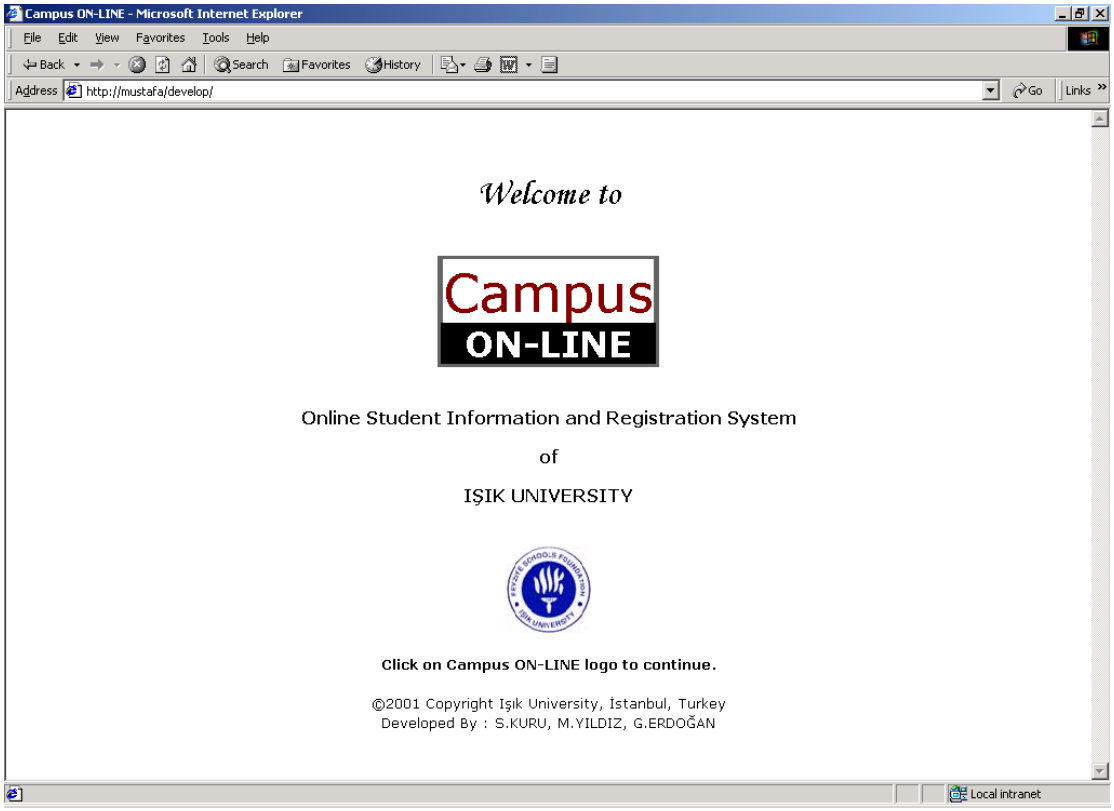
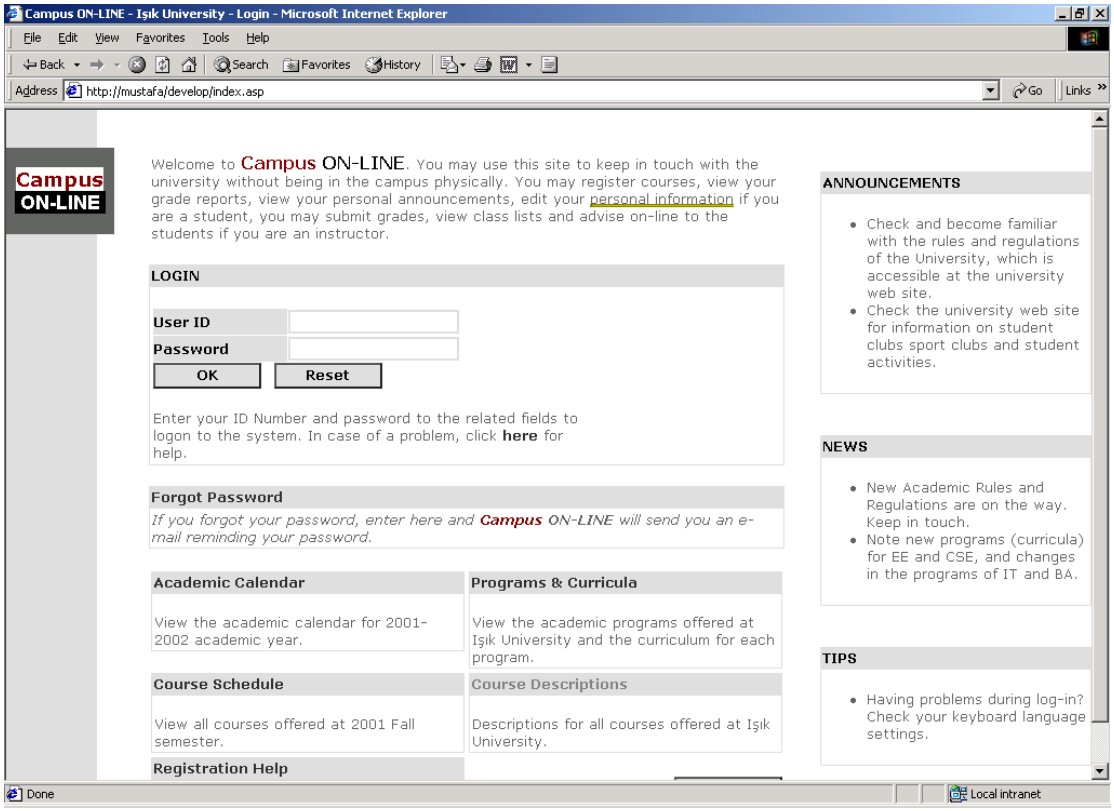


