defined courses are listed separately.



ctive	Variety Course g Style				val Year	Publish on the We				~						
		Clear Selecti	ion Select	Open Common Courses Normal Selection	-	Publish on the we	D									
ist Cri Ye	Select All	Clear Selecti Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course L
	2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açık	Field Course	Annual	Bachelor Degree
	2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Bachelor Degree
1	2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açık	Field Course	Annual	Bachelor Degree
	1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
	2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açık	Field Course		
	2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course		
1	1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	841	131302	THEATRES & ACTING: Theory and Practice		Term	0	0	0	12	12	Essential	Açık	Field Course		
			151170	HUMAN BIOLOGY		Term	0	0	0	3	3	Essential	Acik	Field Course		
ilizce		Prev	1 2 3 4 5	6 7 104 105 106 Next >			_									
kçe		Exc	el List Prereg													

'Prerequisite Courses:

In the course catalog, the prerequisite definition given to the course means that it is valid for every section in the teaching planthat includes this course in the 'crs02 - Course Description' application. In other words, if the prerequisite definition for course B is to pass course A and is valid for all faculties, it is necessary to define the prerequisite from the catalog. If there is a prerequisite definition for the same course that is different from the 'crs02 - Course Description' application, the definition in the teaching planfor that section is valid.

When it comes to such a situation, the prerequisite definition of course B is only valid in A, B, and C faculties, but if it is not desired to apply prerequisites in other faculties, it would be appropriate to make the prerequisite definition from *the application* '*crs02 – Course Description*.'

If a student does not meet the prerequisite for a course during course registration, he/she will not be able to register for the course. In the prerequisite definitions, **Condition** can be: 'and' can be 'or' or options such **as passing the course or taking the course** can be selected as a prerequisite.

'Elective Pool Courses':

If it is desirable to create elective course groups, a virtual pool course in which elective courses are included should be defined. When registering this course from the Course Catalog, it should be noted that the Elective Course Group: 'Yes' option is checked.



ourse Catal	ıg Filter														
Course Code				Course Level						-	Responsible				
Course Name				Annual Semester						-					
Course Statu	s Active		V	Course Period						4	Faculty Department				 ✓
Course Type			~	Created Year		<u> </u>					Faculty Member				Clear
Course Varie				Removal Year			1				Fucury Plentoer				
Group	Yes			Education Language						1					
Feaching Sty	e		V		Publish on t	he Web									
List Nev	/ Update	Multiple Selecti	ion												
reated	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
ear	Catalog NO	Course Coue	Course manne	Amerikan Kouu	Semester	THEORY	Application	Caboratory	Creuit	Credit	Course type	Course status	Course variety	Course Period	COUISE LEVEL
			3. Elective at Faculty/Department Level		Term						Essential	Açık	Field Course	Annual	Bachelor Degree
2021	3776		Art Course (Gen. Ed)		Year	0	0	0	Q	0	Selective	Açık	Elective	Annual	Bachelor Degree
2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açık	Field Course	Annual	Bachelor Degree
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900		101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
1900 2021	6774				Term	0	0	0	3	3	Essential	Açık	Field Course		
		111130	History of Architecture, Art and Urban Design I		Term										
2021	1648	111130 111130	History of Architecture, Art and Urban Design I History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
2021 1900	1648 6784										Essential Essential	Açık Açık	Field Course Field Course		

For example, if a student from the PSYCE 001 group has to take three elective courses, three elective course groups should be defined: PSCYE 001, PSCYE 002, and PSCYE 003. The content of each group will be determined by the application of 'crs02 – Course Description.'

Catalog No						Responsible		
						Faculty Faculty		
Code			Amerikan Kodu			Department		-
lame		-			Languages	Faculty Member		Cle
Created Yil	2021-2022	V	Lifted Year		~	Resource Usage		
enate Date			Senate Change Date			Theoretical Total Time	App Total Hours	
redit Informations							App Total Hours	
				ECTS		Theoretical Resource Type	Application Resource Type	
heoric	Application	Laboratory	Credits	Credits			✓	
ourse Type	Essential		 ✓ ✓ 	Enter Grade	Regular			
ourse Variety	Field Course		~	Average Attendance	Include			
ective Course Group	Yes		¥	View in Transcript	Show			
early Term	Term		~	Language of Education				
ourse Period			Y	Survey Evaluation	Yes			
eaching Type	Formal Learning		×	Publish on the Web				

CRS02 Course Definition

Purpose and Scope: It is an application in which comprehensive operations such as defining the courses taught under the department (information such as whether the course/semester/course is compulsory or not/whether it will beshown on the transcript/whether it will be included in the average), creating elective course pools, removing the course, determining which course will be opened instead, and connecting the course to the 'teaching plan' (a curriculum, if any). In addition, if the course has a prerequisite or equivalent course, it can be defined using this application.

Description: After the courses defined under a faculty/department are listed (gray courses are closed courses), English/Turkish course names can be listed as **Excel/Pdf.**



Course Definition									crs02
Course Filter									
Faculty				_	e Status Active	<u> </u>	Study Level		~
Department					e Course	<u> </u>	Annual Term		 ✓
Option					ie Variety		Teaching Semester		×
Class				Avera Avera	ge		Start Year		
Course Code				View Trans	on the cript	×	End Year	✓	
Course Name				Elect Grou	ve Course	~	Education language		
	Publish	on the Web			ing Plan			If Failed, Cannot Pass to the Next Class	
					Those Without a Teaching Plan	_			
List New	Update	Copy All Pools as Co	mmon						
Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department		Option	Clas
3774			3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance			2nd
3774			3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology			2nd
3776			Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration			4th
3774			3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Fina	nce		2nd
3776			Art Course (Gen. Ed)						1st (
3774			3. Elective at Faculty/Department Level						Prep
3776			Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology			4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design			2nd
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / Interna	tional Relations		2nd
5//4		/ 125	or Electric de l'acardy/bepartment cerer						
3774			3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / Interna	tional Relations		2nd
		7129				Political Science / Interna Economics and Finance	tional Relations		2nd 2nd
3774		7129 7134	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES		tional Relations		

Screen crs02-01

Pressing the '*Update'/'New'* button opens the screen, showing details of the information.

Course Definition													crs02
Course Prerequisite Course	s Elective Course	es Electives Pool	Equivalent Courses										
												List Sav	e Delete
Catalog Informations													
Code				Clean		Catalog No	3774	1		Course No	6750		
	3 Elective at Eacul	ty/Department Level		Clean		Catalog NO	3774			American Code	0750		
Nume	5. Elective de l'acta	cy ocportment cerei							CREDIT		0		
				Course Names by Languag	е				INFORMATIO	Application	0		
	Language		Course Name	1						Lab	0		
				No data to display						Credit	0		
										ECTS Credit	0		
Course													
Faculty	FACULTY OF ECON	IOMY AND BUSINESS			~	Annual T	erm	Term					~
Department	7 Economics and F	inance			\mathbf{v}	Teaching	Semester	1st Term					~
Option					 Chi 	ange the Option		Main Degree					×
	2nd Class				Chi	ange the Class							
Faculty Department Teaching Plans	Teaching Plan		Start Year			Teaching	Plans of the Course	e Teaching Plan			Start Year		
	Accounting 2021-3	2022	202	21 🔺		Add		Finance 2021-2	022		2021 🔺		
	Economics 2021-2		202		C	elete							
	Finance 2021-202	2	202										
	4			•				4			Ŧ		
	1				,			1					
Features													
Course Status	Act	ive			~	Grade En	try	F	tegular				v
Course Type	Ess	ential			~	Contribut	ion to the Average	1	nclude				~
Course Variety	Fiel	d Course			~	View on	Franscript	5	ihow				×
													_



Inclusion of the course in the Teaching Plan

If the Faculty has previously defined the department's teaching plan (curriculum) under the department (Def11), these definitions are displayed. If a course is not defined under the teaching plan (in the section on the right), it is a course for which all students are responsible. (Listed in course registrations). If the '*CRSO2 Course Description' belongs* to a single teaching plan as shown on the -02 screen, it is a course that the students who are subject to this teaching plan are responsible for. The 'add' button is pressed to *add* the course under the teaching plan, and the '*delete'* buttonis pressed to remove it.



Reflection of course changes on the system

If the course name or credit has changed, the following path is followed: First, the new course is defined with the '*CRS01 Course Catalog*' definition, then the course is created in *the* '*CRS02 Course Definition.* 'The old course is closed; a newly created course is defined as a course that is opened instead. With this process, during course registration, students who fail that course will be presented with a new course. In the transcript, this course will be reflected in the GPA as a single course. This process applies to all students taking the relevant course.

'Prerequisite Courses':

In the course catalog, the prerequisite definition given to the course means that it is valid for every section in the teaching planthat includes this course in the 'crs02 - Course Description' application. In other words, if the prerequisite definition for course B is to pass course A and is valid for all faculties, it is necessary to define the prerequisite from the catalog. If there is a prerequisite definition for the same course that is different from the 'crs02 - Course Description' application, the definition in the teaching planfor that section is valid.

When it comes to such a situation, the prerequisite definition of course B is only valid in A, B, and C faculties, but if it is not desired to apply prerequisites in other faculties, it would be appropriate to make the prerequisite definition from *the application* '*crs02 – Course Description*.'

Course Definition		crs02
Course Prerequisite Courses Elective Courses	Prerequiste Course x	
Course	Save	
Catalog No 3774 Course C	Code Clean Catalog No	
	Name Course No	
Prerequisites of the Course	Group Condition and V Prerequisite Type Pressing Course V Total Credit	
New Update Delete	Passing Course Compulsory Elective Credit Class	
Group Conditio Catalog Course Code Cour	Pass Score	
	No data to display	

Screen crs02-03

If a student does not meet the prerequisite for a course during course registration, he/she will not be able to register for the course. In the prerequisite definitions, **the Condition can be 'and**' or 'or' or options such as passing the course, **taking the course**, etc. can be selected as prerequisites.

'Equivalent Courses':

The course was defined on the screen. For example, the course taken in Erasmus may correspond to one or more courses in the department. When we enter this information, the student will not be shown equivalent courses during course registration. These definitions can also be used for adaptation.

'Elective Pool Courses':

From the 'crs01 – Course Catalog' application, a virtual pool course representing the elective course group can be defined. Which courses are included in the content of this pool?



lourse urse	Prerequisite 0	Courses Elective Courses Electives Pool Equivalent Co	urses		
talog I	No 3774	Course Code		Course No 5750 Course Name 3. Elective at Faculty/Department Level	
ctive	Courses of the C	Course			
New	Delete 5	Select All Clean the Selection Copy from Other Elective	s Pool		
c	atalog No	Course Code	Course No	Course Name	
		MRKT 401		Marketing Communications: Advertising and Promotion	
1	1172	MRKT 304	7056	International Marketing	
	1732	MRKT 203	2504	Customer Relationship Management	
	1751	MRKT 201	2523	Principles of Marketing	
	3765	MNG 306	7058	Cultural Heritage Management	
	3763	MNG 305	7057	International Management	
	444	LAW 423	1179	Albanian Business and Labor Law	
	1556	FIN 322	2326	Risk Management and Insurance	
	532	ENG 401	1267	Advanced Business English	
		eBUS 305		e-Business Web Technologies	
		BUSN 401		Leadership	
		BI 301		Business Information Systems	
		ACCT 322		Accounting Ethics	
	6770	ACCT 321	7060	Advanced Financial Reporting	

Copy from another selective pool:

When creating the content of a new pool, it is used to copy the content of another My Pool that is the same rather than adding individual courses. If desired, adds/subtracts can be made to the courses in the pool.

Copy all pools as a common course.

It is used to define all elective course pools defined under departments as 'University Associate/Faculty Associate'. At this stage, the content of the repositories must be defined by the user.

Course Filter										
Faculty				Cours	e Status	Active	~	Study Level		
Department				Cours	e Course		Image: A start and a start	Annual Term		
Option					e Variety		~	Teaching Semester		
Class				Contr Avera	ibution to ae		Image: A start and a start	Start Year		
Course Code				View Trans	on the		V	End Year	M	
Course Name					ve Course		~	Education language		
	Publish	on the Web			ing Plan				If Failed, Cannot Pass to the Next Class	
	- rubish	on the tree				Those Without a Teaching Plan	_			
List New	Update	Copy All Pools as Cor	nmon							
atalog No	Course Code	Course No	Course Name	American Code	Faculty		Department		Option	
		1	1							
3774]					_
					EACHITY OF B	ECONOMY AND DURINESS	Economics and Einance			
3774			3. Elective at Faculty/Department Level 3. Elective at Faculty/Department Level			ECONOMY AND BUSINESS	Economics and Finance Psychology			
3774	•	6757	3. Elective at Faculty/Department Level		FACULTY OF L	LAW AND SOCIAL SCIENCES	Psychology			
3774 3776 3777	5	6757 6758	3. Elective at Faculty/Department Level Art Course (Gen. Ed)		FACULTY OF L		Psychology Business Administration	ance		
3776	5 5	6757 6758 6863	3. Elective at Faculty/Department Level		FACULTY OF L	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS	Psychology	ance		
3776	5 5 5	6757 6758 6863 7024	3. Elective at Faculty/Department Level Art Course (Gen. Ed) 3. Elective at Faculty/Department Level		FACULTY OF L	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS	Psychology Business Administration	ance		
3776 3774 3776	5 5 5	6757 6758 6863 7024 7035	3. Elective at Faculty/Department Level Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed)		FACULTY OF L FACULTY OF E FACULTY OF E	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS	Psychology Business Administration	ance		
3776 3774 3774	5 5 5 5	6757 6758 6863 7024 7035 7102	3. Elective at Faculty/Department Level Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed) 3. Elective at Faculty/Department Level		FACULTY OF L FACULTY OF E FACULTY OF E	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Psychology Business Administration Applied Banking and Fin	ance		
3776 3774 3776 3776	a 5 5 6 8 8	6757 6758 6863 7024 7035 7102 7116	3. Elective at Faculty/Department Level Art Course (Gen, Ed) 3. Elective at Faculty/Department Level Art Course (Gen, Ed) 2. Elective at Faculty/Department Level Art Course (Gen, Ed)		FACULTY OF L FACULTY OF E FACULTY OF E FACULTY OF L FACULTY OF L	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Psychology Business Administration Applied Banking and Fin Psychology			
3776 3774 3776 3776 3776 3776 3774		6757 6758 6863 7024 7035 7102 7116 7125	3. Elective at Faculty/Department Level Art Course (den. Ed) 3. Elective at Faculty/Department Level Art Course (den. Ed) 3. Elective at Faculty/Department Level Art Course (den. Ed) 3. Elective at Faculty/Department Level		FACULTY OF L FACULTY OF E FACULTY OF E FACULTY OF L FACULTY OF L FACULTY OF L	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS ECONOMY AND BUSINESS LAW AND SOCIAL SCIENCES ENGINEERING AND ARCHITECTURE	Psychology Business Administration Applied Banking and Fin Psychology Design	ational Relations		
3776 3774 3776 3774 3776 3774 3774		6757 6758 6863 7024 7035 7102 7116 7125 7129	Betcive at Faculty/Department Level Art Course (Gen. Ed) Betcive at Faculty/Department Level Art Course (Gen. Ed) Betcive at Faculty/Department Level Art Course (Gen. Ed) Betcive at Faculty/Department Level Betcive at Faculty/Department Level		FACULTY OF L FACULTY OF E FACULTY OF E FACULTY OF E FACULTY OF E FACULTY OF L FACULTY OF L	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS ECONOMY AND BUSINESS LAW AND SOCIAL SCIENCES ENGINEERING AND ARCHITECTURE LAW AND SOCIAL SCIENCES	Psychology Business Administration Applied Banking and Fin Psychology Design Political Science / Intern	ational Relations		
3776 3774 3776 3774 3776 3774 3774 3774	5 5 5 5 5 5 5 5	6757 6758 6863 7024 7035 7102 7116 7125 7129 7129 7134	Bettve at Faculty/Department Level Ar Course (Gen. Ed) Bettive at Faculty/Department Level Course (Gen. Ed) Bettive at Faculty/Department Level Bettive at Faculty/Department Level Bettive at Faculty/Department Level Bettive at Faculty/Department Level		FACULTY OF L FACULTY OF F FACULTY OF F FACULTY OF L FACULTY OF L FACULTY OF L FACULTY OF L FACULTY OF L	LAW AND SOCIAL SCIENCES ECONOMY AND BUSINESS ECONOMY AND BUSINESS LAW AND SOCIAL SCIENCES ENGINEERING AND ARCHITECTURE LAW AND SOCIAL SCIENCES LAW AND SOCIAL SCIENCES	Psychology Business Administration Applied Banking and Fin Psychology Design Political Science / Intern Political Science / Intern	ational Relations		

Prerequisite Courses, Elective Courses, Equivalent Courses (in English/Turkish) can be taken to excel the environment.



Definition of a University Common Course

Course Definition										crs02
Course Filter										
Faculty	University	Annual		•	Course Status	Active	~	Study Level		~
Department	Faculty An	nual		V	Course Course		~	Annual Term		~
Option				~	Course Variety		~	Teaching Semester		~
Class					Contribution to Average		~	Start Year	~	
Course Code					View on the Transcript		~	End Year	V	
Course Name					Elective Course		~	Education language		~
	Dublish	on the Web			Group Teaching Plan			castonenigooge	If Failed, Cannot Pass to the Next Class	_
	Publish	r on the web			reaching Plan	Those Without a Teaching Plan			I Paneu, Cannot Pass to the Next class	
						Those without a reaching Plan				
List New	Update	Copy All Pools as Co	mmon							
Catalog No	Course Code	Course No	Course Name	A	Code Faculty		Department		Option	Clas
Catalog No	Course Code	Course No	Course Name	American C	.ode Faculty		Department		Option	Clas
3776		7024	Art Course (Gen. Ed)							1st (
3774		7035	3. Elective at Faculty/Department Level							Prep
2	101102	735	Art History II							Prep
686	101103	1422	MUSIC IN WESTERN CIVILIZATION							Prep
828	101104	1570	Art History I							Prep
981	101105	1745	Art History II							Prep
863	101302	1605	Photography							3rd
19	101304	752	DRAWING & DESIGN							Prep
6774	101305	7078	Photography	101305						Prep
1648	111130	2420	History of Architecture, Art and Urban Design I							Prep
628	121304	1363	INTRO TO FILM ANALYSIS							Prep
1115	122101	1880	History of Motion Pictures							Prep
816	131301	1552	THEATRES & ACTING: Theory and Practice							Prep

Common courses on the basis of university; In order to be able to open as a 'University Partner' from the 'crs03 – Academic Year Course' application, it is necessary to first make a 'crs02 - Course' Description.'

Lesson: Even if it is defined as 'University Associate,' if it is a course in the student's own teaching plan, it must be defined in the teaching plan of the student's department. Courses defined as 'university common' will be offered to students studying in the departments in the teaching plan.

Course Definition										crs02
Course Filter										
Faculty				Cours	e Status	Active	×	Study Level		~
Department				Cours	e Course		~	Annual Term		~
Option				Cours	e Variety		~	Teaching Semester		~
Class				Contr Avera	ibution to		~	Start Year		
Course Code					on the		~	End Year	~	
Course Name					ve Course			Education language		~
	Publish	on the Web			, iing Plan				If Failed, Cannot Pass to the Next Class	_
						Those Without a Teaching Plan				
List New	Update C	Copy All Pools as Cor	mmon							
Catalog No	Course Code	Course No	Course Name	American Code	Faculty		Department		Option	Clas
3774			3. Elective at Faculty/Department Level			ECONOMY AND BUSINESS	Economics and Finance			2nd
3774			3. Elective at Faculty/Department Level Art Course (Gen. Ed)			LAW AND SOCIAL SCIENCES	Psychology			2nd 4th
3776			3. Elective at Faculty/Department Level			ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Fina			4th -
3774			Art Course (Gen. Ed)		FACULITY OF	ECONOMY AND BUSINESS	Applied Banking and Fina	nce		2nd 1st (
3776			3. Elective at Faculty/Department Level							Prep
3774			Art Course (Gen. Ed)		FACULTY OF	LAW AND SOCIAL SCIENCES	Psychology			4th
3776			3. Elective at Faculty/Department Level			ENGINEERING AND ARCHITECTURE	Design			401 2nd
3774			3. Elective at Faculty/Department Level			LAW AND SOCIAL SCIENCES	Political Science / Interna	tional Relations		2nd 2nd
3774			3. Elective at Faculty/Department Level			LAW AND SOCIAL SCIENCES	Political Science / Interna			2nd 2nd
3774			Art Course (Gen. Ed)			ECONOMY AND BUSINESS	Economics and Finance			2nd 2nd
3776			Art Course (Gen. Ed)			ECONOMY AND BUSINESS	Economics and Finance			4th
3776			Art Course (Gen. Ed)			ENGINEERING AND ARCHITECTURE	Architecture			3rd
5770		/145	Are course (our bay		THEOLIT OF	Engineerang and Anonineerone	An Onicoccure			510

Faculty Partner – Course Description

A lesson: If it is desired to be elected by all students in the faculty, it must be opened as a 'Faculty Partner' in the academic year course. The department selection should be Faculty Associate. First, the course must be defined as 'Faculty Associate' in the '*crs02 – Course Description*' application.



Course Definition										crs02
Course Filter										
Faculty	FACULTY O	F ECONOMY AND B	USINESS	Cours	e Status	Active		Study Level		
Department	Faculty An	nual		-	e Course			Annual Term		V
Option				Cours	e Variety			Teaching Semester		V
Class				Contr Avera	ibution to			Start Year		
Course Code				View	on the			End Year		
Course Name				Trans	cript ve Course			Education language		
Course Name	-			Group				Education language		_
	Publish	on the Web		leacr	iing Plan		¥		If Failed, Cannot Pass to the Next Class	
						Those Without a Teaching Plan				
List New	Update	Copy All Pools as Cor	mmon							
Catalog No	Course Code	Course No	Course Name	American Code	Faculty	•	Department		Option	Clas
1367	407501	5931	Doctoral Thesis in Computer Science		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1350	PUBL: 3	5908	National Scientific Journal Publication		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1349	PUBL. 2	5902	Int'l Scientific Journal Publication 2		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1348	PUBL. 1	5896	Int'l Scientific Journal Publication 1		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1347	CONF. PAP. 3	5889	National Scientific Conference Paper or Poster		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1346	CONF. PAP. 2	5883	Int'l Conference Paper or Poster 2		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1345	CONF. PAP. 1	5876	Int'l Conference Paper or Poster 1		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1343	CMPH-PHD	5864	Comprehensive Exams		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1207	407610	5600	Natural Language Processing		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1206	407609	5599	Advanced Networking		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1200	407603	5598	Security Engineering		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1199	407602	5597	Machine Learning		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep
1197	407102	5596	Advanced Algorithms and Complexity Theory		INSTITUTE	OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science			Prep

Course: Even if it is defined as 'Faculty Associate, if it is a course in the student's own teaching plan, it must be defined in the teaching plan of the student's department. Courses defined as 'faculty common' will be presented to students studying in the departments in the teaching plan.

ourse Filter										
aculty	FACULTY C	F ECONOMY AND B	JSINESS	v (Course Status	Active		Study Level		
Department				v (Course Course		~	Annual Term		
Option				× 0	Course Variety		V	Teaching Semester		
lass					Contribution to Average		Image: A start and a start	Start Year	~	
Course Code				N 1	View on the			End Year		
ourse Name				E	Transcript Elective Course			Education language		
ourse maine	Delta	and the state			Group Teaching Plan			Cuucation language	To called Council Data in the Mark Class	
	Publish	on the Web			reaching Plan	Those Without a Teaching Plan			If Failed, Cannot Pass to the Next Class	
ist New	Update	Copy All Pools as Cor	nmon							
alog No	Course Code	Course No	Course Name	American Co	ode Faculty		Department		Option	
								-		
3774		(770			1.00		Barr			
		0/50	3. Elective at Faculty/Department Level		FACULITY OF	ECONOMY AND BUSINESS	Economics and Finance			
3776			3. Elective at Faculty/Department Level Art Course (Gen. Ed)			ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Economics and Finance Business Administration			
		6758			FACULTY OF					
3776		6758 6863	Art Course (Gen. Ed)		FACULTY OF	ECONOMY AND BUSINESS	Business Administration			
3776 3774		6758 6863 7134	Art Course (Gen. Ed) 3. Elective at Faculty/Department Level		FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance			
3776 3774 3776 3776		6758 6863 7134 7143	Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed)		FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance			
3776 3774 3776 3776 2		6758 6863 7134 7143 2547	Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed) Art Course (Gen. Ed)		FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance Economics and Finance			
3776 3774 3776 3776 2 2 2	101102	6758 6863 7134 7143 2547 2548	Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed) Art Course (Gen. Ed) Art History II		FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance Economics and Finance Business Administration			
3776 3774 3776 3776 2 2 2 2 2	101102 101102	6758 6863 7134 7143 2547 2548 2549	Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed) Art Course (Gen. Ed) Art History II Art History II		FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance Economics and Finance Business Administration Economics and Finance			
3776 3774 3776 3776 2 2 2 2 2 2 2 2 2	101102 101102 101102	6758 6863 7134 7143 2547 2548 2549 2553	Art Course (Gen. Ed) 3. Elective at Faculty/Department Level Art Course (Gen. Ed) Art Course (Gen. Ed) Art History II Art History II Art History II		FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance Economics and Finance Business Administration Economics and Finance Business Administration Economics and Finance Business Administration Business Administration			
3776 3774 3776 3776 2 2 2 2 2 2 2 2 2 2 2 2 2 2	101102 101102 101102 101102 101102	6758 6863 7134 7143 2547 2548 2549 2553 2556	Art Course (Gen. Ed) 3. Elective af Faculty/Department Level Art Course (Gen. Ed) Art Course (Gen. Ed) Art History II Art History II Art History II Art History II		FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance Business Administration Economics and Finance Business Administration Business Administration			
3776 3774 3776 3776 2 2 2 2 2 2 2 2 2 2 828	101102 101102 101102 101102 101102 101102	6758 6863 7134 7143 2547 2548 2549 2553 2556 4911	Art Course (Gen. Ed) 3. Elective af Faculty/Department Level Art Course (Gen. Ed) Art Course (Gen. Ed) Art History II Art History II Art History II Art History II Art History II		FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF FACULTY OF	ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS ECONOMY AND BUSINESS	Business Administration Applied Banking and Finance Economics and Finance Business Administration Economics and Finance Business Administration Business Administration Economics and Finance			

CRS03 Academic Year Course Description

Purpose and Scope: It is the application in which the courses opened on a departmental basis in an academic year/semester/faculty member(s) who teach these courses are defined. If the courses are to be taught in more than one 'branch,' the definition of the branch is made with this application.

