Course Enrollment Requests

Please follow the guidelines in the following page.

For **each course** you request to be enrolled to, fill a **separate** paper based form (you can send all forms with a single email).

Deliver the form to the Faculty of Computer and Informatics Engineering Student Affairs Office via e-mail before 3rd March 12.00 (mid-day).

E-mail you enrollment request by email using your "@itu.edu.tr" account. Email to bbf@itu.edu.tr with subject line beginning with [Enrollment] prefix.

Agenda:
• 27 February, 09.30: Beginning of the applications

• 3 March, 12.00: End of the applications

• 4 March 12.00: Accepted requests will be published from portal.cs.itu.edu.tr

• 4 - 5 March: Students will organize their programs

DIRECTIVES

The Faculty of Computer and Informatics is only authorized to evaluate applications for registration and registration with BLGE, YZVE and ISE coded courses given by its faculty members.

The quota increases of other courses (MAT, FIZ, KIM, EHB, ELK, TUR, ATA etc.) are carried out by the faculties that the programs are affiliated with.

Rules to be followed in the applications:

1. Before making an application, please read the announcements, regulations and other rules on the website of Student Affairs Office (www.sis.itu.edu.tr). Requests that do not comply with the rules will not be evaluated.

2. Compulsory Courses: Students who want to take a compulsory course must meet all the conditions below.

a) The related course must be in the student's program in that semester.

b) The student should not be requesting a course that he / she has succeeded before to increase the grade.

c) Students should reorganize their programs with alternative sections to take the compulsory course if possible.

3. Elective MT Courses: Students who want to take an elective MT course must meet all the conditions below.

a) It is not possible for the student to take another elective course due to the course overlap. If there are other elective courses with suitable quota, students should take these courses first and arrange their programs to take these courses.

Coming to school only on certain days due to working in a job is not a valid reason for choosing a course.

b) A student who has submitted a petition for elective courses in the 7th semester must have achieved at least 110 credits.

c) A student who has submitted a petition for elective courses in the 8th semester must be in graduation at the end of this semester. If the student's graduation remains until the next semester, he / she must complete the missing elective (s) in that semester.

If the student has no elective courses in the next semester, he / she can submit a petition by stating this situation.

4. Priorities: Applications will be prioritized according to the following features:

a) If the student's credit is high

b) If the student has a higher chance of success since the number of courses to be taken in the related semester is low.

c) If the student's grade point average is high

5. BLG courses offered by other departments: Some courses (such as BLG 231E, BLG 252E, BLG 361E) of the Computer Engineering Program can be opened by other departments for their own students. Although the codes of these courses are the same, each department design the course differently in accordance with the needs of their professions and explains them with different methods. For this reason, it is essential for the students of the Computer Engineering Department to take those courses from their faculty.

6. Application and requests: Students who fulfill the above conditions must fill in a request letter to the Student Affairs Office of the Faculty of Computer and Informatics between the dates specified each semester.

It is not possible to evaluate the applications made after the announced date.

7. Evaluation and announcement: Petitions are examined by the department chair and the dean. The accepted and rejected requests will be announced by student affairs at the designated time.

As the results will be announced during the add / drop week, students whose requests have been rejected will be able to take another course during this week.

Since it is not physically possible to increase the quotas of the courses to a certain number, it is not possible to accept every request even if the above application conditions are met. For this reason, students are recommended to organize their programs so that they can take alternative courses.