User Manual

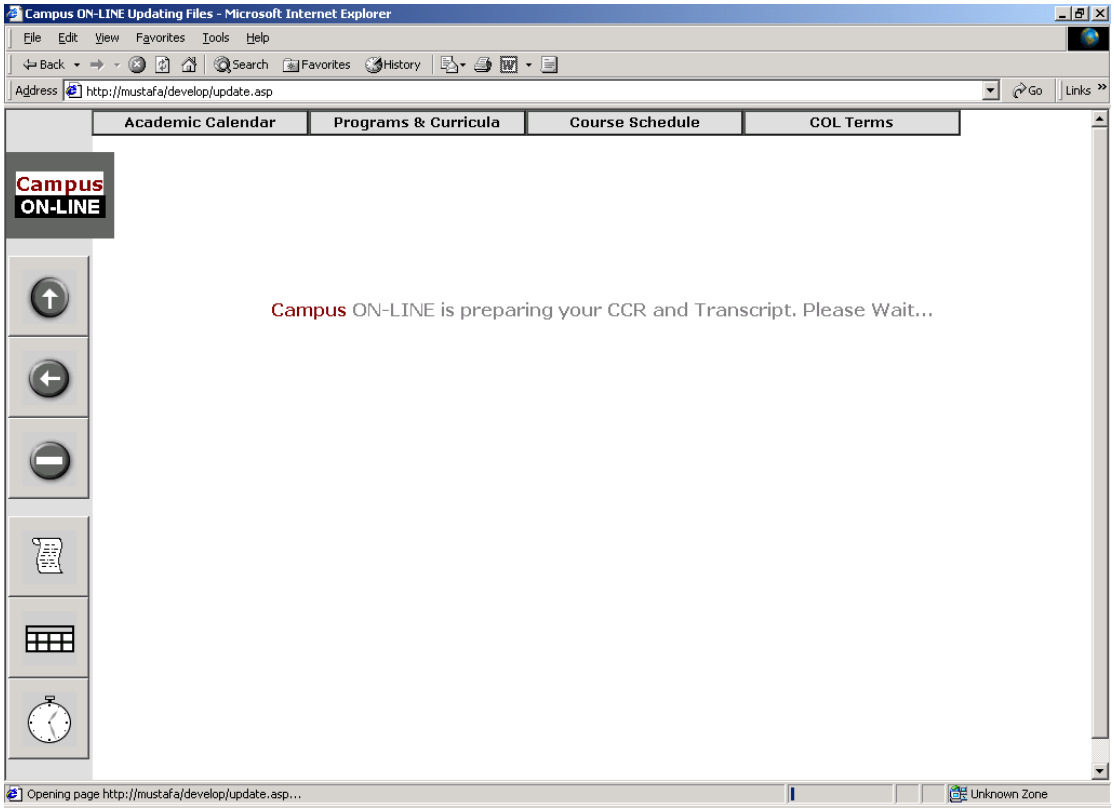
For

Students

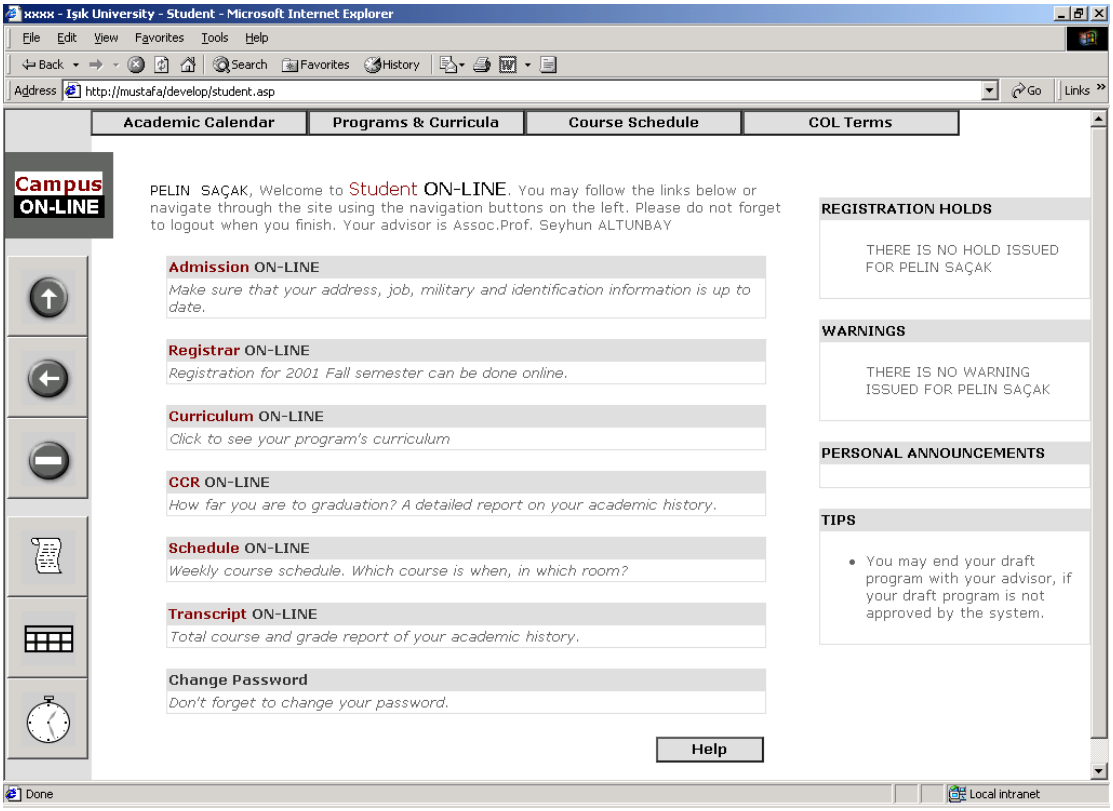


- This is the main page from where you may have access to the related pages of Campus ON-LINE.
- Please read the "Announcements" and "News" sections on the right hand side.
- While entering User ID and Password check your keyboard language and Caps Lock status.
- If you have forgotten your password, click on "Forgot Password" link. Your password will be sent to your university e-mail address.