- Combining one course with another is within the scope of this application.
- By defining a quota for the courses offered, a certain number of students can be enrolled in the course.
- If faculty members make grade entries on the web, the stage of the grade entries is also displayed with the help of this application.



The course-based fees of courses offered in summer schools are also defined by this application.

Description: If the course definition of the academic year is not made before course registration, the courses will not be listed in front of the students.

Academi	ic Year Cours	se Filter										
Academ	No Year	2021-2022			~	Faculty						
	on Semester											
		Spring			×							
Course						Option						
Course I	Name					Class						
Section						Teaching Plan			🔽 🔳 Tho	se Without th	e Teaching Pl	an
Note In	put Status			No Notes Entered		Responsible Faculty Member						Cl
Educatio	on Language					Search in the Joined Section	• No.	rged With Ano	ther Cortion			_
Luucaut	on canyuaye					Search in the Joined Section		igeo with Ano	aler Section			
List	New U	Jpdate Create Section	Create Collective Acader	nic Year Course Create Collective Academic Year	Course (Excel	Create Academic Year Courses with Se	elected Courses					
			1		-						Non-	
Cata	log No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Department Quota	t Acaden Year
	_										Quota	
	848	302103	1500	Introduction to Speech Communication	1	756	Dr. Evis Nasto	5	0	0	35	2021-2
		401601		Computer Applications	-	755	Instructor KRISTI GOREA	2				2021-2
		421103		College Algebra		630	Assistant Lecturer FIZELENI LEKLI	2				2021-2
		501102		Intro to Microeconomics	1	513	Prof. FATBARDHA KADIU	3		0		2021-2
	855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-2
	842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	2	0	0	38	2021-2
	843	612101	7166	English Composition II	2	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-3
	843	612101	7166	English Composition II	4	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2
	6787	711107	7167	History of the Albanian State		732	Prof. Dr. BLERINA KUQI	5	0	0	45	2021-2
	6785	711108	7161	World History I		492	Dr. ADAM EHRLICH	3	0	0	35	2021-2
	846	751102	1588	Sociology		711	Instructor EDA GEMI	3	0	0	41	2021-2
	6788	762101	7168	Anthropology and Justice		728	Prof. EMINA KARO	5	0	0	35	2021-2
	1094	764104	1859	Legal Environment of Business		684	Assistant Lecturer LEDJA BURNAZI	26	0	0	0	2021-2
		765601	2031	Internship and Senior Project				25	0	0	0	2021-2
	1266	772105	7171	Administrative Procedures		528	Instructor OLSI VANGJELI	30	0	0	0	2021-2
	1266 6791	775105					Assistant Lecturer HEKTOR RUCI	18	0	0	0	2021-2
	6791	774101		Law and Politics of the European Union		411	Assistant Lecturer HERTOR ROCI	10	0	0	0	2021
	6791 6793		7178	Law and Politics of the European Union Banking and Financial Law		411 757	Instructor Ilir Barjaba	22		0		2021-3
	6791 6793 1149	774101	7178						0		8	

'Collective Academic Year Course Creation' process,

At the beginning of the semester, it provided convenience in creating courses. All defined open courses under the department/closed courses are collectively opened under the department. The user makes the necessary edits by deleting courses that should not be opened.

It should be noted that if there are students who will take that course, those courses must be defined.

'Create Academic Year Courses with Selected Courses' process,

By selecting certain courses, they can be used in cases where it is necessary to create a course in the academic year. When the key is pressed, 'Course Search' opens. From here on, the user can list the courses with filters such as faculty/department/open-closed course status and complete the process by marking the courses that need to be opened.

It should be noted that if there are students who are closed but will take that course, those courses must be defined.



Acqueillic Tea	ar Course Filt	er	Δ	Güver	nli doč	il admissio	n unvt edu a	l/crs02	/Default aspy	2m-c&n-S	alactDorslor8is-	crs03_listE	ersidNo&coklu s 🔄 G						
Academic Ye	ar	2021			nii ueg	jii uumissic	/i.uriye.cuu.u	17 CT 302	./ Deludicuspx	.m=socp=so	nectoersierots-	craob_nate		-					
Education Se		Sprin	Cours	se Filter										^					
Course Code		Sprin	Facu	lty	FACULTY	OF ENGINEERING	S AND ARCHITECT	URE 🔽	Course Status	Active	~	Study Level							
Course Nam			Door	tmont	Telesco	munication and Ne	hands frankrankra		Course		~	Annual Term		-					
	ť				relecom	munication and we	etwork Engineering	_	Course			Teaching				_			_
Section			Opti	on				~	Variety		~	Semester	×			Y Tho	e Without th	e Teaching Pla	
lote Input S	tatus		Class	; [~	Contribution to Average		~	Start Year	V						Cle
ducation La	nguage		Cour	se Code					View on the Transcript		~	End Year		🔲 Me	erged With Anot	ther Section			
		1	Cour						Elective			Education							
List Nev	v Update	Crea	Nam						Group		~	language	×						
Catalog N	o Cou	rse Code			Publi	ish on the Web			Teaching Plan		~		If Failed, Cannot Pass to the Next Class		Most	Minimum	Remaining	Non- Department	Academ
Catalog R										Those Withou			- Next Class		Quota	Quota	Quota	Quota	Year
										I nose withou	a reaching Plan								
	848 302	103	List	Sel	ect All	Clean Selection	Select								5	0	0	35	2021-20
	845 401	601		Catalog N	de.	Course Code	Course No	Course	Name		American	Code Facult			2	0	0	23	2021-20
	830 421	103		Catalog N	10	Course Coue	Course No	Course	name		American	coue racuity	/		2	0	0	40	2021-20
	855 501														3		0		2021-20
	855 501	102			3774		6750	3. Elect	ive at Faculty/Depa	tment Level		FACUL	TY OF ECONOMY AND BUSINESS		3	0	0	37	2021-20
	842 611	102			3774		6757	3. Elect	ive at Faculty/Depa	tment Level		FACUL	TY OF LAW AND SOCIAL SCIENCES	BETH	2	0	0	38	2021-20
	843 612	101			3776		6758	Art Cou	rse (Gen. Ed)			FACUL	TY OF ECONOMY AND BUSINESS	LADA	3	0	0	41	2021-20
	843 612	101			3774		6863	3. Elect	ive at Faculty/Depa	tment Level		FACUL	TY OF ECONOMY AND BUSINESS	LADA	3	0	0	41	2021-20
	6787 711	107			3776		7024	Art Cou	irse (Gen. Ed)						5	0	0	45	2021-20
	6785 711	108			3774		7035	3. Elect	ive at Faculty/Depa	tment Level				_	3	-	0		
	846 751	102			3776		7102	Art Cou	rse (Gen. Ed)			FACUL	TY OF LAW AND SOCIAL SCIENCES		3	0	0		
	6788 762				3774		7116	3. Elect	ive at Faculty/Depa	tment Level		FACUL	TY OF ENGINEERING AND ARCHITECTU		5		0		2021-20
	1094 764	_			3774				ive at Faculty/Depa				TY OF LAW AND SOCIAL SCIENCES	-	26		0		2021-20
	1266 765	_			3774				ive at Faculty/Depa				TY OF LAW AND SOCIAL SCIENCES	-	25		0		2021-20
	6791 773				3776				irse (Gen. Ed)	dirent Level			TY OF ECONOMY AND BUSINESS		30		0		2021-20
	6793 774	_			3776				irse (Gen. Ed)				TY OF ECONOMY AND BUSINESS		18		0		2021-20
							/143	ALC COU	iise (Gen. E0)			FACUL	IT OF ECONOMITAND BUSINESS		22	0	0	0	2021-20
	1149 774 1264 775		-		0770		71.40					FACUL	D/ OF FREEDOCOMPLANELANELANEL	-	22	0	0	8	2021-20

Creation of branches;

On the example screen, the MK 121 course is opened as '2' branches. To open a branch, it is necessary to hover over over the relevant course and press the '*Create Branch*' button.

Type how many more branches will be added and select the letter or number option.

Example: When we hover over a course with a branch of '0' and select '1' and a number, a new course with a branch of '1' is created.

It is necessary to press the 'List' key to see the result of this operation.

The choice of letters, on the other hand, helps to name branches such as 'A,' 'B.'

After creating these branch names, updates were made to the detail screen.

For example, such as 'A Double,' 'B Single. 'The assignment of branches to students is done with the '*CRS05 Student Branch Assignment*' application.



					Enter the number	r of Sections you want to create. 🗙						
Academic Year					1							
Education Sem	iester	Spring				Letter 🧿 Number						
Course Code						Okay						
Course Name												
						Teaching Plan			Tho:		. Tanahina D	
Note Input Stat	itus			No Notes Entered		Responsible Faculty Member						Cl
Education Lang	guage					Search in the Joined Section	🔳 Me	rged With Ano	ther Section			
List New	Update	Create Section Create				Create Academic Year Courses with Sel	ected Courses					
	848 30210		1590	Introduction to Speech Communication			Dr. Evis Nasto				35	
	845 40160			Computer Applications			Instructor KRISTI GOREA					
	830 42110		7156	College Algebra		630	Assistant Lecturer FIZELENI LEKLI			0	40	
	855 50110		1597	Intro to Microeconomics	1	513	Prof. FATBARDHA KADIU	3	0	0		
	855 50110		1597	Intro to Microeconomics	2	513	Prof. FATBARDHA KADIU	3	0	0		
	842 61110			English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI			0	38	
	843 61210		7166	English Composition II	2	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	
	843 61210		7166	English Composition II	4	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	
. 6	6787 71110		7167	History of the Albanian State			Prof. Dr. BLERINA KUQI	5		0	45	
. 6	6785 71110	3	7161	World History I		492	Dr. ADAM EHRLICH	3	0	0		
	846 75110		1588	Sociology			Instructor EDA GEMI	3	0	0	41	
. 6	6788 76210		7168	Anthropology and Justice		728	Prof. EMINA KARO	5		0		
	1094 76410	÷	1859	Legal Environment of Business		684	Assistant Lecturer LEDJA BURNAZI	26	0	0		
	1266 76560			Internship and Senior Project					0	0		
. 6	6791 77310			Administrative Procedures		528	Instructor OLSI VANGJELI			0		
. 6	6793 77410		7178	Law and Politics of the European Union		411	Assistant Lecturer HEKTOR RUCI	18	0	0	8	
	1149 77410		7179	Banking and Financial Law		757	Instructor Ilir Barjaba		0	0	8	
	1264 77510		2029	Public International Law		411	Assistant Lecturer HEKTOR RUCI		0	0	8	
			2028	Domestic and International Human Rights Law		411	Assistant Lecturer HEKTOR RUCI					

Screen crs03-02

Pressing the 'Update'/'New' button opens the screen, showing details of the information.

Academic Year Co	ourse Description					crs03
						List Save Delete
Course						
Academic Year	2021-2022		Academic Period	Spring		V
Faculty		~	Course Code	Clear	Catalog No	Course No
Department		~	Course Name			
Option		×	Section			
Class		~	Language of Education	✓	Update Students' Education La	anguages
Faculty Membe	ers					
Title	Name			Surname		Responsible
			No data	to display		
Add New	Delete Assign Responsible Delete Responsibility					
Add New	Delete Assign Responsible Delete Responsibility					
Fee				Quota		
Fee Theoretical	Lab	Total		Quota At least Most	Remainder	Outside Department Most
		Total			Remainder	Outside Department Most
Theoretical			Course Code		Catalog No	Outside Department Most
Theoretical Merged Section			Course Code Course Name			
Theoretical Merged Section Faculty						
Theoretical Merged Section Faculty Department			Course Name			
Theoretical Merged Section Faculty Department Option Class			Course Name	At least Most	Catalog No	
Theoretical Merged Section Faculty Department Option Class			Course Name	At least Most	Catalog No	
Theoretical Merged Section Faculty Department Option Class Faculty Department	n	v v v option	Course Name	At least Most	Catalog No	
Theoretical Merged Section Faculty Department Option Class Faculty Departur Faculty	n		Course Name	At least Most	Catalog No	

Screen crs03-03

Identification of Faculty Members

The instructor(s) who teach the course are assigned on this screen. If there is more than one faculty member, only one person is designated as responsible, and the responsible faculty member can enter the grade online.



Course/Branch Merging:

If students in one course/branch are to be taught together with another course/branch, the branch merger process is conducted. The relevant lesson, '... key, press' Save.' Then, with the 'Update Students' Courses' button, students who take the course are transferred to another class. If this is not done, students will remain in their old classes. If the course content is the same, students can be transferred to a different department or even to another course with a different code. This affects the class rosters and lists in the grade entry. The course chosen during course registration is shown in the student's transcript. This did not cause a change in the transcript. On the sample screen, students who took the mat 111 course in the faculty of engineering in the summer school were transferred to the math 111 class in the faculty of arts and sciences. If you want to cancel this merge, the 'Delete Opened Course' button is pressed. Then the 'Save' and 'Update Students' Courses' operation is done. Thus, the merged branch and course are equalized. It should be noted that if a course is combined with another course, the responsible faculty member should not be appointed, as in the example screen.

The relevant lesson when trying to merge... *If the 'key'* is off, it means that another course has been merged with the selected course and it is not allowed to merge with another course.

For example, whether course A is combined with Course B, course B cannot be combined with lesson C.àà

If you want to combine courses A and B in course C, it is necessary to combine them as $A \rightarrow C$ and $B \rightarrow C$.

If a department is combined with a course or merged from another course, it can be listed using the '*Search in Merged* Branch' and '*Merged with Another Branch*' options on the first screen of the '*CRS03 Academic Year Course Description*.'

If only one student is going to take the course in another class, what must be done is. It is necessary to create a branch for that student, assign the student to that branch, and combine the course with the course related to this application.

Step-by-step explanation of the sequence of operations

Branch Division Merged:

1. Step: Selecting the course to be merged

If students in one course/branch are to be taught together with another course/branch, the branch merger process is conducted. The relevant lesson, '... key, press' Save.'

2. Step: Confirmation of the selected course with the registration process



Academic Year Co	purse Description						crs03
							List Save Delete
Course							
Academic			Academic				
Year	2021-2022		Periou	Spring			
Faculty		~	Course Code	Clear	Catalog No	Course No	
Department Option		~	Course Name Section				
Class			Language of		Update Students' Education La	0000000	
Cid55			Education	M	opuate students Education La	nguages	
Faculty Membe	rs						
Title	Name			Surname			Responsible
			No data	to display			
			NU Udta	to uispiay			
Add New	Delete Assign Responsible Delete Responsibility						
Fee				Quota			
Theoretical	Lab Total			At least Most	Remainder	Outside Departr	ment Most
Merged Section	n						
Faculty		~	Course Code		Catalog No	Course No	
Department		×	Course Name				
Option		~	Section				
Class		~		Delete Opened Course	Update Students' Courses		
Faculty Departr	ments to Enroll for University Common Courses						
Faculty	Department	Option		Education Level	Quota		
		No data to display					
New Up	Delete Copy Another Course Department Quotas						

3. Step: Reflecting on Students' Course Information

Then, with the '**Update Students'** Courses 'button, the students who take the course are transferred to another class. If this is not done, students will remain in their old classes. If the course content is the same, students can be transferred to a different department or even to another course with a different code.

When the '**Continue**' button is pressed in the warning that appears on the screen, the process continues by updating the common course number and common branch information of the students.

The 'Cancel' button was used to stop the process.

Student; The **<u>course number and branch information taken</u>** from the department of the course are shown below. (std03 – Courses Learned)

	es																		
Student																			
Student Num	mber	1005					Searc	h Clear	Faculty		FACULTY OF	ECONOM	IY AND BU	JSINESS					
Turkish Iden	ntity Number	1005							Department		Business Ad	ministratio	on						
Name		AHMED							Option		Business Ad	ministratio	on						
Surname		ABUHALALA							Class		4th Class								
Study Level		Undergradu	ate						Status		COURSE RE	NEWAL							
Regulation		3 Yillik = Bo	ologna						Teaching Plan										
Student's O	Courses	Student Cou	irse Loos	Equivalent C	ourse	Curric	ulum Courses	Courses Which	Student Can Take	Trans	cript D	iploma Re	port						
		Student Cou	and Logo	Equivalence		Curric		courses millen				•	•						
New Up		sign Bulk Cou		egister Code Em				Courses miller		Indito									
New Up																			
	pdate As		urses Re	egister Code Em															
Drag a colum	pdate As	sign Bulk Cou re to group b	urses Re	egister Code Em	pty Delete Co														Not
)rag a colum cademic	pdate As	sign Bulk Cou re to group b n	urses Re	egister Code Em		ourses		Course Name			Course Class	Branch		ECTS Credit	Grade	Letter Grade	Status	Registration Code	
)rag a colum cademic	pdate As	sign Bulk Cou re to group b n	urses Re	egister Code Em	pty Delete Co	ourses					Course			ECTS Credit	Grade	Letter Grade	Status	Registration Code	n Inc
orag a colum cademic ear	pdate As nn header her Education Semester	sign Bulk Cou re to group b n r	urses Re ny that colum Branch	egister Code Em	pty Delete Co Course Code	ourses	Course No.	Course Name			Course Class							Code	n Inc to
rag a colum cademic ear	pdate As	sign Bulk Cou re to group b n r	urses Re	egister Code Em	pty Delete Co	ourses					Course			ECTS Credit		Letter Grade	Status Successful	Registration Code B	n Ind to
rag a colum cademic sar	pdate As nn header her Education Semester	sign Bulk Cou re to group b n r	urses Re ny that colum Branch	catalog No.	pty Delete Co Course Code	ourses	Course No.	Course Name	PLICATIONS I		Course Class		Credit					Code	n Ind to
Orag a colum cademic ear 002-2003 002-2003	pdate As nn header her Education Semester Autumn	sign Bulk Cou re to group b n	urses Re ny that colum Branch Major	catalog No.	Course Code 401201	ourses	Course No. 2623 2588	Course Name COMPUTER API COLLEGE ALGE	PLICATIONS 1 BRA		Course Class Prep Class		Credit	3	0			Code B	n Inc to
Drag a colum	pdate As nn header her Education Semester Autumn Spring	sign Bulk Cou	y that colum Branch Major Major	Catalog No.	Course Code 401201 421101	ourses	Course No. 2623 2588 2649	Course Name COMPUTER API COLLEGE ALGE	PLICATIONS I BRA		Course Class Prep Class Prep Class		Credit 3 3	3	0	C	Successful	Code B B B	n Inc to



In response to this course, the number and branch information of the other course taken by the student as a partner can be seen as follows with the '**update**' and '**Common Branch Information'** buttons.

Student Courses														stdu.
Student				Course detai	Is of the merged branch					×				
Student Number				Faculty	FACULTY	OF ECONOMY AND BUSIN	ISS							
Turkish Identity Numb	0er 1005			Department	Business	Administration								
Name	AHMED			Option										
Surname	ABUHALAL			Class	Prep Clas	55								
Study Level	Undergrad	ate		Course Code	401201									
Regulation	3 Yıllık = B	ologna		Course Num	ber 2623									
Student's Courses				Course Nam	comput	ER APPLICATIONS I								
Student's Courses	Student Course	ogs Eq	uivalent Course C	Branch									tions Save Delet	
-				Lecturer						e Informatio			uons Save Delec	
Course				Okay										
Academic Year										anch Type	Major			
Code	401201			Clear	Catalog Numb	er 7				Code				~
Course Name	COMPUTER APPLI	ATIONS I								Course Type	Essential			~
Course Number					Branch Lectur	er			V	Recording Code	B (Student Affai			~
Success Status														
Midterm Exam 1	Midterm Ex		Midterm Exam 3		term Exam 4	Avarage Of Year	Final Exam		lake Up Exam	Additional Exam	Additiona		Single Course Exam	
						Semester Letter Grade	Letter Grade Of Make U Exam		etter Grade Of Additional lake Up Exam	Grade	Letter Gra	de	ECTS Grade	
							~	~	~				•	~
Previous Attendance	Status Attendance					Success Status			ourse Status				Course Repeat	
			Not Include To	GPA	Free to Entry Make Up			V 9	Ruccessful				0	

Definition of Quota Information:

Minimum Area: Represents the <u>minimum</u> number of students who can take the course. It is actively used in summer schools (for cases where courses chosen by less than a certain number of students should not be opened). This is not important for the fall–spring semesters.

Maximum Field: Represents the <u>maximum</u> number of students who can take the course. If left blank, it means that unlimited students can be enrolled <u>in the department</u>.

For courses defined as University Joint/Faculty Joint, the **Maximum Area** is invalid and **the Non-Departmental Maximum Area** must be used.

Most Non-Departmental Areas: Outside the department where the course is opened; this represents the maximum number of students who can take the course from other departments. If the **out-of-department** field is given a value of **-1**, it means that no student from outside the department will be able to select the course.

The issue we should not forget here:

Quotas inside and outside the department were isolated from each other. If the maximum number of students is defined for a course as 50 people and the **maximum** number of **non-departmental** people is defined, this does not mean that 40 people take the course from within the department and 10 people from outside the department, but that 60 people can take the course in total. Therefore, for non-departmental students to receive unlimited, **the Non-Departmental Maximum** field must be left zero or blank.

Definition of Quota Sub-Breakdowns

When a student wants to select a course and add it to their list, the quota control procedure is called and respectively,



For its own department (the course can be the course of its own department, or a sub-breakdown can be defined for the department. The sub-breakdown always takes precedence.) Is the quota defined? If so, is there a vacancy?

If the course does not belong to its own department (including priority for sub-breakdowns for common or other departmental courses), is it a non-departmental quota? If so, is there a vacancy?

He tries to register with the student by asking questions. If yes, for one of the two items, the student records the course.

The conditions that enable a student to be counted from the quota of an academic year course are as follows:

The save code is full, or,

In the Advisor Approval field, click

-1 (A course has been added to the list but has not yet been approved),

- 1 (Advisor approval),
- 3 (Add Subtract Approved) or,
- 2, 4 (The advisor has rejected the course),

In the Student Consent field

- -1 (A course has been added to the list but has not yet been approved),
- 1 (Student consent has been given),
- 3 (Add and subtract approved) to be one of the values,

In the example above, the course was opened as a '**University Partner**,' but only two faculties were required to take this course. Faculty of Law: A total of 145 people will be able to choose, 143 and 2 to the Faculty of Pharmacy. Except for these faculties/departments, no student was able to choose the course. (Because the most field outside the section is given -1) Since the system is a sub-breakdown on the basis of faculty/department, it primarily looks at it, and it also takes into account whether the course is opened jointly by the University/Faculty. If the sub-breakdowns were not defined or the Common Fields were not opened, the Most and Non-Partition Most Fields would be active.