- You can have access to "Academic Calendar","Programs & Curricula", "Course Schedule" and "COL Terms" facilities without having logged in to Campus ON-LINE.
- In case you have problems with this page you can either send an e-mail to campusonline@isikun.edu.tr or get assistance by simply clicking on "Help" button.

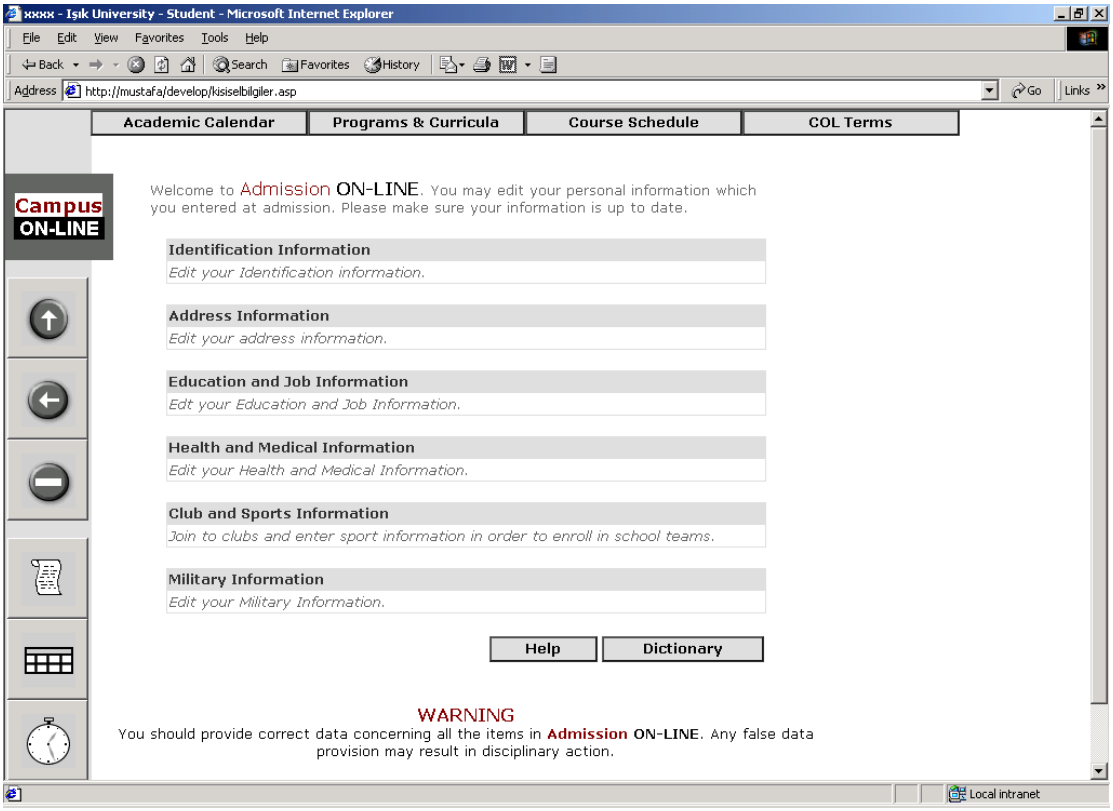
We advise you to read the document "Quick Reference" before proceeding with the other pages.