In another example, it shows the 'in-department quota' with the Most Fields. Everyone was considered to have taken a joint course from outside the department. Therefore, it does not matter what is written there; it can remain empty. In addition, the values defined in the sub-breakdown always take precedence. For example, if it were defined as 50 for non-departmental, in addition to the 17 sub-breakdowns in the example, a total of 50 more people could be registered from any section outside these sub-breakdowns. Therefore, as in the screenshot, for courses with a sub-breakdown, the non-departmental quota should be given as -1.



Definition of University Joint/Faculty Joint Quota

Academic Year C	ourse Filter											
Academic Year		2021-2022			~	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE	5				
Education Seme	ster	Spring			~	Department	Faculty Annual					
Course Code						Option						
Course Name						Class						
Section						Teaching Plan			🔄 🔳 Thos	se Without th	e Teaching Pla	an
Note Input Statu	JS			🔽 🔲 No Notes Entered		Responsible Faculty Member						Cl
ducation Langu	age					Search in the Joined Secti	on 🔳 Mer	ged With Anot	her Section			
jst New	Update	Create Section Creat	te Collective Academi	c Year Course Create Collective Academic Year	r Course (Excel)	Create Academic Year Courses with	h Selected Courses					
Catalog No	Cours	se Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Non- Department Quota	Acaden Year
1	848 3021	03	1590	Introduction to Speech Communication	1	756	Dr. Evis Nasto	5	0	0	35	2021-2
1	845 4016	01	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23	2021-2
1	830 4211	03	7156	College Algebra		630	Assistant Lecturer FIZELENI LEKLI	2	0	0	40	2021-2
	855 5011	02	1597	Intro to Microeconomics	1	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-2
1	555 5011											
	855 5011	02	1597	Intro to Microeconomics	2	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-
1				Intro to Microeconomics English Composition I	2	418	Prof. FATBARDHA KADIU Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	3	0	0		2021-

In the example above, Lesson: Since it is open jointly in the Faculty of Engineering, 50 people from all departments will be able to choose this course. As no sub-breakdown is given and the university/faculty is defined as a partner, students in the Faculty of Engineering are deemed to have taken this joint course from outside the department. Therefore, the **Non-Departmental Quota** field should be filled in.

University Joint Academic Year Course Creation

A lesson: If it is desired to be elected by all students at the university, it must be opened as a 'university partner' in the academic year. The department selection should be Faculty Associate. First, the course must be defined as 'University Partner' in the 'crs02 – Course Description' application. If a course is opened as a common university course, it does not need to be opened separately on a departmental basis.

Faculty Joint - Academic Year Course Creation

A lesson: If it is desired to be elected by students in all departments affiliated with a particular faculty, it must be opened as a 'faculty partner' as a department in the Academic Year Course. Faculty Selection should be selected as the Faculty of Engineering,' and Department Selection should be selected as the Faculty Partner. 'First, the course must be defined as 'Faculty Associate' in the 'crs02 – Course Description' application.



Academic Year Course	Description								crs03
Academic Year Cours	se Filter								
Academic Year	2021-2022				Faculty		FACULTY OF ENGINEERING AND ARCH	ITECTURE	~
Education Semester	Spring			~	Department		Faculty Annual		~
Course Code					Option				~
Course Name					Class				~
Section					Teaching Plan			Those Without the	Teaching Plan
Note Input Status		~ (No Notes Entered		Responsible Facult Member	y			Clear
Education Language		~			Search in the		Section	Merged With Another Section	
List New U	pdate Create Section Creat	e Collective Academ	ic Year Course Create Collective	Academic Ye	ear Course (Excel)	Cr	reate Academic Year Courses with Select	ed Courses	
Catalog No	Course Code	Course No	Course Name		Section	Faculty	y Member No	Responsible Faculty Member	Most Quota
] [



crs01, crs02 crs03 Example

Course Catalo	og Filter										
Course Code Course Name Course Statu: Course Type Course Variet Elective Course Group Teaching Styl	Active by	Multiple Selecti	V V V V	Course Level Annual Semester Course Period Created Year Education Language Publish on the W	v v	v v v	Responsible Faculty Department Faculty Member			v v	
Created Year	Catalog No	Course Code	Course Name		Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	E
2021	3774		3. Elective at F	aculty/Department Level		Term		0 0	0	0	
2021	3776		Art Course (Ge	n. Ed)		Year		0 0	0	0)
2021	2	101102	Art History II		101102	Year		0 0	0	3	,
1900	686	101103	MUSIC IN WES	TERN CIVILIZATION		Term		0 0	0	3	,
1900	828	101104	Art History I			Term		0 0	0	12	2
1900	981	101105	Art History II			Term		0 0	0	12	2
2021	863	101302	Photography			Term		0 0	0	12	2
1900	19	101304	DRAWING & D	ESIGN		Term		0 0	0	3	,
2021	6774	101305	Photography		101305	Term		0 0	0	3	,
1900	1648	111130	History of Arch	itecture, Art and Urban Design I		Term		0 0	0	3	,
2021	6784	111130	History of Arch	itecture, Art and Urban Design I		Term		0 0	0	12	2
1900	628	121304	INTRO TO FILM	4 ANALYSIS		Term		0 0	0	3	,
1900	1115	122101	History of Moti	on Pictures		Term		0 0	0	3	1
1900	816	131301	THEATRES & A	CTING: Theory and Practice		Term		0 0	0	3	,
1900	841	131302	THEATRES & A	CTING:Theory and Practice		Term		0 0	0	12	,

On the search page of the Crs01 Course Catalog Application, Open/Closed or All courses can be searched according to the Course Code or Name.

Detailed information about the course catalog can be obtained by using the update button. Credit information such as Theoretical, Practical, ECTS credits in the Course Code, Course Name and Credit information in the description information is valid for all courses linked to this catalog.

efinition Info efinition Info Edition Info E	×	5				Course Name	Bilgileri Ön Koşul Dersler De	s Bilgileri Katalog Bil
tangu Age Course Code Course Code Course Code Course Name Course Code Course Name Course Code Course Name Course Name Course Code Course Name Course Name Course Name Course Name Course Name Course Code Course Name Course	List Save Delete Open Commo		Course Name	Course Code	Language	#		
atabog Nov 3774 Course Name C	Responsible							
ade Szez Catcel Departm ame 3. Elective at Faculty/Depart Course Name Szez Catcel Departm reated Vil 2021-2022 Cice Impusore Resource reated Date Cice Impusore Resource reated Date Application 0 Laboratory 0 Credits 0 Cireetis 0 portis Course Status Active Course Level Bachelor Degree purse Status Active Course Course Enter Grade Regular purse Type Essential © Average Attendance Indude purse Yardy Term Term Survey Evaluation English usize Herod Annual Survey Evaluation Keige	Faculty Faculty	se Code	Co			Language	3774	talog No
ame 3. Elective at Faculty/Desar reated Vil 2021-2022 edit Informations edit Infor	Department					Course Name		
reated Vi 2021-2022 Close enate Date etekt Enformations heeric 0 Application 0 Laboratory 0 Credits 0 Credits 0 rester		Save Cancel					3. Elective at Faculty/Depar	me
enter Cate etet Informations etet Informations etet Informations etet Informations etet Informations etet Informations etet Informations eter Informations et						Close	2021-2022	ated Yil
taformations here of a policition o Laboratory o Credits o C	Resource Usage							nate Date
heori o Application o Laboratory o Credits o C	Theoretical Total Time		_	_	_	_		
Resort 0 Application 0 Laboratory 0 Credits 0 pertina Course Level Eachelor Degree urse Status Active Course Level Eachelor Degree urse Variety Field Course Enter Grade Regular urse Variety Field Course View in Transcript Show arby Term Tern Eachelor Degree Survey Evaluation urse Period Annual Survey Evaluation Yes	Theoretical Resource							
Actore Status Actore Status Actore Status Actore Status St	ldits 0	Credits 0	Credits 0		Laboratory		Application 0	eoric 0
Active Image: Course Level Bachelor Degree uurse Status Estential Enter Grade Regular uurse Type Estential Enter Grade Regular uurse Variety Pield Course Average Attendance Include ourse Evend Veix in Transcript Show Show arrhy Term Term Language of Education English uurse Period Annual Survey Evaluation Yes								
Urse Type Essential Enter Grade Regular urse Varley Field Course S Average Attendance Include urse Varley Yes View In Transcript Show Show arly Term Tern Laguage of Boutation English urse Period Annual Survey Evaluation Yes								
Variety Field Course Include kttwc Course Group Ves View in Transcript Show arly Term Term Language of Education English urse Period Annual Survey Evaluation Yes	Bachelor Degree	Course Level	~				Active	irse Status
Ves View in Transcript Show arly Term Image: Term Language of Education English urse Period Annual Survey Evaluation Yes	Regular	Enter Grade	~				Essential	irse Type
Term English English urse Period Annual Survey Evaluation Yes	Include	Average Attendance					Field Course	irse Variety
urse Period Annual Survey Evaluation Yes	Show	View in Transcript					Yes	ttive Course Group
	English	Language of Education					Term	rly Term
aching Type Formal Learning Section 2010 and 100 and 1	Yes	Survey Evaluation					Annual	irse Period
		Publish on the Web	~				Formal Learning	ching Type



In addition, the Course Name can be defined separately for all languages supported by the system. The definition of the Course Name according to language can be accessed via the Languages button in the course name definition field.

ours.	e Catalague						C
De	rs Bilgileri Kata	ılog Bilgileri Ör	Koşul Dersler	Denk Dersler Katalog Dersleri			
Cou	rse						
Cat	alog No	3774	Course Code		Course Name 3. Elective at Faculty	/Department Level	
Ne	w Update	Change Catalog					
Dra	a column header	here to aroup by t	hat column				
Dia,		nere to group by t					
#	Catalog No	Course Code	Course No	Course Name	Faculty	Department	Option
	3774		6750	deneme	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	
	3774 3774		6750 6757		FACULTY OF ECONOMY AND BUSINESS FACULTY OF LAW AND SOCIAL SCIENCES	Economics and Finance Psychology	
				deneme			
	3774		6757 6863	deneme	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology	
	3774 3774		6757 6863 7035	deneme deneme	FACULTY OF LAW AND SOCIAL SCIENCES FACULTY OF ECONOMY AND BUSINESS	Psychology Applied Banking and Finance	
	3774 3774 3774		6757 6863 7035 7116	deneme deneme deneme	FACULTY OF LAW AND SOCIAL SCIENCES FACULTY OF ECONOMY AND BUSINESS University Annual	Psychology Applied Banking and Finance Faculty Annual	

The information of the courses linked to this catalog can be found on the catalog course page. Faculty and Department Class information of the courses can be viewed here. Detailed information on the course can be accessed using the Update button.

Course Catalague														crs01
Course Prerequisite	Courses	Elective Courses	Electives Pool	Equivalent Cours										
												U	st Save	Delete
Catalog Informations														
Code						Clean	Catalog No	3774	4		Course No			
Name	3. Elective	at Faculty/Depart	ment Level								American Code			
										CREDIT INFORMAT	Theoric	0		
				Course	Names by	Language				INFORMAT	Application	0		
	Language			Course Name							Lab	0		
	İngilizce			deneme							Credit	0		
											ECTS Credit	0		
Course														
						_								
Faculty							Annual T							~
Department								Semester	1st Term					~
Option						~	Change the logation		Main Degree					~
Class Faculty Department	_					~	Change the Class	Plans of the						
Teaching Plans	Teaching F	Plan		Start Ye	ar		Course	Fights of the	Teaching Plan			Start Year		
		N	o data to display	(-		Add			N	io data to display		-	
							Delete							
					-								-	
	4					Þ			4					Þ
Features														
Course Status		Active				~	Grade Er	try	Re	gular				
Course Type		Essential				~		ion to the Ave		clude				~
Course Variety		Field Course				~	View on	Transcript	Sh	iow				~
Elective Course Group		Yes					Learning	Language						~
Start Year						~	Publ	sh on the Web		If unsucces	sful, cannot pass the ne	xt class		

Here, the Code, Name, and credit information from the catalog of the course cannot be changed. Faculty, Department, Class information was assigned to the new course description. This information cannot be changed while the course is being updated. Apart from that, the Teaching Period, Course Schedule, Course Features, Course Type Information such as Course Type, and Course Status can be changed.



Course											
Faculty						-	Annual Term				~
Department					•	-	Teaching Semester	1st Term			~
Option					•	Ch	ange th ergipt ion	Main Degr	ree		~
Class						Ch	ange the Class				
Faculty Department Teaching Plans	Teaching I	Plan		Start Year			Teaching Plans of the Course	e Teaching	Plan	Start Year	
reacting rans							000.00				
		No dat	a to display		*		Add		No data to display	^	
					-					~	
	4				1			4			Þ
Features											
Course Status		Active					Grade Entry		Regular		~
Course Type		Essential					Contribution to the A	verage	Include		~
Course Variety		Field Course					View on Transcript	-	Show		~
Elective Course Group		Yes					Learning Language				
Start Year						-	Publish on the V	/eb	If unsuccessful, cannot pass the	next class	
Coruse Change											
Removed/Changed Year				v	Change						
Substitute Course 1					Change		Substitute Course 2				
Substitute Course 1											
Faculty							Faculty				
Department							Department				
Catalog No			Course No				Catalog No		Course No		
Code				. Delete			Code			Delete	
Course Name							Course Name				

If the course is closed and a new course is opened in its place, this definition can also be made in the Course Change section.

Course Definition									crs02
Course Filter									
Faculty	FACULTY OF EN	IGINEERING AND A	RCHITECTURE	Course Statu	Is Active	~	Study Level		~
Department	Computer Scier	nce	~	Course Cours	se	▼	Annual Term		~
Option			~	Course Variet	ty		Teaching Semester		~
Class			~	Contribution Average	to	▼	Start Year	▼	
Course Code				View on the Transcript			End Year		
Course Name				Elective Cour	rse		Education		~
	Publish on t	the Web		Group Teaching Plar	n		language	If Failed, Cannot Pass to the Next Class	
		and web		recently rich		e Without a Teaching Plan			
					-				
List New	Update (Copy All Pools as Cor	nmon						
Catalog No	Course Code	Course No	Course Name	Ал	merican Code	Faculty	Depa	irtment	Option
3776		7150	Art Course (Gen. Ed)						
2	101102	2555				FACULTY OF ENGINEERING AND ARCHITECTURE	Com	puter Science	
19		2333	Art History II			FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE		puter Science puter Science	
	101304		Art History II DRAWING & DESIGN				Comp		
1648	101304 111130	2801		gn I		FACULTY OF ENGINEERING AND ARCHITECTURE	Comp	puter Science	
		2801	DRAWING & DESIGN	gn I		FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE	Comp Comp Comp	puter Science puter Science	
1115	111130	2801 6484	DRAWING & DESIGN History of Architecture, Art and Urban Desi	gn I		FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE	Comp Comp Comp Comp	puter Science puter Science puter Science	
1115 318	111130 122101	2801 6484 5444 3774	DRAWING & DESIGN History of Architecture, Art and Urban Desi History of Motion Pictures			FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE	Comp Comp Comp Comp Comp	outer Science pouter Science pouter Science pouter Science	
1115 318 20	111130 122101 151170	2801 6484 5444 3774	DRAWING & DESIGN History of Architecture, Art and Urban Desi History of Motion Pictures HUMAN BIOLOGY			FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE	Comp Comp Comp Comp Comp Comp	puter Science puter Science puter Science puter Science puter Science	
1115 318 20	111130 122101 151170 201101	2801 6484 5444 3774 2816 2563	DRAWING & DESIGN History of Architecture, Art and Urban Desi History of Motion Pictures HUMAN BIOLOGY STATISTICS FOR BUSINESS AND ECONOM			FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE FACULTY OF ENGINEERING AND ARCHITECTURE	Comp Comp Comp Comp Comp Comp Comp	puter Science puter Science puter Science puter Science puter Science puter Science	

By using the Crs02 Course Application, Courses can be searched with features such as Faculty and Department and listed in the results. Thus, course details can be accessed without using the course catalog.



Academic	Year Cours	e Filter								
Academi	e Veze	2021-2022			_	Faculty		FACULTY OF ENGINEERING		
					 ▼				AND ARCHITECTURE	
	n Semester	Spring			~	Departm	ient	Computer Science		
Course C						Option				
Course N	lame					Class				
ection						Teaching) Plan		🔽 🔲 Those Without the	Teaching Pla
ote Inp	ut Status			No Notes Ent	ared	Respons Member	ible Facul	ty		C
ducatio	n Language							Joined Section	Merged With Another Section	
Gucatio	guage					Sea	incline the	Joined Section	- Herged with Another Section	
List	New U	pdate Create Section	Create Collective Academ	ic Year Course	Create Collective Academic	Year Cour	se (Excel)	Create Academic Year Courses	with Selected Courses	
Catak	og No	Course Code	Course No	Course Name			Section	Faculty Member No	Responsible Faculty Member	Most Ouota
										40000
	1641	CS 102	6437	Computer Appl	ications			755	Instructor KRISTI GOREA	
	1664	CS 103	6528	Introduction to	Computer Science and Engine	sering	1	604	Assistant Lecturer MARJANA PRIFTI- SKENDULI	
	1664	CS 103	6528	Introduction to	Computer Science and Engine	ering	2	604	Assistant Lecturer MARJANA PRIFTI- SKENDULI	
	1665	CS 104	6532	Introduction to	Programming		1	735	Instructor NELDA KOTE	
	1665	CS 104	6532	Introduction to	Programming		2	760	Instructor Fiona Teli	
	1665	CS 104	6532	Introduction to	Programming		3	759	Instructor Emiranda Loka	
	1733	CS 203	6653	Database Syste	ms			306	Instructor DENIS SAATCIU	
	1412	CS 206	6006	Algorithms and	Complexity		1	453	Assistant Lecturer ELTON BALLHYSA	
	1412	CS 206	6006	Algorithms and	Complexity		2	744	Instructor ODETA SHKRELI KROMICI	
	689	CS 207	4597	System Analysi	s and Design		1	760	Instructor Fiona Teli	
	689	CS 207	4597	System Analysi	s and Design		2	760	Instructor Fiona Teli	
	1678	CS 208	6588	Data Structure	3		1	561	Assistant Lecturer OLTIONA SULA	
	1670	CS 208	6588	Data Structure	5		2	561	Assistant Lecturer OLTIONA SULA	
	1078									

In the Crs03 Academic Year Course application, the courses taught in the semesters, the branches opened, and the faculty members who teach the course are followed in detail.

Academic Year Cou	urse Description		crs03
			List Save Delete
Course			
Academic 20 Year	021-2022	Acade Period	ic Spring
Faculty		Course Code	Clear Catalog No Course No
Department		Course Name	
Option		 Section 	
Class		 Langu of 	Update Students' Education Languages
		Educa	on the second seco
Faculty Members	5		
Title	Name		Surname Responsible
Title	Name	No	
		No	Surname Responsible data to display
	Name Delete Assign Responsible Delete Responsibility	No	
		No	
Add New Fee	Delete Assign Responsible Delete Responsibility	No	data to display Quota
Add New		Ne	data to display
Add New Fee	Delete Assign Responsible Delete Responsibility Lab Total	Ne	data to display Quota
Add New Fee Theoretical	Delete Assign Responsible Delete Responsibility Lab Total	Course	data to display Quota
Add New Control Add New Contro	Delete Assign Responsible Delete Responsibility Lab Total		data to display Quota At least Most Remainder Most

On the course description screen of the academic year, which can be accessed by clicking the update button from the list, the branch information of the course, the faculty members, and the responsible faculty member can be defined. In addition, branch merge or branch merger cancellation transactions are also performed.



ademic Year Co	urse De	escription								(
Academic Year C	Course I	Filter			Courses to be collectively created in	n the acao	lemic year ×			
Academic Year Education Seme Course Code Course Name	ester	2021-2022 Spring			Öğretim Yılı 2021-2022 Öğretim Dönemi Spring Fakülte FACULTY OF Ef ARCHITECTUR Bölüm Computer Scier Course Type Essential		NG AND	ULTY OF ENGINEERING	3 AND ARCHITECTURE	
iection					Dersin Türü Elective		~		🔽 🔳 Those Without the 1	leaching Plar
lote Input Stati	us		•	No Notes Enter	Elective Course Group		~			Cle
ducation Lang	uage		×		Let Removed Courses Also Op Year of Removal 2021-2022	en	v	tion	Merged With Another Section	
ist New	Upd	late Create Section Cre	ate Collective Academ	ic Year Course	Continue			Academic Year Course	s with Selected Courses	
								mber No		
		CS 102	6427				755		Instructor KRISTI GOREA	
		25 102		Computer Applie	computer Science and Engineering	1	604		Assistant Lecturer MARJANA PRIFTI- SKENDULI	
1	664 (CS 103	6528	Introduction to	Computer Science and Engineering	2	604		Assistant Lecturer MARJANA PRIFTI- SKENDULI	
1	665 0	CS 104	6532	Introduction to I	Programming	1	735		Instructor NELDA KOTE	
	665 (Introduction to		2	760		Instructor Fiona Teli	
		CS 104		Introduction to I		3	759		Instructor Emiranda Loka	
				Database System			306		Instructor DENIS SAATCIU	
	412 (Algorithms and		1	453		Assistant Lecturer ELTON BALLHYSA	
		CS 206		Algorithms and		2	744		Instructor ODETA SHKRELI KROMICI	
	689 0			System Analysis		1	760		Instructor Fiona Teli	
	689 (System Analysis		2	760		Instructor Fiona Teli	
	678 0	CS 208	6588	Data Structures		1	561		Assistant Lecturer OLTIONA SULA	

With the Create Collective Academic Year Course feature, the Faculty Department is selected as a class if desired, and courses of the selected period and annual courses are assigned to the selected academic year and semester. A branch was created for each of them.

cadem	c Year Course	Description							Crs
Acade	mic Year Cours	e Filter			Enter the number of Sections you	want to c	reate. 🗙		
Acade	mic Year	2021-2022			3		ACULTY OF ENGINEERIN	IG AND ARCHITECTURE	~
Educa	tion Semester	Spring			🔵 Letter 🔘 Nun	nber	lomputer Science		~
	e Code				Okay				~
	e Name								
					Toachi	ng Plan	_	Those Without the	_
						nsible Facu			
Note :	input Status		<u> </u>	No Notes Entered	Membr				Clea
Educa	tion Language		×		Se Se	earch in th	e Joined Section	Merged With Another Section	
List	New	pdate Create Section	Crasta Callectiva Acadami		anto Collectivo Acadomic Voar Cou) Create Academic Year Course	os with Salastad Courses	
LISL	New	create Section	Create Collective Academi	c Year Course	eate collective Academic Year Cot	irse (Excel		es with selected courses	
	1664	CS 103	6528	Introduction to Com	puter Science and Engineering	1	604	Assistant Lecturer MARJANA PRIFTI- SKENDULI	
	1664	CS 103	6528	Introduction to Com	puter Science and Engineering	2	604	Assistant Lecturer MARJANA PRIFTI- SKENDULI	
	1665	CS 104	6532	Introduction to Prog	ramming	1	735	Instructor NELDA KOTE	
	1665	CS 104	6532	Introduction to Prog	ramming	2	760	Instructor Fiona Teli	
	1665	CS 104	6532	Introduction to Prog	ramming	3	759	Instructor Emiranda Loka	
	1733	CS 203	6653	Database Systems			306	Instructor DENIS SAATCIU	
	1412	CS 206	6006	Algorithms and Com	plexity	1	453	Assistant Lecturer ELTON BALLHYSA	
	1412	CS 206	6006	Algorithms and Com	plexity	2	744	Instructor ODETA SHKRELI KROMICI	
	689	CS 207	4597	System Analysis and	Design	1	760	Instructor Fiona Teli	
	689	CS 207	4597	System Analysis and	Design	2	760	Instructor Fiona Teli	

If a course is divided into branches, the Create Branch Property is used. He was selected from the course search list. Then, the number of branches to be divided into is written. Letters such as A, B, and C or numbers such as 0, 1, 2, and 3 can be used as branch names.



Acad	lemic Year Course I	Description							crs03
Ac	ademic Year Cours	Filter							
A	ademic Year	2021-2022		<u> </u>	Faculty		FACULTY OF ENGI	NEERING AND ARCHITECTURE	~
E	lucation Semester	Spring		~	Departr	nent	Computer Science		~
C	ourse Code				Option				~
C	ourse Name				Class				~
Se	ection				Teachin	g Plan		Those Without the T	eaching Plan
N	ote Input Status		· •	No Notes Entered		sible Facu	ty		Clear
				No Notes Entered	Membe				Cicur
E	lucation Language		~		Se 🗐	arch in th	e Joined Section	Merged With Another Section	
Tu	st New Ut	date Create Section Create	Collective Academ	c Year Course Create Collective Aca	lemic Year Cou	rea (Evral	Create Academic Yea	r Courses with Selected Courses	
			Concente Academ		actific rear cour	Je (Excer,			
	Catalog No	Course Code	Course No	Course Name		Section	Faculty Member No	Responsible Faculty Member	Most Ouota
	1641	CS 102	6437	Computer Applications			755	Instructor KRISTI GOREA	0
۲	1664	CS 103	6528	Introduction to Computer Science and I	Ingineering	1	604	Assistant Lecturer MARJANA PRIFTI- SKENDULI	40
Ð	1664	CS 103	6528	Introduction to Computer Science and R	Engineering	2	604	Assistant Lecturer MARJANA PRIFTI- SKENDULI	40
۲	1665	CS 104	6532	Introduction to Programming		1	735	Instructor NELDA KOTE	25
۰	1665	CS 104	6532	Introduction to Programming		2	760	Instructor Fiona Teli	25
Ð	1665	CS 104	6532	Introduction to Programming		3	759	Instructor Emiranda Loka	25
Ŧ	1733	CS 203	6653	Database Systems			306	Instructor DENIS SAATCIU	0
۲	1412	CS 206	6006	Algorithms and Complexity		1	453	Assistant Lecturer ELTON BALLHYSA	0
۰	1412	CS 206	6006	Algorithms and Complexity		2	744	Instructor ODETA SHKRELI KROMICI	0

CRS04 Course Registration Status

Purpose and Scope: This study shows the registration status of all university students at the time of online registration.

Description: Online Course registration (during the active academic year and semester) is completed with the *advisor's* Approval after the *Student Approval*. Some students can register for courses by going directly to an advisor. Alternatively, after the student was enrolled, the advisor may not have given consent. If the approval status is '1, approved students can be listed, and if the approval status is '0, students with unapproved status can be listed. Confirmation of Enrollment shows the latest status of the approval process.

CRS05 Student Section Assignment

Purpose and Scope: This application is used to assign or change branches to students.

Description: First, after the branches of the course are defined in the '*CRSO3 Academic Year Course Description*' application, the students enrolled in the course are listed and assigned to the branches of the course.

Drag a column header here to group by that column	dent Section Assign	iment											0
Course Code Department Depart	udent Branch Assig	jn											
Uit Select N Course Selection Student Summer Student Schume Student Schume Student Routly Student Department Student Option Student Cate Student Stutus Catelog No Course Code Course No	ourse Code atalog No. ourse Name ranch Selection		inches		dear		Department Option						
Branch Student No. Student Rume Student Sumame Student Faculty Student Department Student Option Student Class Student Student Student Course No	ist Select All		n		Temprory Recorded Scupe	ints				Branch		Assign Batch B	Bran
No data to daplay				Student Sumame	Student Faculty	Student Department	Student (ption Student Class	Student Status	Catalog No	Course Code	Course No	
							No data to display						

Screen crs05-01



Students are selected by listing and assigned to the desired branch with 'Assign Bulk Branch.'

CRS06 Bulk Course Assignment

		Batch Cour	se Assign	ment									×	6	
aculty	FACULTY OF F	Select Co	urse												
Department	9 Computer S	Faculty		FACULTY	OF ENGINEERING	AND ARCHITECTURE			~	Academic Year	2021-2022		~		
Option		Departm	ent	9 Comp	ter Science				-	Education Semester	Spring		~		
lass	2nd Class	Option							~	Teaching Plan			~		
List	Select All Cla	Class		1st Class					~		Who Have Not Teach	ing Plan			
		List T	le Course	Close										ation	
	Name	Assign T	ne Course	s										ter	
		Select	All C	lear The Select	ion 📕 Only For	Take The Course First Time 🔲 As Te	emprory Re	gistered As	ign The Selecter	d Courses					
	AMIKLAT		Catalog	Course			Year To								
	ARBER	*	No.	Code	Course No.	Course Name	Add	Class	Branch	Faculty	Department	Option			
	ARDIT														
	DRITAN	•	1665	CS 104	6532	Introduction to Programming	-1	1st Class	1	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		^		
1039	ERALD		1665	CS 104	6532	Introduction to Programming	-1	1st Class	2	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science				
1055	FLORIAN		1665	CS 104	6532	Introduction to Programming	-1	1st Class	3	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science				
	FOTJON		1664	CS 103	6528	Introduction to Computer Science and Engineering	-1	1st Class	1	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science				
1057	POIDON				6528	Introduction to Computer Science	-1	1st Class	2	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science				
1057 1062	GJERGJ		1664	CS 103	0020	and Engineering									

Purpose and Scope: Thisapplication allows a single student or students to assign courses collectively.

Description: The<u>application is often used to assign 'preparatory' or 1st year courses collectively to</u> <u>students admitted to university for the first time.</u>The assignment process can be conducted on a departmental basis. For the courses to be assigned to be listed, the courses must be opened in the relevant semester in the '*CRSO3 Academic Year Course Description*' application.If there are branch definitions of the courses offered, the course assignments on the student are made based on the branch.



		Toplu Ders Atama	1							
Fakülte FEN	I EDEBİYAT FAKÜLTESİ	Ders Seç			Dersle	eri Ata				
Bölüm 12 Opsiyon Kayıt Yılı 201	MATEMATIK	E Fakülte Bölüm	FEN EDEBİYAT FAKÜLTE 11 İSTATİSTİK	<u> </u>		;ien Dersleri At				
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Öğrenci No		Öğretim Dönem	_	*	•			İşletme I	1. snf	
Listele Listelener	i Öğrencilere Ders Ata	Dersleri Listele	2		•			İktisət I	1. snf	
Step 1	Step 2	Step 3			•	MAT181		Analiz I	1. snf	
					•	S05123		Sosyoloji I	1. snf	
Tümünü Seç Sei	çimi Temizle				•	IST203		Doğrusal Programlarna I	1. snf	
# Öğrenci No		Fakülte			•	MAT281		Analiz II	1. snf	
		FEN EC				IST301	0	Örneklerne	1. snf	A
		FEN EC				MAT381	0	Diferansiyel Denklemler I	1. snf	A
		FEN EC				IST401	0	Çok Değişkenli Analiz I	1. snf	A
20130112004		FEN EC			Page	1 of 3 (24 ite	ms) < Prev 1	2 3 Next >		
20130112005	DUYGUM ASYA BAHÇEKAPILI	FEN EC								
20130112006	RABÎA SENEM BULUT	FEN EC								
20130112007	YAVUZ İLHAN	FEN EDEBİYAT FAKÜLTES	Í MATEMATÍK				1. sni			
20130112008	RUMEYSA CIZGIÇ	FEN EDEBİYAT FAKÜLTES	Í MATEMATÍK				1. sni			
20130112009	KÜBRA ARAZ	FEN EDEBİYAT FAKÜLTES	Í MATEMATÍK				1. sni			
20130112010	AHMET YUSUF YATĞIN	FEN EDEBİYAT FAKÜLTES	I MATEMATIK				1. sni			
20130112011	KERİM ERDOĞAN	FEN EDEBİYAT FAKÜLTES	I MATEMATIK				1. sni			
20130112012	SEZER YILMAZ	FEN EDEBÍYAT FAKÜLTES	i MATEMATİK				1. sni			
20130112013	ÍZEL AYMUTLU	FEN EDEBİYAT FAKÜLTES	Í MATEMATÍK				1. sni			
0012011201/	νίισαλ γλαληλά	בבא בתבסלעאיד באעווו דבכ	і математіи				1 იი	r V		

Screen grd06-01

CRS07 Course Schedule

Purpose and Scope: This is applied when the weekly course schedule is entered. In addition, the weekly course schedule of the student/instructor/classroom can be viewed, and if there are conflicting courses, they can be checked.

Description: If the Weekly Course Schedule is defined before course registration, the student is notified of course conflicts, if any, during course registration on the internet. In addition, students can view their course schedule weekly after course registration.

To define the weekly course schedule:

- 'With the 'Course Hours' button, the start and end times of the courses should be defined based on the faculty.



	dule									
Student I	Based									
Student ID:			Search C	Clear	Student Name					
	1ember Based									
Faculty Memi No	ber		Search C	llear	Title Name Surname					
O Departm	ent-Class Based									
Faculty				~	Academic Year	2021-2022	~			
Department				×	Academic Period	d Spring	V			
Option				~						
Class				~	Course		v			
Section				~	Classroom	×				
Faculty Mem	ber			~	Course Type		×			
List N	ew Course Hours	Classrooms	Export to Excel	Overlapp	ping Courses					
Synchronia	ze with the Academic Year	Course Pr	epare Report	All faculty r	members					
	ze with the Academic Year Monday	Course Pr		All faculty r Tuesday	members	Wednesday	Thursday	Friday	Saturday	
Synchroniz 8 ⁰⁰		Course Pr			members	Wednesday	Thursday	Friday	Saturday	•
		Course Pr			members	Wednesday	Thursday	Friday	Saturday	•
8∞ 9∞		Course Pr			members	Wednesday	Thursday	Friday	Saturday	•
8 [∞] 9 [∞] 10 [∞]		Course Pr			members	Wednesday	Thursday	Friday	Saturday	• •
8°°		Course Pr			members	Wednesday	Thursday	Friday	Saturday	
8 [∞] 9 [∞] 10 [∞]		Course Pr			members	Wednesday	Thursday	Friday	Saturday	-
8 [∞] 9 [∞] 10 [∞] 11 [∞] 12 [∞]		Course Pr			members	Wednesday	Thursday	Friday	Saturday	•
8°° 9°° 10°° 11°° 12°° 13°°		Course Pr			members	Wednesday	Thursday	Friday	Saturday	-
8 [∞] 9 [∞] 10 [∞] 11 [∞] 12 [∞]		Course Pr			members	Wednesday	Thursday	Friday	Saturday	^
8 [∞] 9 [∞] 10 [∞] 11 [∞] 12 [∞]		Course Pr			members	Wednesday	Thursday	Friday	Saturday	
8 ^{°°} 9 ^{°°} 10 ^{°°} 11 ^{°°} 12 ^{°°} 13 ^{°°} 14 ^{°°}		Course Pr			members	Wednesday	Thursday	Friday	Saturday	-
8 ⁰⁰ 9 ⁰⁰ 10 ⁰⁰ 11 ⁰⁰ 12 ⁰⁰ 13 ⁰⁰ 14 ⁰⁰		Course Pr			members	Wednesday	Thursday	Friday	Saturday	

Screen crs07-01

- 'With the 'Classrooms' button, classrooms such as Classrooms, Lecture Halls, Lab can be registered on the basis of the university, if desired, without selecting the faculty, department; If desired, it can be defined on the basis of the faculty, if desired, on the basis of the department.

The course schedule is displayed by listing on the basis of faculty, department, and class.

By pressing the '*New*' button, the identification detail screen was opened.

For the courses to be selected, they must be opened in the relevant semester in the '*CRS03 Academic Year Course Description*' application. The instructor who teaches the course comes from the definitions in the '*CRS03 Academic Year Course Description*' application. Registration is done by entering the day, time, and classroom and, if desired, explanation information.

If a course is given in more than one course hour, the Detail Definition screen opens when clicking on the weekly course schedule for ease of registration. Here, you can change the time, select the '*New Record*' sign and press the '*Save*' button.

With the '*Synchronize with Academic* Year Course' button on the first screen, if there are any deleted branches or courses in the '*CRS03 Academic Year Course*, it deletes these records from the course schedule, and if the instructor has changed, it updates this information. If the '*Prepare Report*' button is selected and the '*all faculty members*' option is selected, it lists the information entered in the weekly course schedule in excel environment.

GRD01 Grade Entry

Purpose and Scope: This is an application where grades are entered on a course basis. Depending on the regulations, it works according to numeric/letter/letter-relative grading systems. The grades of the courses can be taken as 'transcripts' on a course basis.



Description: During grade entry, the weights of the exams are defined with '*Exam Definitions.* 'The calculation process was carried out with a relative calculation. If a faculty member enters grades online, the grades at the time of the faculty member's final registration can be viewed with this

Course Loads (crs10)

Calculation

application .The final Registration can be reversed.

Name Name <th< th=""><th>'ear</th><th>2021-203</th><th>22 🔽 Term</th><th>Spring</th><th>~</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>	'ear	2021-203	22 🔽 Term	Spring	~							
Class Class Status (AI) Status	Faculty	(All)			V							
Your Term Aculty Department Option Course Gold Course Gold Course Mane Close Section Instructor Stabs	Department	(All)										
Product Note Note Note Note Note Note Note Not	Class	(All)	Status	(All)								
2012 - 2022 Spring FACULTY OF LAW AND SOCIAL SCIENCI Law LAW 207 CV/L LAW II 2nd Case Instructor PLAFENT RUKA Grades not entered 2011 - 2022 Spring FACULTY OF LAW AND SOCIAL SCIENCI Law (LOG) 773155 Administrative Procedures 480 Case Instructor PLAFENT RUKA Grades not entered 2011 - 2022 Spring FACULTY OF ENGINEERING AND ARCH Architecture 101 Case 1 Asstant Lecture TINUE TO AVELIA KANAA Grades not entered 2011 - 2022 Spring FACULTY OF ENGINEERING AND ARCH Architecture 101 Case 1 Asstant Lecture TINUE TO AVELIA KANAA Grades not entered 2011 - 2022 Spring FACULTY OF ENGINEERING AND ARCH Architecture 101 Case 1 Asstant Lecture TINUE TO AVELIA KANAA Grades not entered 2011 - 2022 Spring FACULTY OF ENGINEERING AND ARCH Architecture 101 Case 1 Asstant Lecture TINUE ARER (TYP Andreas entered) 2011 - 2023 Spring FACULTY OF LAW AND SOCIAL SCIENCI Law 101 Case 2 Asstant Lecture TINUE ARER (TYP Andreas entered) 2011 - 2023 Spring FACULTY OF LAW AND SOCIAL SCIENCI Law 101 Case 2	'ear	Term	Faculty	Department	Option	Course Code	Course Name	Class	Section	Instructor	Status	Status Date
2021 2022 Spino FACURY OF LAW AND SOCIAL SCIENCI Law (UOG) 77115 Administrative Procedures 4h Cass CM Instructor OLSI VANCELL Grade not entered 2021 2022 Spino FACURY OF ENDERERING AND AROH Architecture ACM ACM Instructor OLSI VANCELL Grade not entered 2021 2022 Spino FACURY OF ENDERERING AND AROH Architecture CM END Composition ILL ILL Sastat Lecture TRANZIPARTIT Grade not entered 2021 2022 Spino FACURY OF ENDRERERING AND AROH Architecture ENG IS Composition ILL ILL Sastat Lecture TRANZIPARTIT Grade not entered 2021 2022 Spino FACURY OF ENDRERERING AND AROH Architecture ENG IS Composition ILL ILL Sastat Lecture TRANZIPARTIT Grade not entered 2021 2023 Spino FACURY OF ENDRERERING AND AROH Architecture ENG IS Composition ILL ILL Sastat Lecture TRANZIPARTIT Grade not entered 2021 2023 Spino FACURY OF LAW ARD SOCIAL SCIENCI Law ENG IS Composition ILL ILL Sastat Lecture TRANZIPARTIT Grade not entered 2021 2023 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td>v v</td> <td></td> <td>Ŷ</td> <td></td> <td>♥</td> <td></td> <td></td>						v v		Ŷ		♥		
2021 2022 Spino PACULY OF ENGINEERING AND ARCH Architecture ARCH 00 ARCH 00 Instruction to Architecture Spino Instruction CAUCIA CREATING AND ARCH Architecture Grades not entered 2021 2022 Spino PACULY OF ENGINEERING AND ARCH Architecture ENG 0 Composition 10 12 Class 1 Asstatal Lecture TRALEVA PERF Grades not entered 2021 2022 Spino PACULY OF ENGINEERING AND ARCH Architecture ENG 0 Composition 11 12 Class 3 Asstatal Lecture TRALEVA PERF Grades not entered 2021 2022 Spino PACULY OF ENGINEERING AND ARCH Architecture ENG 10 Composition 11 12 Class 3 Asstatal Lecture TRALEVA PERF Grades not entered 2021 2022 Spino PACULY OF ENGINEERING AND ARCH Architecture ENG 10 Composition 11 12 Class 3 Asstatal Lecture TRALEVART PERF Grades not entered 2021 2022 Spino PACULY OF ENGINEERING AND ARCH Architecture ENG 10 Composition 11 12 Class 4 Asstatal Lecture TRALEVART PERF Grades not entered 2021 2022 Spino PACULY OF LAW AND SOCALL SCIENCIL Law	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law		LAW 207	CIVIL LAW II	2nd Class		Instructor PLARENT RUKA	Grades not entered	
2021 - 2022 Spring FACULTY OF ENGINEEERING AND ARCH Achtekture PM and and and and and and and and and and	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law (UOG)		773105	Administrative Procedures	4th Class		Instructor OLSI VANGJELI	Grades not entered	
2021 - 2022 Spino PACUTY OF ENGINEERING AND ARCHI Architecture ENG 40 Eng 40	2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ARCH 108	Introduction to Architecture	1st Class		Instructor DANIELA KAVAJA	Grades not entered	
2021 - 2022 Spring PACULTY OF ENGINEERING AND ARCHI, Architecture ENG 40 End 512 Composition II 1st Class 5 Assistant Lecturer ELONA ZIROK (QIFA) Grades not entered 2021 - 2022 Spring FACULTY OF LWA MOS SOCULA SCIENCI Law ENG 40 ENG 40 Composition II 1st Class 5 Assistant Lecturer ELONA ZIROK (QIFA) Grades not entered 2021 - 2022 Spring FACULTY OF LWA MOS SOCULA SCIENCI Law ENG 40 Composition II 1st Class 4 Assistant Lecturer MCODAMA SERDING Grades not entered 2021 - 2022 Spring FACULTY OF LWA MOS SOCULA SCIENCI Law ENG 40 Eng 40	2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ENG 102	Composition II	1st Class	1	Assistant Lecturer ENKLEVA PRIFTI	Grades not entered	
2021 - 2022 Spring FAULTY OF LAW AND SOCALS SCIENCI Law ENG 0 Eng 0 Composition II 1ct daws 2 Asstant Lecturer YALOMANA SPEINA Grades not entered 2021 - 2022 Spring FAULTY OF LAW AND SOCALS SCIENCI Law ENG 0 Eng 0 Composition II 1ct daws 2 Asstant Lecturer YALOMANA SPEINA Grades not entered 2021 - 2022 Spring FAULTY OF LAW AND SOCALS SCIENCI Law ENG 0 Eng 0 String Asstant Lecturer YALOMANA SPEINA Grades not entered 2021 - 2022 Spring FAULTY OF LAW AND SOCALS SCIENCI Law Instructure II String	2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ENG 102	Composition II	1st Class	3	Assistant Lecturer ENKLEVA PRIFTI	Grades not entered	
2021 - 2022 Spring FAULTY OF LAW AND SOCIAL SCIENCI Law ENG 0 Eng 0 and 0 12 d Dass 4 Assistant Lecturer YLODAMA SPEINDA Grades not entered 2021 - 2022 Spring FAULTY OF LAW AND SOCIAL SCIENCI Law In 20 Introduction to Sociology 12 d Dass 4 Assistant Lecturer YLODAMA SPEINDA Grades not entered 2021 - 2022 Spring FAULTY OF LAW AND SOCIAL SCIENCI Law In 20 Introduction to Sociology 12 d Dass 4 Assistant Lecturer YLODAMA SPEINDA Grades not entered	2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ENG 102	Composition II	1st Class	5	Assistant Lecturer ELONA ZIREK (QYRA	Grades not entered	
2021 - 2022 Spring PACULTY OF LAW AND SOCIAL SCIENCI Law Instructions (Second S	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law		ENG 102	Composition II	1st Class	2	Assistant Lecturer KLODJANA SKENDAJ	Grades not entered	
	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law		ENG 102	Composition II	1st Class	4	Assistant Lecturer KLODJANA SKENDAJ	Grades not entered	
2021 - 2022 Spring FACULTY OF LAW AND SOCIAL SCIENCI Law HIST 101 History of the Albanian State 1st Class Prof. Dr. BLERINA KUQI Grades not entered	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law		IR 102	Introduction to Sociology	1st Class		Instructor EDA GEMI	Grades not entered	
	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law		HIST 101	History of the Albanian State	1st Class		Prof. Dr. BLERINA KUQI	Grades not entered	
	rocess Visa		Srade Entry	Grade Entry Report 🛛 😢 Undo G	Grade Entry 🗃 Excel 😹 UI	napproved Courses	s (Final) 🛛 🐻 Unapproved Cours	ses (Make-Up)				
Page 1 of 10 (91 items) < Prev 📕 2 3 4 5 6 7 8 9 10 Next>	2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCE	Law 10 Next >	irade Entry 😹 Excel 😹 Ur	HIST 101	History of the Albanian State	1st Class				

Screen grd01-01

CRS10 Course Load Description

Purpose and Scope: In an academic year, it is the application in which the maximum Credit Load and maximum Number of Courses that students can take during course registration on the basis of faculty/department/class / course schedule are defined.



Class	Academic Period	Course Load
1. Class	Fall	15
1. Class	Spring	15
2. Class	Fall	15
2. Class	Spring	15
3. Class	Fall	15
3. Class	Spring	15
4. Class	Fall	15
4. Class	Spring	15

Total cree	dit range	Threshold
>= 30	<= 44	Threshold1
>= 45	<= 59	Threshold1.3
>= 60	<= 74	Threshold1.5
>= 75	<= 89	Threshold1.7
>= 90	<=104	Threshold1.8
>= 105		Threshold1.9

Note: The credit load of each department is different. The above is just the example.

Description: At the same time, according to the definitions herein, the student's academic disability checks work in conjunction.

Genel not ortalaması (CGPA) aşağıdaki limitler	in altında olan
ve dört yıllık programlara kayıtlı öğrencilere	Madde 23(6),
23(7) ve 23(9)'da belirtilen kıstaslar uygulanır.	
İkinci Akademik Dönem veya 1. Yıl sonunda	1.00
Üçüncü Akademik Dönem sonunda	1.30
Dördüncü Akademik Dönem sonunda	1.50
Beşinci Akademik Dönem sonunda	1.70
Altıncı Akademik Dönem sonunda	1.80
Yedinci Akademik Dönem sonunda	1.90
Genel not ortalaması (CGPA) aşağıdaki limitler	in altında olan
ve 2 yıllık programlara kayıtlı öğrencilere Mad	de 23(6), 23(7)
ve 23(9)'da belirtilen kıstaslar uygulanır:	
	23(7) ve 23(9)'da belirtilen kıstaslar uygulanır. İkinci Akademik Dönem veya 1. Yıl sonunda Üçüncü Akademik Dönem sonunda Dördüncü Akademik Dönem sonunda Beşinci Akademik Dönem sonunda Altıncı Akademik Dönem sonunda Yedinci Akademik Dönem sonunda Genel not ortalaması (CGPA) aşağıdaki limitler ve 2 yıllık programlara kayıtlı öğrencilere Made



Course Load Desc	ription							crs10
Academic Year:		Academic Semester:	_					
2021-2022 Class:	×							
Ciass.	×	🔍 Search						
		😭 Copy from previous year						
G	New	🛞 Edit						
	8	Delete						
Academic Year	Academic Semes	st Faculty Name	Department Name	▲ Class	Option Name	Teaching Plan	Maximum Course Count	Maximum Course L 🔷
					No data to display			
🛎 Excel								
4								•
No data to pagin	ate < Prev Ne	ext >						*
4								
¢	New	🐵 Update						
	8	Delete						

Screen crs10-01

With the 'Edit' option, the number of credits and course scan be entered and saved with 'Update.'The list of defined faculties, departments, and teaching plans was synchronized. Course load definitions can be imported into Excel/Pdf environments if desired.

GRD04 List of Students whose Grades are not Entered

Purpose and Scope: This is an application used to list students whose grades have not been entered after the grade entry process is completed. Simultaneously, it is checked whether the course/branch taken by the student is assigned to a faculty member. Doing this before the note entry process can be helpful in finding missing definitions.