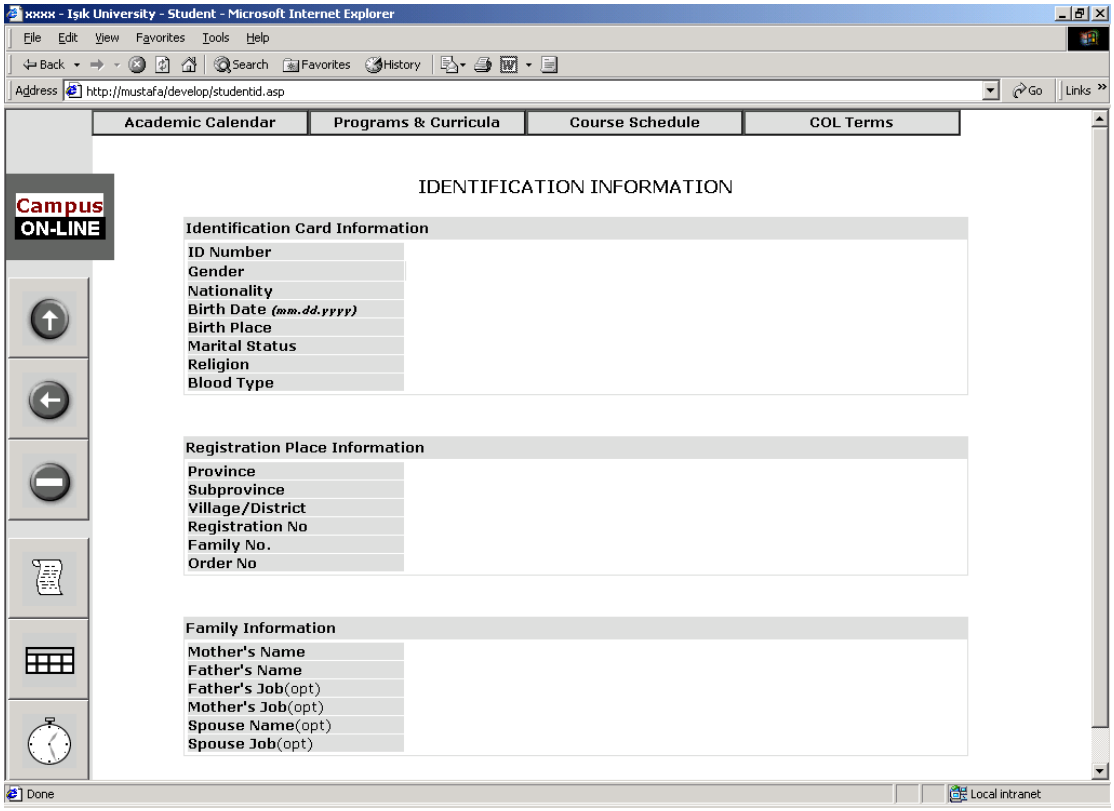
- This is the page where your transcript and Curriculum Compliancy Report (CCR) are being prepared for course registration. The data process may take some time, so please be patient and wait until the page is loaded.



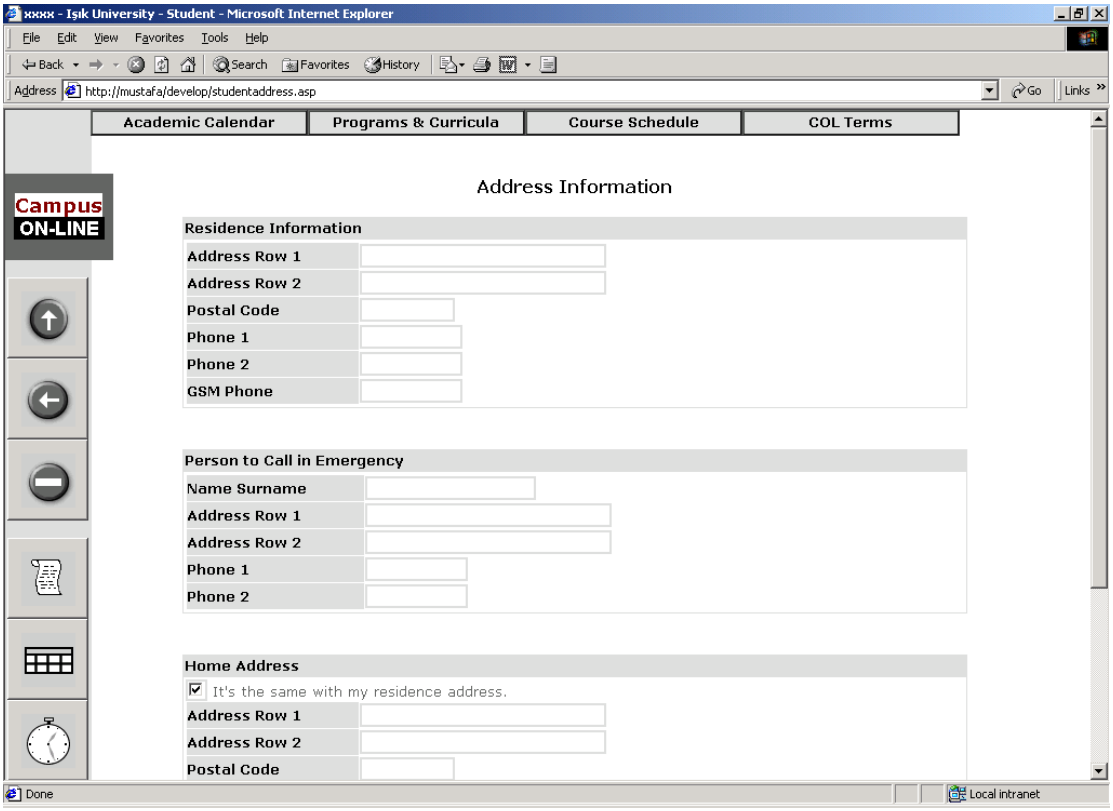
- This is the Student main page, namely "Student ON-LINE".
- On the left hand side you will find navigation buttons and quick access links to various reports. You will have access to these buttons througout Campus ON-LINE.
- : This button takes you to Student ON-LINE page.
- : This button takes you to previous page.
- : This button allows you to log out. In fact, we advise you to use this button to log out once you are done using Campus ON-LINE.
- On the right hand side you will see a list of issued (if any) HOLDS, Warnings, Personal Announcements and Tips.
- You can click on "Del" link and delete the personal announcements.



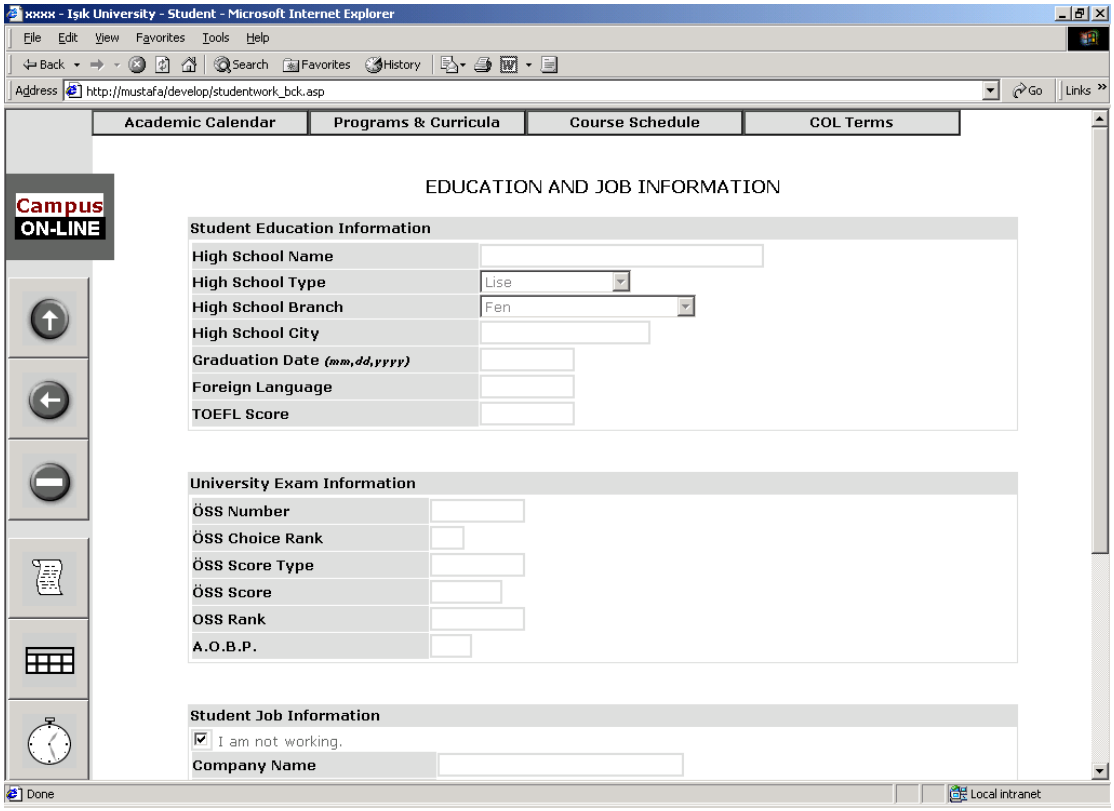
- On Student ON-LINE page, if you click on Admission ON-LINE you will have access to personal information pages where you may want to update or view personal information.
- Accuracy and validity of the information you provided on these pages are of utmost importance. Any false information provided by students may result in disciplinary action.
- You may come across with some new terms on these pages, click on the “Dictionary” link to see the explanation given in Turkish.