Description: After the course registration, after the '*excuse*' registration, some students may not have entered grades due to the fact that they were not assigned a branch in the courses reserved for branches. The grade entry stage status of course-based grade entries (entering the instructor from the Internet) is also made from the '*CRSO3 Academic Year Course Description*' application. On the other hand, this application provides student-based grade entry control. It can be used for control purposes in cases where student affairs make grade entries.

List of Students Whose Gra	ides are not Entered								grd04
The Filter									
Faculty	FACULTY OF LAW AND SOCIAL SC	IENCES							
Department		~							
Year - Semester	2021 🖂 Spring 🖂								
	Those who are not assigned to	any faculty member							
	Only Those Who Will Take the	Make-Up Exam							
Query									
Drag a column header he	re to group by that column								
Faculty	Department	Student No	Name	Surname	Class Sectio	Course Code	Course Name	Öğretim Üyesi	
					No	o data to displa	v		
4									•
Excel'e Aktar									

Screen grd04-01



CRS08 Student Course Deletion/Transfer

Purpose and Scope: It is used to delete course registrations of students enrolled in a course collectively or transfer them to another course.

Description: The process can be performed in the current academic year. After the relevant course is selected and listed, the course must not be graded for the students to be deleted or transferred to another course.

Student Course Delete / Transfer														crs08
Filter														
Faculty	FACULTY OF ENGINEERING AND ARC	HITECTURE	v	Academic Year		2021-2022								~
Department	9 Computer Science		~	Education Sem	iester	Spring								~
Option			~	Registration Ye	ar	-	~			~				
Class			V	Course Record	ing Code Status	Only Have App	roved Course 🔽							
-					Course Be	Taken Instead								
Course					Faculty									
Faculty					Departme	nt								
Department					Catalog N				Course	No.				
Catalog No.		Course No.			Code					Cle	ər			
Code		Clear			Course Na	ime					_			
Course Name					Branch		~							
	Select All Clear The Selection	ı girilmeyen tüm öğrenciler için, seçile	en yıl ve dönem için	yapılan aramayla l	bulunan öğrenci	dersleri yeni seçi	lecek ders ile güncellenebilir.							
Drag a column header here to grou	p by that column													
# Student Name	Surname Registration Year	Ders Kodu Course Name	Course Type	Branch C	iourse No.	Education Semester	Faculty	Department	Option	Class	Branch	Grade	.etter S Grade S	itatus
					No data to dis	blay								

Screen crs08-01

Teacher Definition

The gold (Teacher Definition) screen of the Faculty Member tab is shown.

TCH01 Teacher Definition

Purpose and Scope: This is an application in which faculty members are defined and their information is updated.

Description: When defining a new faculty member, it must be checked by calling with the surname to avoid registering duplicate faculty members. Often, the mistake is to search for faculty members with faculty information and register it multiple times by different faculties.

tch01

			Get User Information Report Save Delete The List
Faculty Member No. Academic Title Name Surname ID No/Passport No	762 prof. De.	Upload	Browse)
Passport No Date of Birth User Name Starting Date Leaving Date		Phone Mobile Phone Email Web Space	
Staff Status Working Unit Working Subunit Working Status Nationality	Staff C	University Room University Contact Description	
Blood Type Password Validity	Active	Other Working Institution Other Working Unit Other Working Subunit	
	2003 & 🚾 İ O M		



Screen tch01-01

Faculty members log into the system from the *faculty member website* with their information and passwords in the e-mail field. If their working status is changed to' dropped, they will not be able to log in from the website. If a photo of a faculty member is transferred to the system, they will be able to see it when they enter the website. Similarly, the students he advises will be able to see the advisor's photo, the room at the university, and phone information.

The list of units where faculty members work includes the faculties defined in the system and the units defined in the '*DEF06 Unit Definition for Faculty Members*' application. Under the Rectorate unit, units such as the School of Foreign Languages and Turkish Language Research Institute can also be defined.

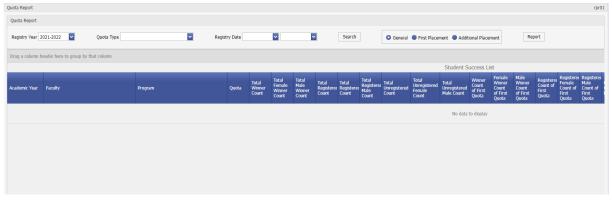
Report

The use of the gold (Quota Report, Course Class Report, Course Quota Report, Success Report, KYK List, ÖSYM Report, YÖKSİS Report, KYK Monthly Status Report, Course-based Success Report, Success Statistics, ÖSYM Numbers, Survey Results, and Prerequisite Report) screens of the Report tab is shown.

RPR01 Quota Report

Purpose and Scope: This report shows the number of quotas based on departments and the number of students placed and enrolled during the first registrations to the university.

Description: Quota numbers should be entered in advance with *the 'Definition of the ENRO1 ÖSYM Code* application.





RPR02 Course Class Report

Purpose and Scope: It is the application used to get the 'Class list/Attendance list/Grade notification list' after Course Registrations.

Description: Class lists appear under the merged courses if the courses have been merged ('*CRS03* Academic Year Course Description').



After selecting the listing options, the '*Inquire*' button displays the students as a list, and after the list option such as '*Class List*' is checked, the '*Report*' button is pressed.

Course - Class Reports													rpr02
Course Class Report													
Academic Year	2021-2022	1	Education Semester	Spring	~	Faculty		FACULTY OF ENGINEERIN	IG AND ARCHITECTUR	E			~
Course Code			Clear			Department							~
Catalog No.		(Course No.			Option							~
Course Name						Class							~
Branch Former Attendance Code		Student No.		Lecturer In Charge		Clear							
Name	· · · · · · · · · · · · · · · · · · ·	Attendance Code Name	×										
• Certain Registration List • List	Registration Make Up Exa Request List	Query	Class Attendance List List	 Exam Attendance List 	 Grade Notify List 	 Midterm Exam Grade Notify List 	Final Exa Grade No List	m Make Up Exam tify Entry List	n Make Up Exam Result List	 Make Up Exam Official Report 	PDF Document	Word Document	Report
Drag a column header here to	group by that column												
Academic Leducation Academic Semester	Faculty		Department	▲ 0j	ption	🔺 Class 🔺	Catalog No. Cour	se No. Course Cod	e 🔺 Course	e Name		Credit ECTS Credit	Branch
4													•
Excel													

Screen rpr02-01

RPR03 Course Quota Report

Purpose and Scope: This report is used to determine the number of students on the basis of courses.

Description: After the course registration process is completed, the number of students per course can be monitored.

Course Quote Report						rpr03
Course Quota Report						
Academic Year	2021-2022		~	Faculty	FACULTY OF ENGINEERING AND ARCHITECTURE	
Education Semester	Spring		~	Department	9 Computer Science	~
Grade Entry Status			~	Option		~
	Whose Grade Not Entered			Class		~
• Certain Registration Numbe	rs Pre Registration Numbers	PDF Document Word Document Excel Document	Report	O By Course Code O By	Course No. Registry Numbers Quota Details	

Screen rpr03-01

RPR09 Student Number Report

Purpose and Scope: This is an application in which the number of students is shown as a table on the basis of girls/boys and classes.

Description: If the current <u>year and semester or the date of the day are entered as the update date,</u> <u>the currently enrolled students will be listed.</u> It must be equal to the number of registered students in the '*STD01 Student Search*' application; if it is not equal, it may be due to incomplete/undefined information such as gender. When the '*Student Numbers*' button is pressed after the '*list*' operation, the relevant table is created as excel.



tudent Numbers	Report												rpr(
ear / Semester	2021-2022	Spring	Image: A state of the state		Quota Type		×						
tudent Status	All		~		Scholarship Type		~						
tatus Detail	empty		~		Scholarship Statu	s Not Certain	~						
aculty	FACULTY OF ENG	INEERING AND ARCHITECTURE	~		Registration Year								
epartment	9 Computer Scier	ice	\checkmark		Status Date								
Option			\checkmark		Update Date	×							
List	Export All To Excel	Student No.	Course Registration Count	Read Me									
ID No/Passport I	N Student No.	Name Surname	Faculty	Department		Option	Registration	Graduation Date	Study Level	Gender	Quota Type	Scholarship Type	Scholar
	· ?		\$\$		♥	Ŷ		♥ 🗸			9		
1030	1030	DRITAN TAKO	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT	Regular	Not Cer
1039	1039	ERALD DORE	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1055	1055	FLORIAN HAJRO	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1079	1079	KUSHAL PANDEY	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1081	1081	LORENC LITI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1084	1084	MAHDI HADDADI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1101	1101	SHAHIN NASERI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1104	1104	SOKOL LIKMETA	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Male	UNYT		
1105	1105	SOROUSH SABERI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Female	UNYT		
1110	1110	IRENA BASHA	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science			2002		Undergraduate	Female	UNYT		
4													

Screen rpr09-01

RPR12 Course-Based Success Report

Purpose and Scope: This is the application where student courses and their grades are listed.

The results of the courses can be used for collective evaluation in the departments. In the courses, students who have remained in past semesters can be identified and used to estimate the number of students in the next semester. For general course types, such as preparatory classes, pass/fail lists can be taken collectively. Students who have not taken a course are listed. For example, there may be those who have not been assigned an internship course.

Description: The results can be listed on the basis of academic year and semester; the latest status option is checked, and if a student has taken the course in the spring and summer semesters, the results for the summer semester are listed.

Course lists are taken based on the course in which the student is enrolled. (Although the course code/department is different, the list is taken on the basis of the course in which he/she is enrolled)

lter															
cademic Year	2020-2021							1	Faculty		FACUL	TY OF ENGINEERING	AND ARCHITECTURE		~
ducation Status	Spring								Department		9 Com	puter Science			~
ast Status									Option						
ourse Options	O Course Ty	pe 🔍 Course 🔵	Course Catalog						Department in Tu	ırkish					
Course Type									Class						
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Course Type							~		Quota Type					_	
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itter/Grade				 ✓ ✓ 											
tudent Status	Registered			× .											
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Excel Students	s Not Take Course	olumn	Option	Class Of Cou	5 Course No.	Ders Kodu			atu Course Type	Not Include To Gen	Credit 11	neoric: Pratical Lab	Ects Cre Quota Type	Student Status	ID N
Excel Students	s Not Take Course	olumn	Option	Class Of Cou	5 Course No.	Ders Kodu			atu Course Type	Not Include To Gen	Credit 11	ieoric; Pratical Lab	Ects Cre Quota Type		
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t Excel Students	s Not Take Course	olumn	Option	Class Of Cou	5 Course No.	Ders Kodu			atu Course Type	Net Include To Gen	Credit 11	eorici Pratical Lab	Ects Cre Quota Type		
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Screen rpr12-01



RPR18 Advance Inquiry

The advanced report is a screen prepared to receive the special reports requested by the institution. On this screen, you can choose from ready-made query templates, export to Excel, or filter by grouping as desired from the grip below.

Advanced Inquiry	
Sorgu Oluşturucu	
Şablonlar: Seçiniz	
Excele Aktar	
Enter text to search Clear	
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Drag a column here	
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	Kolonlar
4	
No data to paginate < >	rage a

Definitions

The use of the gold screens (Parameter, Announcement, Unit Definition for Faculty Members, Faculty/Department/Option, Parent/Unit, Diploma Supplement, Calendar Entry, Collective Picture Assignment, Document Definition, University Definitions, District/Military Service Department Branch Definition, and YÖKSİS Unit ID Definition) of the Definition tab is shown.

DEF03 Announcement

Purpose and Scope: It is the application used to publish announcements on the student or faculty member page in the system / to print explanations in applications such as Course Registration, Grade Entry, and Transcript.

Description: By selecting New, the Page Type to be Sent and the Registration Date are determined using the list. The announcement that will be published is that with the largest registration date. Previous announcements can be optionally deleted, stored, and archived. With Save Announcement, the announcement begins to be published from the registration date.



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	E Save	
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Screen def03-01

DEF08 Faculty / Department / Options

Faculty-departmant-option

Purpose and Scope: With the help of this application, the faculty/vocational school/institute and departments/departments of the university can be created. The existing records can be updated.

Description: The 'Faculty / Department / Option' Definition application consists of three separate sections that list the 'Faculty / Department / Option' Information and registered organizations that are used to register new units.

IDENTIFICATION OF NEWLY OPENED FACULTIES AND DEPARTMENTS

				_				lty										
Faculty	Faculty Name	Faculty Short Name	Normal Education Period	Max. Edu Period	ucation	Faculty Type	Yök Code	Study Level	Regulation	Statu								
						S		×		~								
	Faculty	01		4		Faculty	0	Undergraduate	0	Open								
2	FACULTY OF LAW AND SOCIAL SCIENCES	02		4		Faculty	0	Undergraduate	0	Open								
3	FACULTY OF ECONOMY AND BUSINESS	03		4	7	Faculty	0	Undergraduate	0	Open								
4	FACULTY OF ENGINEERING AND ARCHITECTURE	04		4	7	Faculty	0	Undergraduate	0	Open								
5	INSTITUTE OF ECONOMY AND BUSINESS	05		2	3	Institute	0	Masters	0	Open								
6	INSTITUTE OF LAW AND SOCIAL SCIENCES	06		2	3	Institute	0	Masters	0	Open								
7	INSTITUTE OF ENGINEERING AND ARCHITECTURE	07		2	3	Institute	0	Masters	0	Open								
w U	Ipdate Delete Language Selection	~	Excel															
							Departr	ment										
Departm	Department Name	Department Short Name	Normal Education Period	Max. Education Period	Study L	evel Dipl	oma Study		e Upper Group	Option Sta	t Year	Preparat Class	Other Preparat Class	Educatic In Foreign Languaç	Education Language	YÖK Code	Sta	atus
Departn	Department Name	Department Short Name	Education	Education	Study L	evel Dipl	oma Study	Education Typ	e Upper Group		't Year	Preparat Class	Preparat	In Foreign	Language	YÖK Code	Sta	atus
Departm 11	Department Name ENGLISH LANGUAGE & LITERATURE	Department Short Name ENGLISH LANGUAGE & LITERATURE	Education	Education	Study L	Leve	oma Study sl	Education Typ				Class	Preparat Class	In Foreign Languaç	Language		Star 0 Opc	
11		ENGLISH LANGUAGE &	Education	Education Period		raduate	oma Study sl	Education Typ			0	Class	Preparat Class	In Foreign Languaç	Language			ien
11	ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE & LITERATURE	Education	Education Period 7	/ Underg	raduate	oma Study sl	Education Typ Daytime Education Daytime			0	Class Vo	Preparat Class V	In Foreign Languaç No	Language Ingilizce		0 Ope	ien ien
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11 13 17 18 43	ENGLISH LANGUAGE & LITERATURE ZCOMMUNICATION UNDECIDED OTHER	ENGLISH LANGUAGE & LITERATURE ZCOMMUNICATION UNDECIDED OTHER Umv-COMMUNICATION &	Education Period 4 4 4	Education Period 7 7 7 7 7 7 7 7	Underg Underg Underg Underg	raduate raduate raduate raduate	oma Study sl	Education Typ Daytime Education Daytime Education Daytime Education Daytime Education Daytime			0 0 0 0 0 0 0	No No No No	No No No No	In Foreign Languac No No No No	Language Ingilizce Ingilizce Ingilizce		0 Ope 0 Ope 0 Ope 0 Ope	ien ien ien
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Screen def08-01

Faculty members defined at the top are listed. To add new faculty information, we first press the '*New'* button.

The procedures to be performed before university placement (ÖSYM and DGS) were as follows:

If a new faculty / department has been opened at the university,



Definitions under Faculty / Department / Option (def01)

(Preparatory-2nd education, etc... Attention should be paid to the information)

In the current faculty/department definitions, it should be checked whether preparatory education is taught in a similar way, and if there is a 2nd education, the accuracy of this information should be checked. This is because when transferring data from the OSYM, the student's class is assigned according to these parameters.

NEW FACULTY INFORMATION LOGIN

Attention should be paid to the faculty codes. By giving a code that has not been used before, information such as faculty type, education level, and regulation should be selected and recorded.

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	No	No	No	Inglines			
0	No	No	No	İngilizce		0 0	per
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Screen def08-02

After the faculty information is recorded, department definitions can be made.

NEW CHAPTER INFORMATION ENTRY

	5	TROUT OF ECONOMI AND BOSINESS			-		e oursy		Univergreevele	~	open							
Ð	4	FACULTY OF ENGINEERING AND ARCHITECTURE	04		4	7	Faculty	0	Undergraduate	0	Open							
Ð	5	INSTITUTE OF ECONOMY AND BUSINESS	05		2	3	Institute	0	Masters	0	Open							
Ð	6	INSTITUTE OF LAW AND SOCIAL SCIENCES			2		Institute			0	Open							
Ð	7	INSTITUTE OF ENGINEERING AND ARCHITECTURE	07		2	3	Institute	0	Masters	0	Open							
•																		
New	l	Update Delete Language Selection	~	Excel														
								Departr	_									
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De	partr	r Department Name	Department Short Name	Normal Education Period	Max. Education Period	Study L	evel Diple Leve	oma Study I	Education Type	Upper Group	Option Start Year	Prepara Class	el Other Prepara Class	In	Education Language	YÖK Code	Status	
							~	~						~	~			
	11	ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE & LITERATURE	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	c a	O Open	
Ð	13	ZCOMMUNICATION	ZCOMMUNICATION	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ŧ	17	UNDECIDED	UNDECIDED	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ð	18	OTHER	OTHER	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ð	43	Unyt-COMMUNICATION & JOURNALISM	Unyt-COMMUNICATION & JOURNALISM	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ð	74	SHQIP-ADMINISTRIM BIZNESI	SHQIP-ADMINISTRIM BIZNESI	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ð	75	SHQIP-FINANCE	SHQIP-FINANCÉ	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ð	76	SHQIP-SISTEME TË INFORMACIONIT	SHQIP-SISTEME TË INFORMACIONIT	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
Ð	92	Non Registered	Non Registered	4	7	Undergr	raduate		Daytime Education			No	No	No	Ingilizce	0	Open	
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								Optic	on									
					Distance	aut.				Other Educatio								
0;	tion	Option Name	Option Short Name	Study Level	Diploma : Level	Study	Education Type	Group			Education Language	OK Code	st	atus				



Screen def08-03

First, the relevant faculty member was selected from the list in the upper department. If there are previously defined departments in the faculty, they are displayed in the department list.

By pressing the '*New*' button, new partition information is saved as follows: when saving a new section, special attention should be paid to the section code. Definitions related to preparatory classes should be made correctly.

	7	INSTITUTE OF ENGINEERING AND ARCHITECTURE		2	3 Institute	0 Masters	0		Open						
				Department					×						
		Update Delete Language Selection	×			Faculty									
				Department	17										
				Department Name	UNDECIDED				_						
				Department Short Name	UNDECIDED										
				Normal Education Period	4							~			
		ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE &	Max. Education Period	7					0 1	_	lo	No	Ingilizce	
			LITERATURE	Study Level	Undergraduate				~		NO		NO	Ingliizce	Open
		ZCOMMUNICATION	ZCOMMUNICATION	Diploma Study Level					~	1 0	No I	lo	No	İngilizce	Open
				Education Type	Daytime Education				~						
	18	OTHER	OTHER	Upper Group					~	1 0	No I	10	No	İngilizce	Open
	43	Unyt-COMMUNICATION & JOURNALISM	Unyt-COMMUNICATION 8 JOURNALISM	Option Start Year Preparation Class	0 No					0	No I	10	No	İngilizce	Open
	74	SHQIP-ADMINISTRIM BIZNESI	SHQIP-ADMINISTRIM BIZNESI	Other Preparation Class	No					1 0	No I	10	No	İngilizce	Open
	75	SHQIP-FINANCË	SHQIP-FINANCË	Education In Foreign Language	No				~	1 0	No I	lo	No	Ingilizce	Open
	76	SHQIP-SISTEME TË INFORMACIONIT	SHQIP-SISTEME TË INFORMACIONIT	Education Language	İngilizce				~	0	No I	10	No	İngilizce	Open
	92	Non Registered	Non Registered	YÖK Code	0				_	1 0	No I	10	No	İngilizce	Open
				Status	Open				~						
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Screen def08-04

Preparatory Class: When 'var' is marked, it means (compulsory preparation). While the data of the winning students from OSYM are transferred, the CLASS information of the students who won this section will be transferred as preparation. Preparatory Class: In the sections marked as 'none,' CLASS information is transferred as 1.

CAL01 Calendar Entry

Purpose and Scope: It is the application in which the Process Start and End dates are determined in the programs defined in the university units.

ÖSYM First Registration, Student Course Registration, Final Grade Entries, Semester Midterm Grade Entries. The start and end dates for the processes defined from the parameter application are recorded under the name of the Academic Calendar.

Description: With the help of this application, to determine the dates of the process(s) in the faculties/departments, first, selection can be made according to the criteria of **Year, Semester, Faculty, Department, Faculty Type, and Class.** Year, Period is the required field. When the other criteria are left blank, this means that all. Start and end dates of the processes for the faculty/department selected from the list, advisor deadline; Only the selected process for the selected faculty department will be valid.

Objective: To ensure that the academic subjects determined by the institutions before the start of the academic year are defined by the start-end dates.



Job Description

The academic calendar of the institution for the academic year is determined by the recommendation of the units and the senate's decision. The start and end dates of the units begin and end when the time is specified in the academic calendar. According to the decision from the Senate, the academic calendar start and end dates covering an academic year of the university and the units in which they are valid are added.

Academic calendars can be made up to sub-breakdowns on the basis of faculty, department, program, and class.

Sample Academic Calendar Titles

- **Course-Taking Start-End Date:** The student will be active in taking courses within the specified date range.
- **Midterm Grade Entry (Midterm) Start End Date:** If defined, midterm grade entries are made within the specified date range.
- **Final Exam Grade Entry (Final):** If defined, midterm grade entries are made within the specified date range.
- **Evaluation Survey:** Thisallows students who want to see their grades to be surveyed without showing their grades within the specified date range.
- **Days without compulsory attendance:** Course attendance is not within the specified range.
- Fee payment Start End Date: Fee payment will be active within the specified date range

Calendar Course Registration Proces: QC21-2022 Academic Year: 2021-2022 Academic Year: 2021-2022 Academic Year: 2021-2022 Academic Year: 2021-2022 Academic Year: 2021-2022 Academic Year: 2021-2022 202 202 202 202 202
Academic Year: 2021-2022 Sensetser : Spring Faculty Type : Image: Comparison of the system of the sy
Semester : Spring Faculty Type : Faculty Type : Rev Edt Delete Calendar Course Registration Drag a column header here to group by that column
Facility Type : Image: Control of the second seco
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Drag a column header here to group by that column
Process Academic Year Semester Faculty Type
No data to display
Excel Pdf
()

Screen cal01-01

DEF10 Document Definition

Purpose and Scope: It is possible to change the fields such as title, subtext, signature and title to be included in the documents (such as Student Certificate, Military Service Certificate, Transcript, Temporary Graduation Certificate, Diploma, etc.) by using the 'Document Definition' application.

Description: As an example in the diploma document, it is necessary to follow these steps to update the document parameters.



The diploma was selected from the Document Type list.

						_		
			Language	Document Type	[Image: A state of the state		
Türkçe	Student Certificate	Faculty	Faculty	Number	Student Certificate Transcript Document	^	e-imzalıdır\nNeşe DURUKAN	Öğrenci İşler
	Student Certificate	FACULTY OF LAW AN SCIENCES	Topic 1	Topic 2	Military Certificate Foreign National Certificate	- 18	e-imzalıdır\n Neşe DURUKAN	Öğrenci İşler
	Student Certificate	FACULTY OF ENGINE ARCHITECTURE			Temporary Graduation Certificate Diploma		e-imzalıdır\nNeşe DURUKAN	Öğrenci İşler
Türkçe	Student Certificate	INSTITUTE OF ECON BUSINESS	Topic 3	Topic 4	School Report	-	e-imzalıdır\n Neşe DURUKAN	Öğrenci İşler
	Student Certificate	INSTITUTE OF LAW SCIENCES	Signature	Signature 2			e-imzalıdır\nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	20	Title Row 1 Title Row 2	Title 2 Row 1 Title 2 Row 2			e-imzalıdır \nNeşe DURUKAN	Öğrenci İşler
Türkçe	Student Certificate	23	Subtext 1	Subtext 2			e-imzalıdır \nNeşe DURUKAN	Öğrenci İşler
	Transcript Document	Faculty	Sublext 1	Subtext 2			e-imzalıdır \nNeşe DURUKAN	Öğrenci İşler
	Transcript Document	FACULTY OF LAW AN SCIENCES	Subtext 3	Subtext 4			e-imzalıdır \nNeşe DURUKAN	Öğrenci İşleri
	Transcript Document	FACULTY OF ENGINE ARCHITECTURE	Parameter 1	Parameter 2			e-imzalıdır \nNeşe DURUKAN	Öğrenci İşleri

Screen def10-01

The faculty selection list was open. Initially, the '*University Partner*' option was selected. This option allows the document parameters of the Registrar's Office to be used instead of those of any faculty member.