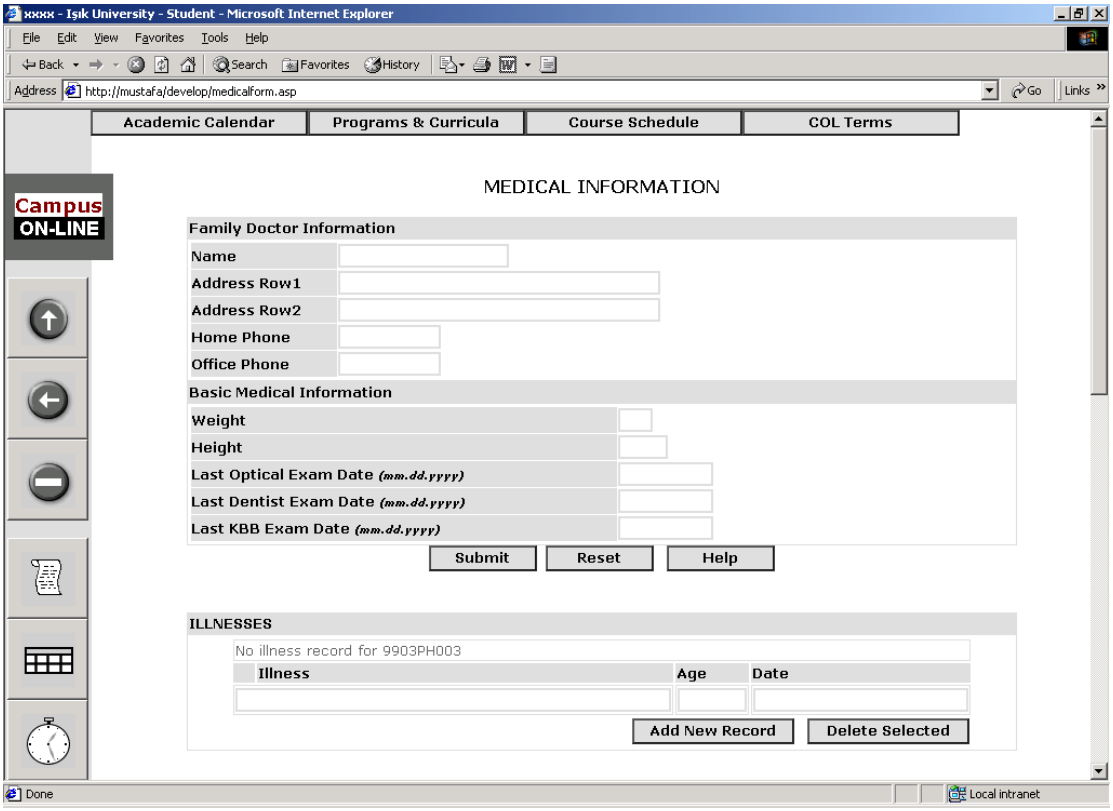
- This page is accessed when you click on "Identification Information" link on Admission ON-LINE page.
- You can not edit these pages since they are read-only.
- If you think that some of the information on these pages is not true, please contact the Registrar's Office.



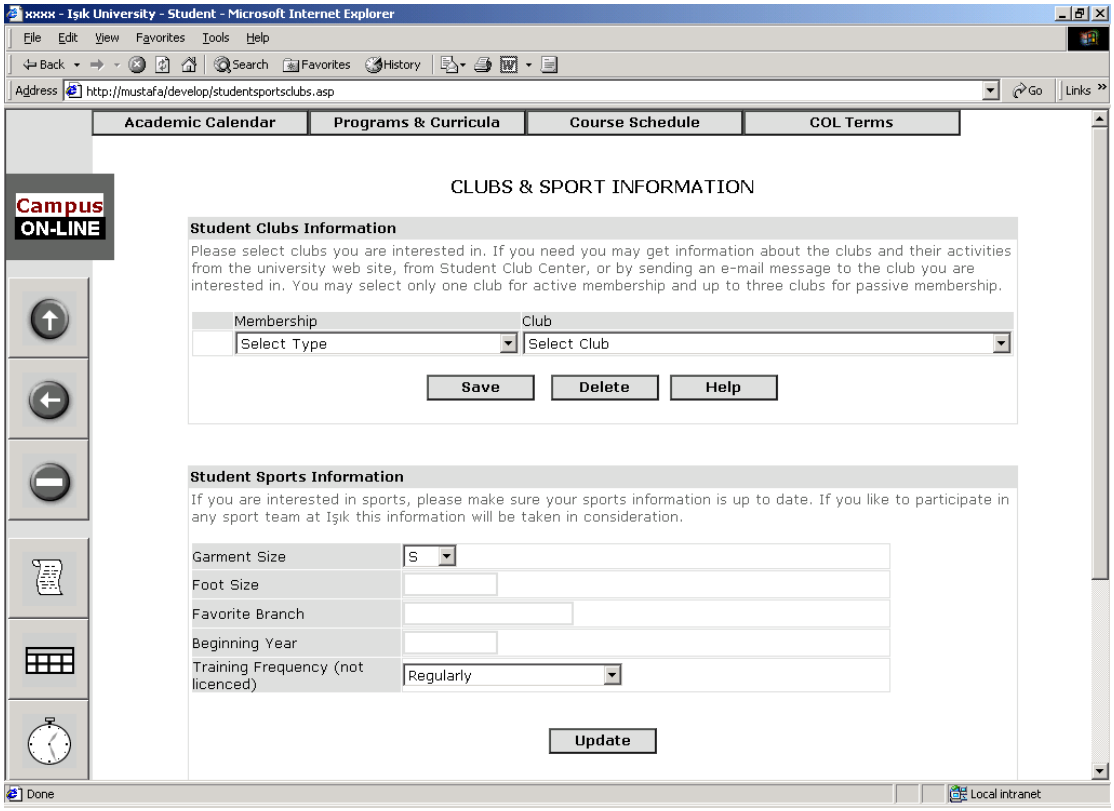
- This page is accessed when you click on "Address Information" link on Admission ON-LINE page.
- Make sure that your address information is accurate and up to date.
- For correspondance, the University Administration will be referring to the information you provided on this page. Therefore make sure to update phone, e-mail and address information.
- If your home address is your current residence address, make sure the related checkbox is checked, otherwise uncheck the checkbox and enter your home address information.



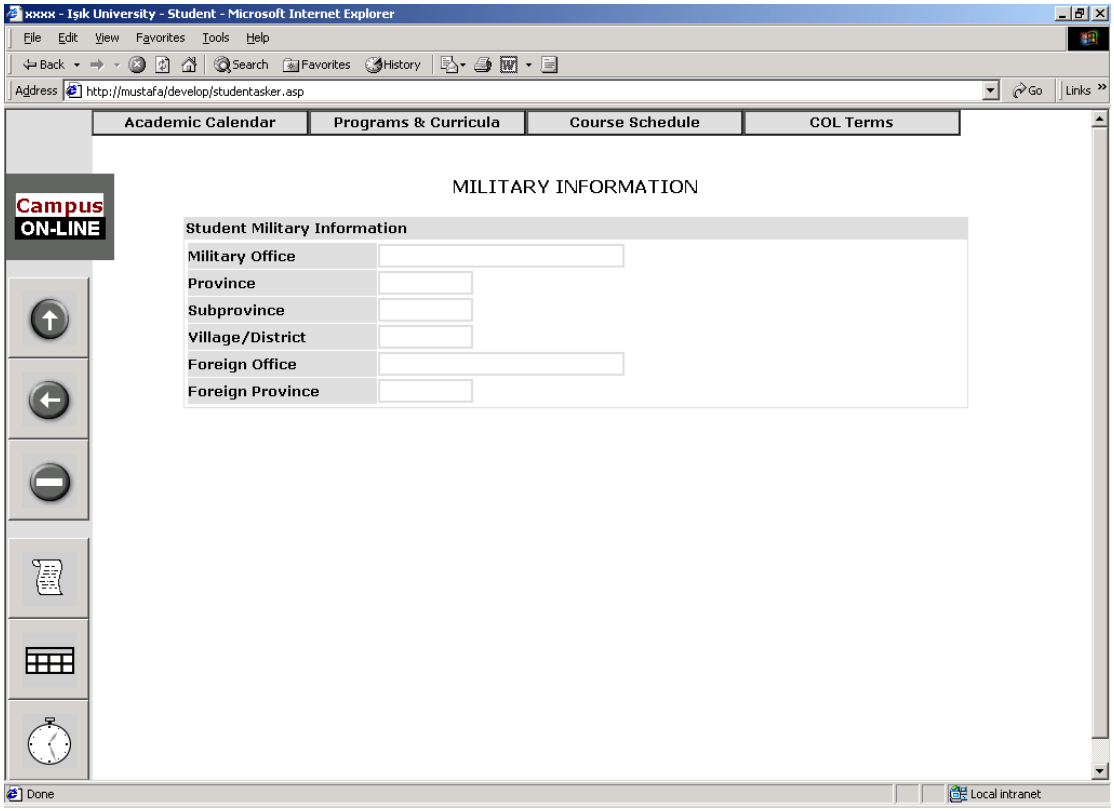
- This page is accessed when you click on "Education and Job Information" link on Admission ON-LINE page.
- The information concerning your high school and university exam records are read-only therefore can not be edited.
- As default, "I am not working" checkbox is checked. If you are working make sure to uncheck the box and enter the relevant job information.
- Do not forget to click on the "Submit" button if you have edited this page.



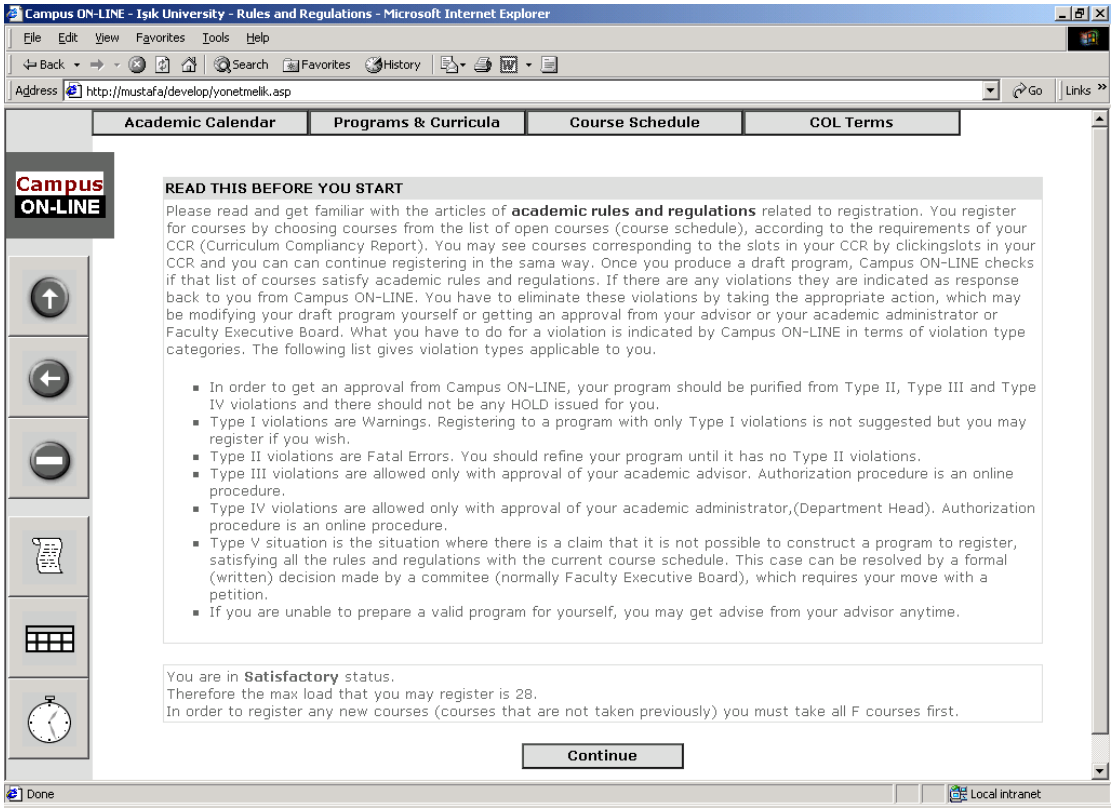
- This page is accessed when you click on "Medical Information" link on Admission ON-LINE page.
- You may update your medical records.
- It is not obligatory to provide any information about your family doctor.
- Concerning weight and height fields, you should provide numerical data.
- Last optical, dental and KBB exam dates should be given in (mm.dd.yyyy) format.
- Do not forget to click on the "Submit" button situated next to "Reset" and "Help" buttons.
- Under "Ilnesses" section, (if any) provide us with past or current illness records together with date and age. You may delete the existing records by selecting the items and clicking on "Delete Selected" button.
- In a similar way (if any) provide us with chronical illness, on-medication and any past operation records together with date and age. You may delete the existing records by selecting the items and clicking on "Delete Selected" button.
- Enter the related vaccination data under "Vaccination" section.