			Document De	finition		Signature	
			Language		Document Type		
Türkçe	Student Certificate	Faculty	Faculty	1	Number	e-Imzalidir\nNese	e DURUKAN Öğrenci İşi
Türkçe	Student Certificate	FACULTY OF LAW AT SCIENCES	Topic 1	Faculty FACULTY OF LAW AND SOCIAL SCIENCES FACULTY OF ECONOMY AND BUSINESS	Topic 2	e-imzalıdır\n Neş	e DURUKAN Öğrenci İşi
Türkçe	Student Certificate	FACULTY OF ENGINE ARCHITECTURE		FACULTY OF ENGINEERING AND ARCHITECTURE		e-imzalıdır\nNeşe	e DURUKAN Öğrenci İşl
Türkçe	Student Certificate	INSTITUTE OF ECO	Topic 3	INSTITUTE OF ECONOMY AND BUSINESS INSTITUTE OF LAW AND SOCIAL SCIENCES	Topic 4	e-imzalidir\n Neş	e DURUKAN Öğrenci İşi
Türkçe	Student Certificate	INSTITUTE OF LAW	Signature	INSTITUTE OF ENGINEERING AND ARCHITECTURE	Signature 2	e-imzalıdır\nNeşe	e DURUKAN Öğrenci İşi
Türkçe	Student Certificate		Title Row 1 Title Row 2		Title 2 Row 1 Title 2 Row 2	e-imzalıdır \nNeş	e DURUKAN Öğrenci İşi
Türkçe	Student Certificate		Subtext 1		Subtext 2	e-imzalidir \nNeş	e DURUKAN Öğrenci İşi
Türkçe	Transcript Document	Faculty	JUDIENT		5001ext 2	e-imzalıdır \nNeş	e DURUKAN Öğrenci İşl
Türkçe	Transcript Document	FACULTY OF LAW AT	Subtext 3		Subtext 4	e-imzalidir \nNeş	e DURUKAN Öğrenci İşl
Türkçe	Transcript Document	FACULTY OF ENGINE	Parameter 1		Parameter 2	e-imzalıdır \nNeş	e DURUKAN Öğrenci İşi
		1 2 3 4 5 6					
New Lind	ate Copy D	oloto	Parameter 3		Parameter 4		

Screen def10-02

To query and then change the diploma parameters of the Faculty of Engineering, the Faculty of Fisheries was marked in the faculty selection list.

			Document D	finition	· · · · ·	Signature	Title Row 1
			Language		Document Type		
Türkçe	Student Certificate	Faculty	Faculty	INSTITUTE OF ECONOMY AND BUSINESS	Number	e-imzalidir\nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF LAW AI SCIENCES	Topic 1	Faculty FACULTY OF LAW AND SOCIAL SCIENCES FACULTY OF ECONOMY AND BUSINESS	Topic 2	e-imzalıdır\n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF ENGINE ARCHITECTURE		FACULTY OF ENGINEERING AND ARCHITECTURE		e-imzalıdır\nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF ECO BUSINESS	Topic 3	INSTITUTE OF ECONOMY AND BUSINESS INSTITUTE OF LAW AND SOCIAL SCIENCES	Topic 4	e-imzalidir\n Neşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF LAW		INSTITUTE OF ENGINEERING AND ARCHITECTURE	Signature 2	e-imzalidir\nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate		Title Row 1 Title Row 2		Title 2 Row 1 Title 2 Row 2	e-imzalıdır \nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate		Subtext 1		Subtext 2	e-imzalıdır \nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	Faculty				e-imzalıdır \nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF LAW AN	Subtext 3		Subtext 4	e-imzalidir \nNeşe DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF ENGINE	Parameter 1		Parameter 2	e-imzalıdır \nNeşe DURUKAN	Öğrenci İşleri
		1 2 3 4 5 6					
New Upo	fate Copy D	elete	Parameter 3		Parameter 4		•
			Parameter 5		Parameter 6		

Screen def10-03



Then, the List button is pressed.

The Filter Language		⊻	Document Class		Faculty				Department
Language	▼ Document Type	▲ Faculty A	Number	Topic 1	Topic 2	Topic 3	Topic 4	Signature	Title Row 1
l'ürkçe	Student Certificate	Faculty	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\nNeşe DURUKAN	Öğrenci İş
'ürkçe	Student Certificate	FACULTY OF LAW AND SOCIAL SCIENCES	85315798-302.10.01-	т.с.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\n Neşe DURUKAN	Öğrenci İş
Fürkçe	Student Certificate	FACULTY OF ENGINEERING AND ARCHITECTURE	85315798-302.10.01-	т.с.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\nNeşe DURUKAN	Öğrenci İş
lürkçe	Student Certificate	INSTITUTE OF ECONOMY AND BUSINESS	85315798-302.10.01-	т.с.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\n Neşe DURUKAN	Öğrenci İş
"ürkçe	Student Certificate	INSTITUTE OF LAW AND SOCIAL SCIENCES	85315798-302.10.01-	T.C.	ISTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\nNeşe DURUKAN	Öğrenci İş
ürkçe	Student Certificate	20	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır \nNeşe DURUKAN	Öğrenci İş
Fürkçe	Student Certificate	23	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır \nNeşe DURUKAN	Öğrenci İş
Türkçe	Transcript Document	Faculty		T.C. İSTANBUL 29 MAYIS ÜNİVERSİTESİ	ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI	ÖĞRENCİ NOT DÖKÜMÜ		e-imzalıdır \nNeşe DURUKAN	Öğrenci İşl
Türkçe	Transcript Document	FACULTY OF LAW AND SOCIAL SCIENCES		T.C. İSTANBUL 29 MAYIS ÜNİVERSİTESİ	ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI	ÖĞRENCİ NOT DÖKÜMÜ		e-imzalıdır \nNeşe DURUKAN	Öğrenci İş
ürkçe	Transcript Document	FACULTY OF ENGINEERING AND ARCHITECTURE		T.C. İSTANBUL 29 MAYIS ÜNİVERSİTESİ	ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI	ÖĞRENCİ NOT DÖKÜMÜ		e-imzalıdır \nNeşe DURUKAN	Öğrenci İşl

Screen def10-04

In the Signature and Title line fields, the information of the dean of the faculty is displayed as Signature 1, and the rector is displayed as Signature 2.

DEF11 Teaching Plan Definition

The teaching plan definition screen is prepared to create a special plan for the faculty, department, and years of the teaching plan. On this screen, you can add, delete a teaching plan, or add and delete courses within the defined teaching plan.

eaching Plan					
aculty Department		e e	Teaching Plan Upper Teaching Plan Start Year		
List New Update	up by that column				
iculty	Department	Teaching Plan	Upper Teaching Plan	Start Year	
		No dat	a to display		

List: shows the plans defined according to the criteria in the selected liters.

Update: Used to update the defined plan.

New: Used to add a new curriculum. The names of the faculty, department, and teaching plan are selected, the year is selected, and the teaching plan is defined for the relevant department with save.

Collective Course Assignment: After entering the relevant teaching plan, the faculty where that teaching plan is defined allows you to add or remove the courses opened in bulk.



Teaching Plan Definition				def11
Teaching Plan				
Faculty	FACULTY OF ENGINEERING AND ARCHITECTUR		Teaching Plan	✓
Department	9 Computer Science	V	Upper Teaching Plan	
			Start Year	
List New Update				
Drag a column header here to group by that column				
Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year
FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Computer Science New 2021	University Collective Teaching Plan	2021
4				Þ

Details of Teaching Plan Definition Procedures

To create University, Faculty common course packages, and department course packages in the system, a teaching plan must be defined.

	Teaching Plan Definition Teaching Plan					de
1	Faculty Department	FACULTY OF ENGINEERING AND ARCHITECT	JRE V	Teaching Plan Upper Teaching Plan Start Year		▼ ▼
Erkan Erdemir Çıkış	Ust New Update Drag a column header here to group by that colum Faculty	nn Department	Teaching Plan	there Techno Min	Start Year	
udent	Faculty	Department	reaching Man	Upper Teaching Plan	Start Year	
ourse acher	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Computer Science New 2021	University Collective Teaching Plan		203
ports	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science Information Systems	Computer Science New 2021 Information Systems 2021-2022	University Collective Teaching Plan		202
efinition 👻	FACULTY OF ENGINEERING AND ARCHITECTURE		Architecture 2021-2022	University Collective Teaching Plan		202
Announcements Faculty-departmant-option	FACULTY OF ENGINEERING AND ARCHITECTURE	Telecommunication and Network Engineering	Telecommunication and Network Engineering 2021- 2022	University Collective Teaching Plan		202
Calendar Entry	FACULTY OF ENGINEERING AND ARCHITECTURE	Design	Graphic Design 2021-2022	University Collective Teaching Plan		202
Document Definitions	FACULTY OF ENGINEERING AND ARCHITECTURE	Design	Interior Design 2021-2022	University Collective Teaching Plan		202
Teaching Plan Definition	THEOLIT OF ENGINEERING AND ANOTHIECTORE					

Definitions > Teaching Plan Definitions: The relevant screen opens via the Definition menu.On the screen that opens, searches can be made on the basis of Faculty, Department, Start Year, Teaching Plan, and Higher Education Plan.After entering the filters, the search was performed with the "List" button.

• The Higher Education Plan refers to the teaching plan one level above that covers the relevant teaching plan. If there is a higher education plan of a teaching plan, the courses in the upper education plan are included in this education plan in addition to the courses in the teaching plan. This structure is designed for joint university and faculty teaching plans (courses).

Teaching Plan Definition				def11
				List Save Delete
Teaching Plan				
Faculty Department Description			Teaching Plan Start Year Upper Teaching Plan	Business Administration New 2021
Assign Bulk Lessons Select All Clear Selection Delete Selected Courses	1			
		Courses Assigned to the Teaching Plan		
# Catalog No Course Code Course	No. Course Name			
		No data to display		^

The "New" button is selected to add a new teaching plan to the system. After selecting the faculty, department, starting year, explanation of the plan to be added, if any, and the higher



education plan, the name of the education plan previously added to the system was selected from the "Teaching Plan" field. With the "Save" button, the teaching plan is saved in the system.

To remove an existing teaching plan from the system, the teaching plans are listed. By selecting the teaching plan to be deleted, the plan is opened with the "Update" button. With the "Delete" button, the relevant plan was deleted from the system.

						List Save Dele
Teaching	Plan					
Faculty				Y OF ECONOMY AND BUSINESS	Teaching Plan	Accounting 2021-2022
Departm	ent			mics and Finance	Start Year	2021-2022
Descripti					Upper Teaching Plan	University Collective Teaching Plan
		1				
Assign E	ulk Lessons					
Select A	I Clear Se	election Delete Select	ed Courses			
				Courses Assigned to the Teach	ng Plan	
Cata	ilog No	Course Code	Course No.	Course Name		
	(700	USHIST	7138			
	0780			US History Group (Gen. Ed.)		
		STAT 202		US HISDITY GROUP (GEN. Ed.) Statistics II		
	428		3958			
	428 1683	STAT 202	3958 6600	Statistics II		
	428 1683 1682	STAT 202 STAT 201	3958 6600 6872	Statistics II Statistics I		
	428 1683 1682 6778	STAT 202 STAT 201 RMAS 333	3958 6600 6872 7137	Statistics II Statistics I Research Methods in Applied Sciences		
	428 1683 1682 6778 6782	STAT 202 STAT 201 RMAS 333 OWCIV	3958 6600 6872 7137 7140	Statistics II Statistics I Research Methods in Applied Sciences Other World Clv (Gen. Ed.)		
	428 1683 1682 6778 6782 1643	STAT 202 STAT 201 RMAS 333 OWCIV NatSc	3958 6600 6872 7137 7140 6457	Statistics II Statistics I Research Methods in Applied Sciences Other World Clv (Gen. Ed.) Natural Science Group (Gen. Ed.)		
	428 1683 1682 6778 6782 1643 1754	STAT 202 STAT 201 RMAS 333 OWCIV NatSc MNG 101	3958 6600 6872 7137 7140 6457 6693	Statistics II Statistics I Research Methods in Applied Sciences Other World Clv (Gen. Ed.) Natural Science Group (Gen. Ed.) Principles of Management		
	428 1683 1682 6778 6782 1643 1754 1633	STAT 202 STAT 201 RMAS 333 OWCIV NatSc MNG 101 MATH 202	3958 6600 6872 7137 7140 6457 6693 6360	Statistics II Statistics I Research Methods in Applied Sciences Other World Civ (Gen. Ed.) Natural Science Group (Gen. Ed.) Principles of Management Mathematics for Business and Finance		

Adding Courses to the Teaching Plan

After a teaching plan is created, the relevant plan is opened to add lessons. The "Collective Course Processing" button was selected.

Teaching Plan D	efinition															def1
			The course	s you selec	t will be	assigned to	the student collect	ivelyl						×	List	Save Delete
			Select th	e Courses	to be Ass	igned from	the Department	Select Faculty Commonly C	ourses to be Assigned	Select University Cour	ses to Assign Commonly	Extract Selected Courses	Clear Selection	Select All		
Faculty							Ö	ğretim Planına Atanacal	(Dersler							
Department			Drag a co	lumn head	er here t	o group by t	hat column									~
Description			# Cata	log o	ourse Coi	ła	▲ Course No.	Course Name		Course Class	Credit ECTS Cred				hing Plan	v
			* No		Juise Col	JC	Course No.	Course Maine		Course Class	Credit Cred					
Assign Bulk L	Lessons							No data to display			Â					
Select All	Clear Sel	lection														
		Course Co														
		USHIST														-
	428	STAT 202														
	1683	STAT 201														
	1682	RMAS 333														
	6778	_														
	6782	_									v					
		MNG 101	 Cancel 											•		
		MATH 202 MATH 101	Cancer													
		LAW 423		_	405	6 Albanian	Business and Lab	or Law								
							sues in Business Er									
Page 1 of 2 (4)																



On the screen that opens, the courses are listed according to the categories of the courses to be assigned to the teaching plan. Respectively:

- Select Courses to Assign from the Department > Search for courses belonging to the relevant department.
- Select Faculty Courses to be Assigned Jointly > Search for courses offered jointly by the relevant faculty.
- Select Courses to be Assigned to the University > The university searches for courses offered jointly.

Teaching Plan I	Definition														def11
			The courses y	you seled	t will be assigned to	o the student collec	tively!						×	List Sa	ave Delete
Teaching Plan			Select the	Courses t	to be Assigned from	n the Department	Select Faculty Com	monly Courses to be Assigned	Select University	Courses to Assign Commonly	Extract Selected Courses	Clear Selection	Select All		
Faculty						Ċ	İğretim Planına At	n Planna Atanacak Dersler							
Department			admissi	on.unyt	.edu.al/crs02/D	efault.aspx?m=	s&p=SelectDersle	SelectDersler&s=def11_listDersIdNo&coklu_sec=1&fakulte=2&bolu — 🔲 🗙							~
Description			A Güve	nli dea	jil admissio	on.unyt.edu.al	/crs02/Default.a	aspx?m=s&p=SelectDe	rsler&s=def1	1 listDersIdNo&coklu	🔄 Q			ning Plan	<u>~</u>
			Course Filter			-									
Assign Bulk	Lessons		Faculty	FACULT	Y OF LAW AND SO	CIAL SCIENCES	Course Status	Active	Stu	dy Level	_				
Select All	Clear S	election	Department	Law			Course Course		Y Ann	iual Term					
			Option				Course Variety		Tea Sen	ching nester					
# Catalog			Class				Contribut to Avera			rt Year	V				
			Course Code				View on Transcrip	the	End	Year	Image: A state of the state				~
	1694	LAW 506	Course				Elective		Edu	Ication					
		LAW 504	Name				Course Group		Edu lang	guage					
		LAW 503		Publ	ish on the Web		Teaching Plan		~	If Failed, Cannot Next Class	Pass to the				
		LAW 502						Those Without a Teachi	ng Plan						
		LAW 501	List Se	lect All	Clean Selection	Select									
		LAW 408									_		•		
		LAW 407	# Catalog	No	Course Code	Course No	Course Name		American Code	Faculty					
		LAW 404													
		LAW 403		2	101102	2558	Art History II			FACULTY OF LAW AND SOCI	AL SCIENCES				
Page 1 of 3 (4				828	101104	4910	Art History I			FACULTY OF LAW AND SOCI	AL SCIENCES				
4					101105		Art History II			FACULTY OF LAW AND SOCI	AL SCIENCES				
					101302	5004	Photography			FACULTY OF LAW AND SOCI	AL SCIENCES				
					111130	6489		e, Art and Urban Design I		FACULTY OF LAW AND SOCI					
			-	0.41	101000	4007	TURATORS & ACTING	CHERRY BUILDING MICHAELE		EXCLUDE OF LAW AND COST	L COTRNETC				

Courses from any group are searched with the "List" button. After the courses to be selected are marked, continue with the "Select" button.

Which of the selected courses will be added to the curriculum is marked on the left and recorded in the curriculum with the "Continue" button?

Definition of Authority

The use of the bottom (Program, Role, User) screens of the Domain Definition tab is shown.

DEF02 Role

Purpose and Scope: Role creation is performed as follows. For each user, whatever actions it needs to do are done by assigning the relevant role definition to the user. Users of the department can be authorized to all faculties and sub-functions of all applications. The admin role refers to being in charge of everything.

Description: A point of caution is that if the STD01 header is checked, for example, all functions under it are authorized. If authorization is to be given for some functions of STD01, a separate role should be defined and this role should be defined for the relevant users.



Image: Second State	.dd	
Code Name Address Program Student Affairs Image: Comparing Student Affairs admin Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Finance Finance Image: Comparing Student Affairs Image: Comparing Student Affairs Record Office Record Office Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs Image: Comparing Student Affairs </td <td>dd</td> <td></td>	dd	
admin Image: Constraint of the second of t		
Record Office Corrs : Course Catalague C		
Next of Onlice or sol 1: Course Catalague Deletion		
New Edit Copy Delete cr501.Delete : Course Catalague Deletion		
cr501.5fekt : Wiev Course Catalogue cr501.5fekt : Uddet Course Catalogue cr501.5fekt : Uddet Course Catalogue cr501.5fekt : Uddet Course Catalogue cr501.5fekt : Catalogue def01 : Parameter def01.update : sarameter Uddat gr001.8extre : Definite record recovry ins02. Thesis and Thesis Exam Informations ins02.7ex : Edit/delet authorization cr11:.4fekt authorization		
2000 C (ion		

Screen def02-01

DEF07 User

Purpose and Scope: The powers of all faculty members and students are the same. The user information of the university staff can be defined in the user section.

Description: The advisor and faculty members log into the system with their username and e-mail address. It is recommended that operations such as entering faculty member information, passwords, etc., and processing the departing faculty member at the beginning of the year should be done centrally.

		Users			Role Movement					
Kayıt Tarihi	Name	Surname	Degree	•	Add New					
4/28/2022	Atakan	Sarac	TMV Ulke Sorumlusu	-				_		_
2/1/2022	Pamela	Aliaj	Student Affairs Officer		Role			Faculty	(All)	~
11/5/2021	Klaudia	Mersini	Student Affairs Officer		Active			Department		~
2/1/2022	Gazment	Shkrela	Senior Finance Specialist		Add					
2/1/2022	Besiana	Lipa	Senior Finance Specialist							
1/31/2022	Erkan	Erdemir	Rector		Date of Registration	Role Name				Aktif
2/1/2022	Daniela	Bozaxhiu	Records Officer			Finance	(All)		(All)	~
11/5/2021	Antonina	Duka	Records Officer		4/28/2022		(Al)		(All)	· · · · · · · · · · · · · · · · · · ·
2/9/2022	Irsida	Mezin	officer		Active / Pasive	Delete				
11/5/2021	Jona	Parroj	Head of Shpk Finance							
2/1/2022	Evis	Mehaj	Head of Records Office							
11/5/2021	Nertila	Paskali	Graduate Programs' Coordinator							
11/5/2021	Merita	Dinaj	Assistant to the Rector							
11/5/2021	Riza Feridun	Elgun	Administrator							
2/1/2022	Elvis	Cungu	Administrative Assistant							
11/26/2021	Finance	Office								
11/5/2021	admin	admin								
11/5/2021	Arta	Sinamati								
11/5/2021	Vehap	Kola								
11/5/2021	Ardian	Jaupi								
11/5/2021	Athina	Tori		•						

Screen def07-01



Institute

The use of the gold screens in the Institute tab (Advisor Assignment, Thesis and Thesis Exam Information, Doctoral Qualification Information, Doctoral Thesis Proposal and Thesis Monitoring Reports, Exam Tracking, Thesis Lists) is shown.

INS01 Advisor Assignment

Purpose and Scope: This is an application in which the course or thesis advisors of the students are appointed, and the advisor reports are processed.

Description: If a student's advisor changes, an update can be made.

Advisor Assigment				ins01					
Student Searching									
Student No:	1005 Search Cl	ear Department:	Business Administration						
Name:	AHMED	Faculty:	FACULTY OF ECONOMY AND BUSINESS						
Surname:	ABUHALALA	Status:	COURSE RENEWAL						
		Class	4th Class						
New Update	New Update Clear Collective Advisor List								
Drap a column header here to group by that column									
Advisor Name	Advisor Surname Advisor T	Type Assignment Date Ass	signment Numt Active						
				No data to display					
4				•					

Screen ins01-01

INS02 Thesis and Thesis Exam Information

Purpose and Scope: The thesis subject of students is an application in which the date-number information of the thesis is approved.

Description: If the student's thesis information is processed, thesis topics can be listed by the professors under the name of the thesis lists on the faculty member pages.

Thesis and Thesis Exar	n Informations			ins02
Student Searching				
Student No: Name: Surname:	1005 Search Clear AHMED ABUHALALA	Department: Faculty: Status: Class	Business Administration FACULTY OF ECONOMY AND BUSINESS COURSE RENEWAL 4th Class	
New Update Thesis Topic	Clear	Subject Approval Sub	oject Approval Expected Date Advisor	
				No data to display
4				•

Screen ins02-01



INS03 Doctoral Qualification Information

Purpose and Scope: This is an application in which information about students' doctoral qualification exams is processed and the qualification committee and jury members are defined.

Description: This information is processed into the system by student affairs.

Doctoral Qualification 1	Informations			In	503
Student Searching					
Student No: Name: Surname:	1005 Search Clear A+MED ABUHALALA	Department: Faculty: Status: Class	Business Administration FACULTY OF ECONOMY AND BUSINESS COURSE RENEWAL 4th Class		
New Update	Clear				
Exam Ne Written Exa	m Dat Oral Exam Date Result				
				No data to display	
4					Þ

Screen ins03-01

INS04 Doctoral Thesis Proposal and Thesis Monitoring Reports

Purpose and Scope: This is an application in which students' doctoral thesis proposal defense information, thesis monitoring committee, and thesis monitoring reports are processed.

Description: This information is processed into the system by student affairs.

Student Searching									
Student No:	1002 Searching Clear	Department:	Business Administration						
Name:	ADA	Faculty:	FACULTY OF ECONOMY AND BUSINESS						
Surname:	MUSABELLIU	Status:	COURSE RENEWAL						
		Class	4th Class						
New Update	Clear								
	se Ni Committee Approval Date Thesis Proposal Defe	ense Hi. Committee Electic	nn Deadlir Thesis Pronosal Defense Deadlin Comm	aittee Decision					
No data to display									
< × ۲									

Screen ins04-01

INS05 Exam Tracking

Purpose and Scope: It is an application in which the students who took the thesis, doctoral qualification exam, doctoral thesis proposal exams, and information about the exam results are reported.



Description: Filtering can be done according to faculty/department, education level, exam type, and exam result information.

Exam Tracking			ins05
Filter Faculty Department Option Study Level Student Status	Post Graduate Doctorate Art	Thesis Exam Exam Date Thesis Delayery Deadline Doctorate Thesis Proposal Tracking Committee Approval Time O	111503
Exam Type Exam Result Query Export To E	Thesis Exam PHD Qualifying Exam Doctorate Thesis Proposal	Defence Date Defence Deadline Deadline D	
Drag a column here			-
		No data to display	
4			•

Screen ins05-01

INS06 Thesis Lists

Purpose and Scope: The thesis advisor of students is an application that provides detailed reporting according to the thesis subject information.

Description: Filtering can be done according to faculty/department, education level, graduation date range, and stage information.

Thesis Lists								ins06
The Filter								
Faculty Department Option Student Status Study Level	Master's Degree PhD	Proficiency in Art		Prep Class Scientific Prep	Course	Thesis	*	
Graduation / Leaving Date		~						
Submit Query	Export to Excel							
Drag a column hea	ader here to group by that column							A
Faculty	Department	Option	Student No	Student Name	Student Surname Study Level	Thesis Adviso	r Thesis Topic	Subject Approval Date
					N	o data to display		
4								• •
•								,

Screen ins06-01

Diploma Procedure

The use of gold (Diploma Supplement, Temporary Graduation Certificate/Diploma) screens on the Diploma tab is shown.



DIP02 Temporary Graduation Certificate/Diploma

Purpose and Scope: Temporary graduation certificates and diplomas are printed in this application.

Description: The diploma number and date can be entered in the 'Registration Information' tab of the '*STD01 Student Search*' application, or it can be generated through this application according to the logic of giving a diploma number. After the students were added to the list, their documents were printed.

Temporary Graduation	n Certifica	ate / Diploma													dip02	
Temporary Graduat	tion Certifi	icate														
Branch Type		Main Degree			V	Faculty						Graduation Year				
Student No				Search C	lear	Department						Term of Graduat	ion:			
TC Identity No						ÖTeaching Level						Graduation Deg	ee			
Name						Period of Study:						Graduation Date			~	
Surname						Date of Registration					× .	Print Date	4/2		¥	
						Diploma Number				Create	Save					
Parameter 1						Parameter 3						Parameter 5				
Parameter 2						Parameter 4						Parameter 6				
Add to List Ex	dract List	Clear List	Search by Diploma	Number Temporary Gra	duation Certificate	Temporary Graduation Ce	ertificate		×							
						Change Signature		Report								
Drag a column head																
Branch Type						Bolum Adi		Adi	Soyadi						Uni Ka	
4) F	
Excel																

Screen dip02-01

DIP04 Diploma Book

Purpose and Scope: This is an application in which a diploma book is printed.

Description: Based on the faculty, the diploma number was also printed.

Faculty	INSTIT	UTE OF ECONOMY AND BUSINESS		v			ate of Graduation			✓ ·		
Department	29 MB/			R	egistration Year			~				
	🔲 Dip	loma Numbers Not Blank				D	iploma No					
Branch Type					2							
List Start Pa	age s	Starting Sequence No. Date	of Arrangement 4/28/2022		cument 🔵 Word D	ocument	Normal Credit 🔵 ECT	5 Credit Print Di	oloma Notebook			
Drag a column	header here to group by	y that column										
itudent No	Identity Number	Faculty Name	Section Name	Name	Surname	Diploma Number	Date of Graduation	Graduation Degree	Graduation Credit	Registration Year	Uni Registration Year	Father Name
							×				~	
515-MS	2515	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	KLEVIS	FRASHËRI		0 5/24/2021	3.11	63	2017	6/27/2011	EDMOND
665-MS	2665	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	EDUART	VLUSHA		0 7/12/2019	3.16	73	2011	1/30/2012	SHKELQIM
069-MS	3069	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	JOANA	QIRAXHIU		0 7/12/2019	3.32	63	2017	10/2/2013	THIMI
159-MS	4159	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	DORIS	BREGU		0 10/7/2019	2.9	63	2017		AGRON
207-MS	4207	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	TEA	JAHO		0 7/18/2019	2.83	63	2017		GENTI
209-MS	4209	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	JORGO	MIÇO		0 5/24/2021	3.22	63	2017		THOMA
270-MS	4270	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	ENEJDA	MURATAJ		0 10/19/2020	2.98	63	2017		REXHEP
504-MS	4504	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	PAOLA	MONÇE		0 10/19/2020	3.81	63	2018		NIKOLLAQ
516-MS	4516	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	BORA	BLLAMA		0 10/19/2020	2.87	63	2018		SPIRO
i44-MS	4544	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	KRIST	PETRAJ ZIÇISHTI		0 5/24/2021	3.18	63	2018		YLLI
ge 1 of 3 (25	items) < Prev 1 2	3 Next >										

Screen dip04-01



Petition

DEF11 Document Requests

On the Petition Search screen, students were able to list the documents they requested. Once you have documents ready for students to receive, you can pull them to the answered status. You can obtain information on the requested screen to excel.

The Filter	
Academic	
Year	
Semester	
Student No Search Clear Student Name	
Faculty Petition No.	
Department Result Article No	
Subject Student Document Request	
Status Open	
List New Update Clear Export to Excel Batch Update History Number of Documents	s Received Prepare selected documents
Document Type Student Certificate	
Document Number	
Document Language Turkish	
Branch Code (Transcript) Major	
Select All Clear the Selection	
Petitions	
Drag a column header here to group by that column	
Petition Tracking No. Student No. Name Surname Academic Year Academic Semester Faculty [Department Class Student Status Subject of Petition Document Language Number Petition Status Sending Ebys Result Petition Date 🔻 Petition No. Result Date Res
	No data to display
4	,
Document Requests	pet01
The Filter	
Academic Vear	
Semester	
Semester Student Name Student Name	
Semester Million Student No.	
Semeter Student No. Sourch (Karr Student Name Faculty V Petition No. Department V Result Article No	
Semeter Student No. Student No. Student Name Faculty Pettion No. Department Result Article No Subject Entry Date	
Semeter Student No. Sourch (Karr Student Name Faculty V Petition No. Department V Result Article No	
Semetar Endet Student No. Sourch (Max Student Name Faculty Pactor Pactor Department Result Article No Student Name Subject Entry Date Status	
Semetar Image: Control of Arrow Student Name Student No. Sourch) (Karr Faculty V Department Result Article No Subject Enryr Date Status V List New Update Clear Export to Excel Mathematic Update	Received Prepare selected documents
Semetar IIII Student No. Sourch (Barr Student Name Faulty Paulty Petton No. Department Paulty Result Article No Subject Paulty Result Article No Subject Result Date List New Update Clear Export to Excel Stath Update, History Number of Documents Document Type Select Paulty Paulty Number of Documents	Control Contro Control Control Control Control Control Control Control Control Co
Semetar IIII Student No. Search Gas Student Name Faculty Petition No. Department Petitione	Received Prepare selected documents
Semetar IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Control Contro Control Control Control Control Control Control Control Control Co
Semetar IIII Student No. Search Gas Student Name Faculty Petition No. Department Petitione	excelved Prepare selected documents us user you want to update the status of the selected requests as answered?*
Semetar IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	excelved Prepare selected documents us user you want to update the status of the selected requests as answered?*
Semetar	excelved Prepare selected documents us user you want to update the status of the selected requests as answered?*
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	excelved Prepare selected documents us user you want to update the status of the selected requests as answered?*
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Received Prepare selected documents su sure you want to update the status of the selected requests as answered? tata Cancel
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	excelved Prepare selected documents us user you want to update the status of the selected requests as answered?*
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Received Prepare selected documents su sure you want to update the status of the selected requests as answered? tata Cancel
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Received Prepare selected documents se sare you want to update the status of the selected requests as anowered? state Cancel repartment Class Student Status Subject of Petition Document Language Number Petition Status Sending Ebys Result Petition Date V Petition No. Result Date Res
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Received Prepare selected documents se sare you want to update the status of the selected requests as anowered? state Cancel repartment Class Student Status Subject of Petition Document Language Number Petition Status Sending Ebys Result Petition Date V Petition No. Result Date Res
Semetar IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Received Prepare selected documents se sare you want to update the status of the selected requests as anowered? state Cancel repartment Class Student Status Subject of Petition Document Language Number Petition Status Sending Ebys Result Petition Date V Petition No. Result Date Res

My Information

The use of the gold (Password Change) screen of the My Information tab is shown.

INF07 Password Change

Purpose and Scope: Users can change their passwords at any time.

Passivora change	
Your Current Password Your New Password Your New Password (Again)	For password change, you must enter your current password and the new password you will replace it with twice.
Save	



Screen inf07-01

SMS (Student)

System Entry

Address to log in to systemsTo log into the system, the Student Number must be written opposite the Student Number field in the window that opens when the Enter key is pressed. It is necessary to log into the system with the new password received from the student affairs office.Changing the password when logging in was recommended for the first time.

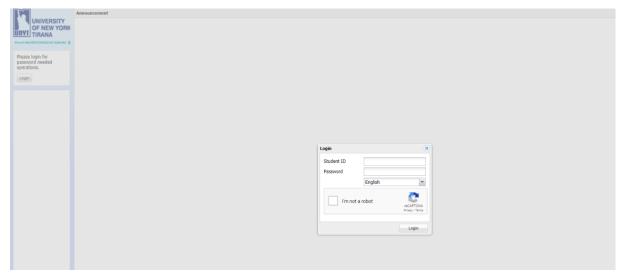


Figure2System Entry

My Information

The use of the gold (Password Change, Advisor Information, Transcript, Attendance Records) screens of the information tab is shown.

INF01 Supervisor Information

Students can learn about their advisors in this section.



Figure 3 Student Supervisor Information



INF02 Student Information

From this section, the students can see their own information and update those that are open for updating.

	Student Informations		inf02
UNIVERSITY OF NEW YORK	Name	ALEXSANDER	
UNYT TIRANA	Sumame	ALEXAMPLER ALEXAMPLE A	
Parter HAARPSCHOOLS OF ALBANA	Student ID	1007	
	Passport No	1007	
	Faculty	FACULTY OF ECONOMY AND BUSINESS	
	Department	FAUGUT OF ELUTIONT AND EDUITESS Usuiness Administration	
	Option	posteso volutios volu	
	Level of Course	Undergraduate	
ALEKSANDER NACI	Class	Annual paradout	
Logout	Regist. Year	2002	
	Registration Season	ave Giz	
	Registration History	6.09.204	
My Information	Education Year	3	
Supervisor Information	Education Semester		
	Status	COURSE RENEWAL	
Student Informations Transcript	Military Service Deferment History		
My Courses	Email		
General Informati	Phone		
Survey	Mobile		
Enrollment	Address		
Petition			
Message			
	District		
	Postal Code		
	Blood Type	×	
	City		
	New Password		
	Confirmation		
	✓ Save		

TRN01 Transcript

The student can see their transcripts in this section.Cannot be used as official documents.

200	Transcript									tm01
Nii/	Degree:	Major		V C O Download						
en a										
GAU										
		Faculty /	School	. Frankrightener Griener						
ÖZNER KAMBUR			nt - Program	 Faculty of Human Sciences Psychology 						
		Last Nam	e	: KAMBUR	Date of Reg	istration	: 27.07.2001			
Logout		Name		: ÖZNER	Date of Gra		:			
		Student N		: 010703044 (1ECE024)	Graduation	CGPA	:			
1 Hy Information		Identity M Date of Bi		: 06.02.1984	Date of Iss	10	: 28.04.2022			
My Advisor				2001-200				-		
Update My Info		Code	Title of Course		- (· · · · · ·)	ECTS Credits	Grade		Gr.Pts	
Transcript		BUS101 BUS103		lusiness Management I *		8,00	W *	3,00 3,00	0,00 2,10	
Report Card		BUS103 BUS105		Computer & Information Systems * lehavioural Science I *		4,00	F.*	3,00	0,00	
Hy Courses		EGL101	Development of			4,00	D- *	3,00	2,10	
Registration		MAT101 NH001	Business Mathem National History			8,00	F*	3,00	0,00	
Letter		GPA	0.35			TOTALS	-	12,00	4,20	
		CUM. GP/				GRAND TOTAL	s	12,00	4,20	
				2001-2002	(SPRING)					
		Code	Title of Course			ECTS Credits	Grade		Gr.Pts	
		BUS104 BUS105	Computer Applic	ations * lehavioural Science I *		6,00 6,00	W *	3,00 3,00	0,00 0,00	
		BUS105 BUS203	Financial Account			6,00	F.*	3,00	0,00	
		EGL102	Development of	Writing Skills *		4,00	F*	3,00	0,00	
		MAT101 NH001	Business Mathem National History		SU -	8,00	F*	3,00 0,00	0,00	
		GPA	0.00		<u> </u>	TOTALS	-	12,00	0,00	
		CUM. GP/				GRAND TOTAL	s	18,00	4,20	
				2002 200	3 (FALL)					
		Code	Title of Course			ECTS Credits	Grade		Gr.Pts	
		BUS101 BUS105		lusiness Management I		8,00 6.00	F *	3,00 3,00	0,00 0,00	
		BUS105 BUS203	Financial Account			6,00	X	3,00	0,00	
		EGL102	Development of	Writing Skills		4,00	D+	3,00	3,90	
		MAT101	Business Mathem	natics I *		8,00	F*	3,00	0,00	
		NH001 GPA	National History 0.32	*		2,00 TOTALS	*	0,00	0,00	
		GPA	0.32			TOTALS	-	15,00	3,90	

Figure 4 Student Information

My Courses

The use of gold (My Semester Grades, Course Schedule) screens in the My Courses tab is shown.

CRS08 My Current Grades

In this section, students view their grades during the active teaching period.



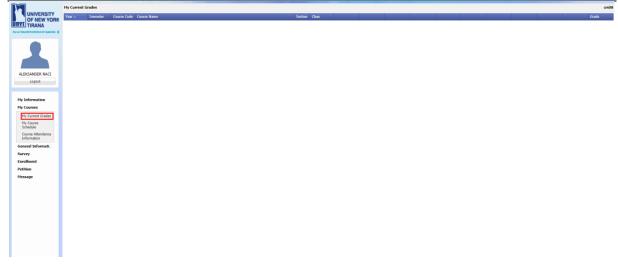


Figure 6 My Current Grades

INF08 My Course Schedule

In this section, students view their grades during the active teaching period.

	Hy Course Schedule							inf0
UNIVERSITY OF NEW YORK TIRANA		Apr 25, 2022	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	May 1
	8am							
	9am							
	10am							
ALEKSANDER NACI	11am							
Logout	12pm							
My Information	1pm							
My Courses My Current Grades	2pm							
My Course Schedule	3pm							
Course Attendance Information	4pm							
General Informati	5pm							
Enrollment	6pm							
Petition	opm							
Message	7pm							
	8pm							
	9pm							
	10pm							
	11pm							

Figure 7 My Course Schedule



STD18 Course Attendance Information

This is the area where students can see the attendance chart of their department.

	Course Attendance Informatio	a									std18
OF NEW YORK	My Courses										
	Drag a column header here	to group by that column									
	Academic Year Academi Season	K Faculty		Department	Cours	e Code Course Name		Class		Attendance Status	
	♥	\$		♥ [P			♥	Dallon Percentage	Ŷ	
ALEKSANDER NACI					No data to disp	lav					
Logout					No data to disp						
	4										
My Information	Select										
My Courses	Records of Course Attendance										
My Current Grades											
My Course Schedule	Drag a column header here	to group by that column									
Course Attendance Information	Student Name/Surname	Classroom Code	Date	 Start Time 	 Finish Time 	Attendance	Course Type		uddon Percetage		
General Informati		♥	♥	V V	\$	♥	V	♥		~	~
Survey											
Enrollment					No data to disp	lay					
Petition	4										
Message											
(I											



General Information

INF03 Department Information

From this screen, students can review the list of courses belonging to faculties and departments.

	Department	Courses			inf03
	Faculty: Departmen	FACULATY OF ECONOMY AND BUSINESS IN Applied Banking and Finance In			
	Course Code	Course Name	Class	Term	Degree
	211101	PNAKLA ACCOUNTING	Prep Class	0-Year	Major
	421101	COLLEGE ALGEBRA	Prep Class	0-Year	Major
ALEKSANDER NACI Logout	421102	COLLEGE TRIGONOMETRY	Prep Class	0-Year	Major
	611101	convosition i	Prep Class	0-Year	Major
My Information	201101	STATISTICS FOR BUSINESS AND ECONOMICS 1	Prep Class	0-Year	Major
My Courses General Informati	422103	cucaus I	Prep Class	0-Year	Major
Department Courses	151170	HUMAN BOLOGY	Prep Class	0-Year	Major
Survey	401202	COMPUTER APPLICATIONS	Prep Class	0-Year	Major
Enrollment	901103	EU HEALTH 1550ES	Prep Class	0-Year	Major
Petition Message	TUR 131	Turkeh Language I	Prep Class	0-Year	Major
	TUR 132	Turkish Language II	Prep Class	0-Year	Major
	MRKT 201	Perceptes of Marketing	Prep Class	0-Year	Major
	MATH 202	Hethemsics for Business and Finance	1st Class	Spring	Major
	FLC-1	1. Sementer Foreign Language Courses	1st Class	Autumn	Major
	FLC-2	2. Semester Foreign Language Courses	1st Class	Spring	Major
	CS 102	Computer Applications	1st Class	Autumn	Major
	MNG 101	Principles of Management	1st Class	Autumn	Major
	ABF 101	Introduction to Pinance and Pinancial Systems	1st Class	Spring	Major
	2000 LOI		•••	Partice .	*****

Survey

Showing the use of the gold (survey) screen in the survey tab.

SUR02 Evaluation Survey

The Survey defined by the university administration for each course is answered with this screen.

In this section, students can fill out a survey about the courses they are responsible for.



The student must answer all questions. Otherwise, the survey is deemed not to have been completed, and the Save operation is not allowed.

	valuation Survey	sur02
UNIVERSITY OF NEW YORK TIRANA	To continue your process, You have to choose a course below and click. You barves' button to complete your Questionnaire.	
	kurse Code Course Name	
	🗢 Go Io Sunny (
ALEKSANDER NACI		
Logout		
In the second second		
My Information My Courses		
General Informati		
Survey		
Evaluation Survey		
Enrollment		
Petition		
Message		

Figure 8 Survey

After the survey of the relevant course is selected, the process continues with the 'Go to Survey' button.

	s
	01 02 03 04 05
2. Ders dış bilgissyar kullanın imkâni (internet, e-mail)	01 02 03 04 05
1. Yüksekokulun kariyer ile ilgili sağladığı aşağıdaki hizmetlerden memnuniyet düzeyiniz nedir?	
1. Melek Yülsekolulunun iş dünyasın tanmada sağladığı imkanlar (konuşmacı getirme, tekinik gezi, staj, vb.)	◎1 ◎2 ◎3 ◎4 ◎5
İ. Yüksekokul kantinini ile ilgili sağladığı aşağıdaki hizmetlerden memnuniyet düzeyiniz nedir?	
1. Kantinin sunmuş olduğu ürün çeşitliliğinden	◎1 ◎2 ◎3 ◎4 ◎5
2. Karbin görevfillerin / çalışanların hizmetlerinden	◎1 ◎2 ◎3 ◎4 ◎5
3. Kantinde sunulan ürünlerin fiyatlarından	◎1 ◎2 ◎3 ◎4 ◎5
4. Kartinin temizilğinden	◎1 ◎2 ◎3 ◎4 ◎5
5. Kantinin dekorasyon, dizayn ve ferahliğindan	◎1 ◎2 ◎3 ◎4 ◎5
6. Karbini kapasitesinden	◎1 ◎2 ◎3 ◎4 ◎5
J. Yüksekokul Yöneticilerinin öğrencilere yönelik yaklaşımları hakkındaki memnuniyet düzeyiniz nedir?	
1. Sorunlarınızı ve önerilerinizi iletebilime kolaylığı	◎1 ◎2 ◎3 ◎4 ◎5
2. Sorunlarınza ve önerlerinize karşı duyarlık	◎1 ◎2 ◎3 ◎4 ◎5
3. Sizi ilgilendiren duyuruların zamanında ve etkin olarak yapılması	◎1 ◎2 ◎3 ◎4 ◎5
4. Tüm öğrenclere adıl davranılması	◎1 ◎2 ◎3 ◎4 ◎5
K. Avrupa Meslek Yüksekokulu Üst Yönetimi'nin öğrencilere yönelik yaklaşımları hakkındaki memnuniyet düzeyiniz nedir?	
1. Sorunlarnızı ve önerlerinizi iletebilme kolaylığı	◎1 ◎2 ◎3 ◎4 ◎5
2. Soruhlarniza ve önerlemize karpi duyarhlik	◎1 ◎2 ◎3 ◎4 ◎5
. Meslek Yüksekokuluna ilk geldiğiniz zaman bu yüksekokul hakkındaki düşüncenzi en iyi gösteren ifadeyi seçiniz.	◎1 ◎2 ◎3 ◎4 ◎5
1. Şu anda Avrupa Meslek Yüksekokulu hakkındaki düşüncentzi en iyi gösteren ifadeyi seçiniz.	◎1 ◎2 ◎3 ◎4 ◎5
I. Avrupa Meslek Yüksekokulunun bir öğrencisi olmaktan gurur duyuyorum.	◎1 ◎2 ◎3 ◎4 ◎5
). Avrupa Meslek Yüksekokulunda öğrenci olmayı başka bir arkadaşınza ya da yakınınza tavsiye eder misina?	◎1 ◎2 ◎3 ◎4 ◎5
lave etmeyi düşündüğünüz şeyler;	
Save	

Figure 9 Survey Answering

After the survey questions are answered, the process is completed with the 'Save' button.

Registration

The use of the gold (Enrollment Renewal) screen of the registration tab is shown.

ENR03 Enrollment Renewal

The student records for courses from this department for the active academic year/semester.



In this field, the student can see their contact information next to their picture. They can access their transcript and see the courses they can take this semester from the "Courses That Can Be Taken" section. When you select the course from this field and press the "Add to Selected Courses" button, the course will go to the "Selected Courses" field.

In the "Selected Courses" field, you can see the courses with Course Conflict, the total credits of the selected courses, and remove the selected course with the "Remove from Selected Courses" button. When the "Save Selections" button is pressed, the date field in the "Confirmation Date" column will show that it is the date and time when the "Save Selections" button was pressed. After the students make the course selections, they are sent to the advisor for approval. Students who have received the approval of their advisor cannot renew their course selection. Looking at the applications, all fields appear passive.

When a student completes the course selection process, they can follow their weekly course schedule from the bottom section of the application.

	Enrollment Renewal						enr03
	Name Surname Student ID Level of CC Regist. Yes Age Regulation	ourse Undergraduate ar 2002	Faculty Department Option Class Status Scholarship Education Plan	FACULTY OF ECONOMY AND BUSINESS Business Administration 4 COURSE RENEWAL	button afterwards.	nd Spring Semester are listed below. I ist and click 'Add to Selected Courses' button right below that I with clicking 'Save Selection' button. Therefore <u>save voor course</u>	
	Advisor Info						Help Regulations
ALEKSANDER NACI	Open Courses						
Logout	Code Course Name				Instructor	Class Section Year Credit ECTS Type S	tatus {{kayitlanan_sayisi
Hy Information Hy Courses General Informati Survey Enrollment Enrollment Enrollment Paymot Plan Petition Hessage							
	+ Add to Selected Courses	Add a Non-listed Course					
	Selected Courses						
	Code Course Name			Instructor			/pe Confirmation Date
						0 0	
	- Remove from Selected Courses	s 🕑 Save Selection					

Figure30 Enrollment Renewal



This process should be carried out according to the attached steps. First, the courses are selected from the 'Courses That Can Be Taken' list and the process continues with the 'Add to Selected Courses' button.

	Enrollment Renewal							enr03
	S L R A	Age	ALEKSANDER NACI 1007 Undergraduste 2002 A-F	Faculty Department Option Class Status Scholarship Education Plan	FACULTY OF ECONOMY AND BUSINESS Business Administration 4 COURSE RENEWAL	button afterwards.	Id Spring Semester are listed below. Isst and click 'Add to Selected Courses' button right below that list. with clicking 'Save Selection' button. Therefore <u>save your course sel</u>	
	1 Advisor Info							Help Regulations
ALEKSANDER NACI Logout	Open Courses							
Logion	Code Course I	Name				Instructor	Class Section Year Credit ECTS Type Statu	s {{kayitlanan_sayisi
My Information								
My Courses								
General Informati Survey								
Enrollment								
Enrollment Renewal								
Payment Plan								
Petition								
Message								
	+ Add to Selected Co	ourses 🔳 Add a	Non-listed Course					
	Selected Courses							۲
	Code Course I	Name			Instructor		Class Section Year Oredit ECTS Type	Confirmation Date
							0 0	
	- Remove from Selec	ected Courses	Save Selection					
Elou .								- *

Figure 11 Enrollment Renewal 2

After the Second Step, the courses in the 'Selected Courses' list are registered with the 'Save Selected' button, and the course registration process is carried out to submit the advisor's approval when the information in the screenshot is received.

MNY03 Payment Plan

It is the screen used for students to view their debts to the university, their installments related to debts, and payment information. The Registration > Payment Plan screen opens from the student's left menu. On the screen that opens, the debts of the student are listed with the "List Debts" button. Installment and payment information regarding debts can be viewed.

UNIVERSITY OF NEW YORK TIRANA	Payment Plan	ist Debts]											
ABTOOD OF ALLAN	Drag a column H	header here to grou	p by that colu	nn										
	Student Number	Academic Year	Name	Sumame	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currency	Amount	Amount Description	Scholarship Description	Status
						•								
LALAHAD IDIAH	(ii) 4540						FACULTY OF ECONOMY AND BUSINESS	Business Administration						
Logout	Installmen	it Info												
Information	Installmen	it No.			Amour	t		Installment Date						
Courses					1		450.00	10/20/2021						
rvey rollment	4540	2021	HEIDI	QEHAJAJ	UNYT	Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	0.00	Euro	0.00			
Enrolment Renewal Payment Plan	4540	2021	HEIDI	QEHAJAJ	UNYT	Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	0.00	Euro	0.00			
essage														



Students could not make any changes on this screen. They can view the debts incurred when they choose a course during the registration renewal process through the system.

Petition

The use of the gold (Document Request) screen of the Document Request tab is shown.

PET04 Document Request

Students can request documents using this application. Student Affairs evaluates these requests and makes necessary preparations for the student to receive them. The student obtains information by following the prepared documents.

UNIVERSITY OF NEW YORK TIRANA	Document Request	t								pet04
OF NEW YORK	Letter Request									
				Note :			-			
1	Request Type Number	Student Document Requ	Jest							
ALEKSANDER NACI							*			
Logout				4)			
Hy Information	Save									
My Courses	Requests									
General Informati	Year	Semester	Class	Request Type	Request State	Request Date	 Request No 	Result Date	Result no	Number
Survey						No data to display				
Enrollment Petition										
Document Request	4									
Message										

Figure42 Document Request

Message

Showing the use of the gold (My Messages) screen in the Message tab.

UTL04 My Messages

This is the area where the messages conveyed to students from the relevant institutions and cadres of the university are listed. Students can exchange messages with advisors.



Figure 13 My Messages



SMS (Instructor)

System Entry

Address to log in to systemlsTo log into the system, the <u>e-mail address or user name</u> must be written opposite the Faculty Member field in the window that opens when the Login button is pressed. It is necessary to log into the system with the new password received from the student affairs office. Changing the password when logging in was recommended for the first time.

Instructor		
Password		
	English	~
🗸 l'm no	t a robot	reCAPTCHA Privacy - Terms
		Login

Resim.5System Entry

My Information

The use of the gold (Password Change) screen of the My Information tab is shown.

INF05 Password Change

On the Password Change page, the title, name, surname, unit, and sub-unit of the academic staff are withdrawn from the academic staff automation system and displayed in these fields.

Simultaneously, updatable fields such as university room, university phone, Phone, Mobile, E-mail, Web, New Password, Password Verification are created, and data entries are transferred to the automation system.



Password Change	
_	
Title	Instructor
Name	
Surname	Campana
Faculty	FACULTY OF LAW AND SOCIAL SCIENCES
Department	Psychology
University Room	
University Phone	
Phone	652005555
Mobile	
Email	el-rogiober - Campingiani
Web	
New Password	
Confirmation	
✓ Save	

Figre.2 Password Change

Student

The golden screens of the student tab (My Supervisory, Student Search, Registration Approval, Student's Attendance Information, Thesis Lists) were used.

STD05 My Supervisory

On the page that My Supervisory, the page that My Supervisory is reflected, which is reflected in the student module in the academic staff automation system.

The faculty member lists the students he/she advises by filtering the Status, Branch information.

Student number, Name, Surname, education level, faculty, Department, Class, Status, Advisor, Branch information are shown in the listing.

Students can view general, history, dissertation, and tuition fee information. The transcript can also review Report Card reports.

When a listing is made, clicking on the student opens the students' information page.



1y Su	pervisory							std0
Filter								
Instr	uctor:	Instructor Comment	makes dirite		~			
Statu	IS:	Registrate	~		×			
Degr	ee:				~			
Q, F	ilter							
	Student ID	Name	Surname	Level of Course	Faculty	Department	Class	Status
1	1619	JOLANDA	VRENOZI	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	COURSE RENEWAL
2	1868	GJERGJ	PRELA	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	COURSE RENEWAL
3	2016	ERIS	PALUSHI	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	4th Class	COURSE RENEWAL
4	2103	FJONA	ADILI	Undergraduate	Faculty	UNDECIDED	4th Class	COURSE RENEWAL
5	2306	ANXHELO	DALIPAJ	Undergraduate	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	COURSE RENEWAL
	Page 1	of 1 🕨 🕅						Displaying 1 - 5 of

Figure.3 My Supervisory

The faculty member can list the students that he/she advises with this function.Again, with this function, it can select any student and view the student's general information, transcript, history, report card, thesis information, tuition fees, and curriculum information.

My Superv	Student Info	rmation								×		std05
Filter	General	Transcript	History	Report Card	Student Report Card	Thesis	Tuition	Curricul	um			
Instructo Status:	9	Su St	ame Irname udent ID	201 mm23) N 144 1010			Faculty Departr Option	nent	FACULTY OF ECONOMY AND BUSINESS Business Administration	5		
Degree:		Re Ag	egist. Year je	Undergradua 2006 34	te		Class Educati Semest	on er	4th Class 0			
Stu		Ph	one	000055-011			Status Scholar		COURSE RENEWAL		Class	Status
1 161 2 186 3 201 4 210 5 230		Er	obile nail Idress	02974525 5292_n/@ho	tmail.com	in series for	Advisor		Instructor House and the		4th Class 4th Class 4th Class 4th Class 4th Class 4th Class	COURSE RENEWAL COURSE RENEWAL COURSE RENEWAL COURSE RENEWAL COURSE RENEWAL
Studer										ОК		Displaying 1 - 5 of 5

Resim.4 See Student Information

ENR03 Enrollment Confirm

The faculty member carries out the approval procedures for the course selection of the students for the active academic year/semester from this department.



ENROLLMENT CONFIRMATION SCREEN – 1

	nfirm						en
iltre							
Student ID:							
Faculty:			*				
Department:			~				
Option:			~				
Class:		✓ Status:	*				
Q Filter C	Clear Filter 🖌 Course Enrollment	Report U Transcript					
tudents							
Student ID	Name	Sumame	Faculty	Department	Class	Status	Degree
1619	JOLANDA	VRENOZI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree
.868	GJERGJ	PRELA	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree
016	ERIS	PALUSHI	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	4th Class	No action yet	Main Degree
2103	FJONA	ADILI	Faculty	UNDECIDED	4th Class	No action yet	Main Degree
306	ANXHELO	DALIPAJ	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree

Resim.6 Enrollment Confirmation Screen

In the Status column, the latest status information of the students can be observed, and the students can be filtered with the filter. The Faculty Member selects the Renewal of Registration function by selecting the student to be approved.

- The students in red are those who have not yet made transactions.
- Green students are those who have completed the registration renewal process.
- Students in yellow await advisory approval.

ENROLLMENT CONFIRMATION SCREEN – 2

The faculty member can be seen in this area next to the student's contact information. You can access the student's Transcript and see the courses they can take this semester from the "Courses That Can Be Taken" field. When you select the course from this field and press the "Add to Selected Courses" button, the course will go to the "Selected Courses" area.



Student ID 1966 Administration button right below that list. Click 'Save Selection' button afterwards. Level of Course Undergraduate Option Please note, you should confirm your selected courses with clicking 'Save Selection' button. Regulations A-F Scholarship Fduration Plan Return to list List Student Information Fduration Plan Image: Course Selection Plan	Administration button right below that list. Click 'Save Selection' button afterwards. Option Please note, you should confirm your selected courses with clicking 'Save Selection' button. Therefore save your course selection before leaving this page. Status COURSE RENEWAL Scholarship Fduration Plan Fduration Plan Image: Course selection before leaving this page.
Level of Course Undergraduate Option Regist. Year 2007 Class 4 Age Status COURSE RENEWAL Regulations A-F Scholarship Education Plan Education Plan	aduate Option Please note, you should confirm your selected courses with clicking 'Save Selection' button. Class 4 Therefore save your course selection before leaving this page. Status COURSE RENEWAL Scholarship Scholarship Fduration Plan Please note, you should confirm your selected courses with clicking 'Save Selection' button.
Regist. Year 2007 Class 4 Age Status COURSE RENEWAL Therefore save your course selection before leaving this page. Regulations A-F Scholarship Fduration Plan Help Regul Courses Courses	Class 4 Status COURSE RENEWAL Scholarship Fduration Plan
Regulations A-F Scholarship Return to list Student Information A-F Scholarship Return to list Student Information A-F Scholarship n Courses	Scholarship Education Plan
Return to list Student Information Help © Regul	Education Plan
Return to list 2 Student Information Regul	Help Regulations
	Instructor Class Section Year Credit ECTS Type Status {{kayitlanan_sayis

Figure.7 Student Enrollment Renewal

In the "Selected Courses" field, you can see the courses with Course Conflict, the total credits of the selected courses, and remove the selected course with the "Remove from Selected Courses" button. When the "Save Selections" button is pressed, the date field in the "Confirmation Date" column will show that it is the date and time when the "Save Selections" button was pressed. After the students make the course selections, they are sent to the advisor for approval. Students who have received the approval of their advisor cannot renew their course selection. Looking at the applications, all fields appear passive.

REPORT - 3

When the advisor wants to get the report of the courses that the students have registered, they can get the registration approval report with the "Report" button.



STD18 Student's Attendance Information

Faculty members can manage the attendance status of the students they teach using this screen (STD18) function.

Faculty members can manage the attendance status of the students they teach using this screen (STD18) function.

Select: With this button, the instructor selects the course for which he will enter attendance information among the courses he gives, and the student attends as the desired date and time from the "Course Attendance Records" section.

Report: With the button, the instructor can get the attendance report of the course he has chosen among the courses he has given.

Update all of them continuously; with the button, faculty members constantly update the students in the course they choose from the courses they give.

Update all absentees; with the button, the faculty members update the students in the course they choose from the courses they give as absent.

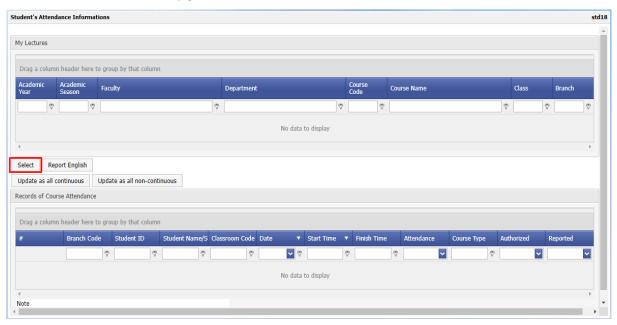


Figure.8 Student's Attendance Information

Course

Under the course menu, you can access the courses I have given, grade entry, final registration, grade entry, course schedule, course catalog description, and survey results pages.

CRS07 My Lectures

On the My Lecture page, the Courses I Give page, which is reflected in the academic staff module in the automation system, is reflected.



By listing the courses given on the basis of academic year/semester, the faculty member can obtain the CLASS/ATTENDANCE lists, including Faculty, Department Course Code, Course Name, Class, Branch. Courses are displayed in separate groups based on the academic year and semester. It can list the general, thesis, history, report card, transcript, and tuition fee information of the students in the L requests by double-clicking.

By selecting the course and clicking on '*Class List*, all the students enrolled in the course will be displayed. The list is available in PDF/Excel format.

My Courses						crs
Year - Semester 🗸	Faculty	Department	Course Code	Course Name	Class	Section
🖃 Year - Semester: 202	1-2022 2.5pring					
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	HIST102	Theories and Methods in History II	1st Class	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	HIST208	History of Medieval Europe	2nd Class	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	TAR428	Bitirme Tezi	4th Class	5
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR512	Tarih Yazıcılığı II	Course	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR522	Tarih Semineri	Course	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR590	Yüksek Lisans Tezi	Thesis	5
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR591	Yüksek Lisans Semineri	Thesis	5
∄ Year - Semester: 201 ∄ Year - Semester: 201 ∄ Year - Semester: 201 ∄ Year - Semester: 201	9-2020 1.Autumn 8-2019 2.Spring					
Year - Semester: 201	7-2018 2.5pring					
Year - Semester: 201	7-2018 1.Autumn					
Year - Semester: 201	6-2017 2.5pring					
4 Page 1	of 5 🕨 🕨 🥏				Displaying	1 - 25 of 1
Students List						

Figure.60 My Courses

Double-click the course to obtain a list of learners enrolled in the selected course.

	2 Spring Arts History - Undergraduate Theories and Methods in History II			
+ Return to	o list			
Student ID	Full Name	Description	Quota Type	
010318010	OV/ There To NPR		First Enrollment	
0102-19008	/ izinne % I' D. Z	1. Repeat, Attended	First Enrollment	
01//3190.)9	Şalıma Ak Çı'lı	1. Repeat, Attended	First Enrollment	
15.31900.0	N X air in HUSAT		First Enrollment	
0.0019163	, il hun Y Ü N SÖ F	1. Repeat, Attended	Second Enrollment	
11-13010-002	Limatikeen 1945		First Enrollment	
01 C 0003	14 JF martex Talle JQA, ER		First Enrollment	
01 8:0101	Eini in Di DiV		First Enrollment	
	Reh – Nur Gilgi AAN		First Enrollment	
0103 10 10 1	in a long of the		First Enrollment	
	I A A TREE	1. Repeat, Attended	First Enrollment	
	Enir vin TÜRY IS		First Enrollment	
	H offer & artis		First Enrollment	
	N KİÇ DIATIAN		First Enrollment	
	Everné Voltin		First Enrollment	
	Not way a GUM RT		First Enrollment	
	Nue Mercel GBIAR		First Enrollment	
	statey out and		First Enrollment	
🛛 🔄 🛛 Pa	age 1 of 1 🕨 🕅 🧬			Displaying 1 - 25 of 2

Figure.11 My Courses 2



When you want to see the detailed information of the desired student in the selected class list, the student can be double-clicked on and the student information can be examined in detail.

General	Transcript History	Report Card Student Report Card Thesis	Tuition Curricu	ılum	
	Name		Faculty	Faculty of Arts	
-	Surname	MIDAY	Department	History	
1	Student ID	010310010	Option		
	Level of Course	Undergraduate	Class	1st Class	
1 12	Regist. Year	2019	Eğitim Yarıyılı	2	
1	Age	21	Status	COURSE RENEWAL	
and a second	Phone	5510011032	Scholarship	% 75 Discount	
		5010011002	Advisor	Dr. Fac. Munder Contraction The address	
	Mobile				
	Email	muratab10@20mayin advite			
		beutrises.murat2000-Furnail.com			
	Address	AREALTY MAIN MARKIESKE GAM APT, POSS NO: 11 IV RAFENO: 5 March AB TOTARUUL			
					ок

Figure.12 Student Detailed Information

GRD01 Grade Entry

Faculty members can enter the grades of exams such as midterm, final, and makeup exams from the courses they are responsible for into the system through this application.

The instructor can enter grades by selecting the course and clicking the "Grade Entry" button or by double-clicking on the course and listing the students who have taken the course.



Grade Entry								gr
Year - Semester 🗸	Faculty	Department	Option	Course Code	Course Name	Class	Sectior Status	Status Date
Year - Semester: 202	21-2022 2.5pring							
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		HIST102	Theories and Methods in History II	1st Class	Final Exam Temp	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		HIST208	History of Medieval Europe	2nd Class	Final Exam Temp	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		TAR428	Bitirme Tezi	4th Class	5	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR512	Tarih Yazıcılığı II	Course	Final Exam Temp	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR522	Tarih Semineri	Course		
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR590	Yüksek Lisans Tezi	Thesis	5	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR591	Yüksek Lisans Semineri	Thesis	5	
Year - Semester: 202	21-2022 1.Autumn							
🗷 Year - Semester: 202	20-2021 2.5pring							
Year - Semester: 202	20-2021 1.Autumn							
Year - Semester: 201	19-2020 2.5pring							
∃ Year - Semester: 201	19-2020 1.Autumn							
Year - Semester: 201	18-2019 2.5pring							
Year - Semester: 201	18-2019 1.Autumn							
∃ Year - Semester: 201	17-2018 2.5pring							
	ade Entry Report							

Figure.13 Grade Entry

Exam Definitions

By clicking on the "Exam Definitions" button, the names, numbers, impact rates, and publication of the exams to be defined are defined.

If you want to change the exam name and impact rate, changes can be made by clicking on the relevant section.

In exam definitions, the publish box must be clicked for the grades taken in the exam to be seen by the students.

All grades taken in the exams where the Publish box is clicked are seen on the students' mid-term grade page.

Students could not see the grades on the exams for which the Publish box was not clicked.



2021-2022 Sprin Institute of Socia FAR512 Historiog Assoc. Dr. Özlem	al Sciences History								Sınava girmeyen öğrenciler için puan alanına -1 yazılmalıdır. Notlar tamsayı olarak girilmelidir.
Return to list	Z Exam Definitions 🛛 Help 🔤	Export to	Excel Gra	de Report					
otlar									
Student ID	Full Name			Not atten	d Vize1	Sunum	Ara ödev		
1	thehammed Vesser ANTE DIZ				0	87	0		
2	Giner Dilgenan A/DIM				0	0	0		
3	Ahmat KALKAN	_			0	85	0	_	
4	Miray Makhula KTLDİÇ	Exan	n Definitions					×	
5	Aledalitadi Orona	#	Name				Percenta	Publish	
6	Cofe Acof YORULMAZ	1	Vize1				40		
7	Öznur PALCI	2	Sunum				10		
8	Fatma Patal COUR	3	Ara ödev				10		
9	Rameyra 20RLU	4	Vize4				0		
		5	Final				40		
		6	Bütünleme				40		
		105	Vize5				0		
							0	< Notes that the second	
Page 1	of 1 🕨 🕅 🍣								Displaying 1 - 5

Figure.14 Exam Definitions

Export to Excel

With the Export to Excel button, the list of notes was transferred to Excel.

Exam Report

You can obtain a list for the exam record with the Exam Report button.

Student Detail Information Viewing

Double-click on the "Student Information" button or the student to get information about the students during the grade entry order. In the window that opens, you can view the student's general information, transcript, history, report card, thesis, tuition fee, and curriculum information.



irade Enti	Student Info	rmation								×	grd
2021-2(General	Transcrip	t History	Report Card	Student Report Card	Thesis	Tuition	Curriculu	ım		buan alanına -1 yazılmalıdır.
Institut		N	ame	Alimet			Faculty		Institute of Social Sciences		
TAR512 Assoc. [S	urname	KALINAN			Departn	nent	History		
_	38	SI SI	tudent ID	20022153-02			Option				
+ Return	10	K L	evel of Course	Masters			Class		Course		
	VB/2	R	egist. Year	2021			Eğitim Y	(arıyılı	2		
Notlar	CER AL	A	ge	26			Status		COURSE RENEWAL		
Stud	CONTRACTOR OF A	P	hone				Scholars		Scholarship		
1				50005555601			Advisor		Research Assistant Cengiz YOLCU		
2		м	obile	0000000001							
3		E	mail	1@1	Omayis.edu.vr						
4				abetHundous	aumania am						
5		A	ddress								
6											
7											
8											
9											
14 4 1											Displaying 1 - 9 of
3 Studer										ок	✓ Sav

Figure.15 Student Information

Grade Entry

The course for which the grade is to be entered is double-clicked, or the course is selected and the grade entry button is clicked. Exam grades were entered.

Provisional Registration

A grade is entered for the midterm exam or the desired exam (Homework, Project, Other etc.), and a temporary registration is made with 'Save.' If the "**Publish**" box next to the midterm exam is **checked** in the exam definitions, the numerical grades of the temporarily registered exam are visible to the student and the midterm exam entry is **completed**.

In the final exam, the grade is entered, and temporary registration is made with the 'Save' button. If the "**Publish**" box next to the final exam is **checked** in the exam descriptions, numerical grades are shown to the student, and final registration is required to create letter grades.

Final Registration

After completing the grade entries, the instructor clicked the final registration button. A warning appeared on the screen to enter a password. The faculty member enters the login password into the system for security reasons.

Letter grades are automatically created according to the average, in line with the grade ranges specified in the regulation. The letter grades of the students whose grades are not entered will be automatically recorded as "FF."

After the definitions are made, letter grades will come automatically when '*Absolute Grade calculation*' or 'Calculate Relative Grade' is clicked. This distinction is determined according to university regulations.



For the final exam, '*Final Save'* must be made before the end of the grade entry calendar. The letter grades of the courses for which final registration has not been made are not visible to the students.

After completing the final registration process, the transcript was submitted to the student affairs office. After the final registration process, the faculty members did not make any changes. The changes to be made are made by student affairs with the decision of the faculty board of directors.

Fac HIS	21-2022 Spi ulty of Arts ST102 Theor Ioc. Dr.							Sınava girmeyen öğrenciler için puan alanına -1 yazılmalıdır. Notlar tamsayı olarak girilmelidir.
+	Return to list	🗭 Exam Definitions 🛛 Help 🔤 Export to Excel	Grade Report					
loti	ar							
	Student ID	Full Name	Not atter	d Vize1	sunum 1	Sunum	Ödevler	
1	10518010	Oğumban SEKER		90	U	U	U	Semester be selected and Grade Entry
2	1(319.03	Haline YILDI7.		0	0	0	0	done where at opened window.
3	1(319)09	Şerimi AKCı Y		0	0	0	0	
4	1 J319): 0	Ali Be linha M IRAT		50	0	0	0	
5	10319053	Alinan CÜLGÖR		0	0	0	0	
6	10320012	Falma Merlen AK 74,5		68	0	0	0	
7	:032003	Mi harnine (İ Taha UÇA ViR		0	0	0	0	
8	.032)0 +	Ervirhan Č ZCAV		0	0	0	0	
9	1032 005	Zishiz Nu ŞİŞI IAN		0	0	0	0	
10	1032 00;	Fasa i Bu ar ALİŞ		0	0	0	0	
11	1032 300 7	Í amail TÚ R (EIR		0	0	0	0	
12	10320//03	Emirhan Úfrá ÉN		90	0	0	0	Grade Entry must be saved.
13	0320009	Hall Í Íbrainn ÓS		0	0	0	0	Otherwise grade entry will not accepte
14	1//30:0	Nazan K. JÇÜKA. LAN		63	0	0	0	e distance grade stary with the decepte
15	10320/11	Hazoyfo METIN		0	0	0	0	• · · · · · · · · · · · · · · · · · · ·
4	Page	L of 1 🕨 🕅 🤕						Displaying 1 - 25 of 2

Figure.16 Grade Entry – 1

Message

The use of the gold (My Messages) screen in the Message tab is shown.

UTL04 My Messages

Instructors can see the messages sent to them on the screen.At the same time, they could send messages to their students through this screen.

MESSAGING – INCOMING MESSAGES

Send/Receive Message				utl04				
📫 Incoming Messages (0) 🛛 🙀 Outgoing M	essages (0) 🛛 🖾 Unread Messages	s (0)						
Sender	Label	Subject	Date	•				
No data to paginate < Prev Next >								

Figure.32 My Messages



MESSAGING – SENDING NEW MESSAGES

Instructors can send messages to students who are advisory through this system.

Send/Receive M	lessage					utl04
📫 Incomin <u>c</u>	j Messages (0) 🛛 😼	Outgoing Messages (0)	🖾 Unread Messages (0)			A
		-				
To Who	Student	No	Name	SurName	Email	#
			No.dat	a to display		
			NO UAL	a to uispiay		
	4					
Label						
Subject	n . II		Freed Freezika - Freezika -			
	B I U ≡ a Type message h		▼ Font Family. ▼ Font Format ▼	글 🔊 % % 🥬 🧹		
	Type message m	ere				
Send						
Sellu						
4						• •

Figure.33 My Messages 2

MESSAGING – SENT MESSAGES

Send/Receive Message util					
📫 Incoming Messages (0) 🛛 🐼 Outgoing Messages	(0) 🛛 🖾 Unread Messages (0)		A		
Sender	Label	a kunt	Date 🔻		
Sender		Subject	Date +		
	No data to di	ienlav			
	No data to d	երոչ			
No data to paginate < Prev Next >					
New View 🔀 Delete					
4			+		
4			• •		

Figrue.34 My Messages 3