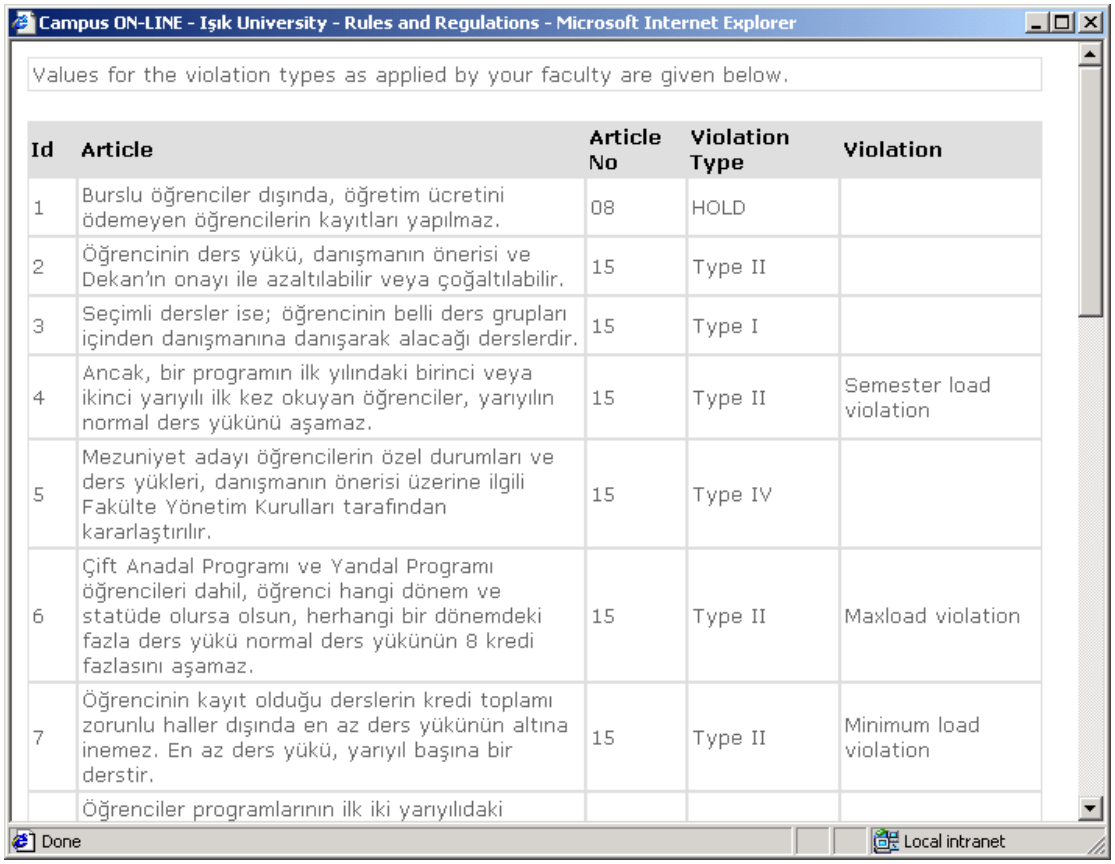
- This page is accessed when you click on “Clubs & Sports Information” link on Admission ON-LINE page.
- Please choose the club and the membership type and click on the “Save” button.
- Do not forget that you can only be an active member of one club and passive member of three clubs at the maximum.
- You may delete the existing records by selecting the items and clicking on “Delete” button.
- If you are interrested in any sportive activities you can fill in the related lines of the second section.
- If you are holding a licence in any sports branch, please fill in the third section.



- Military information is read-only and can not be edited.

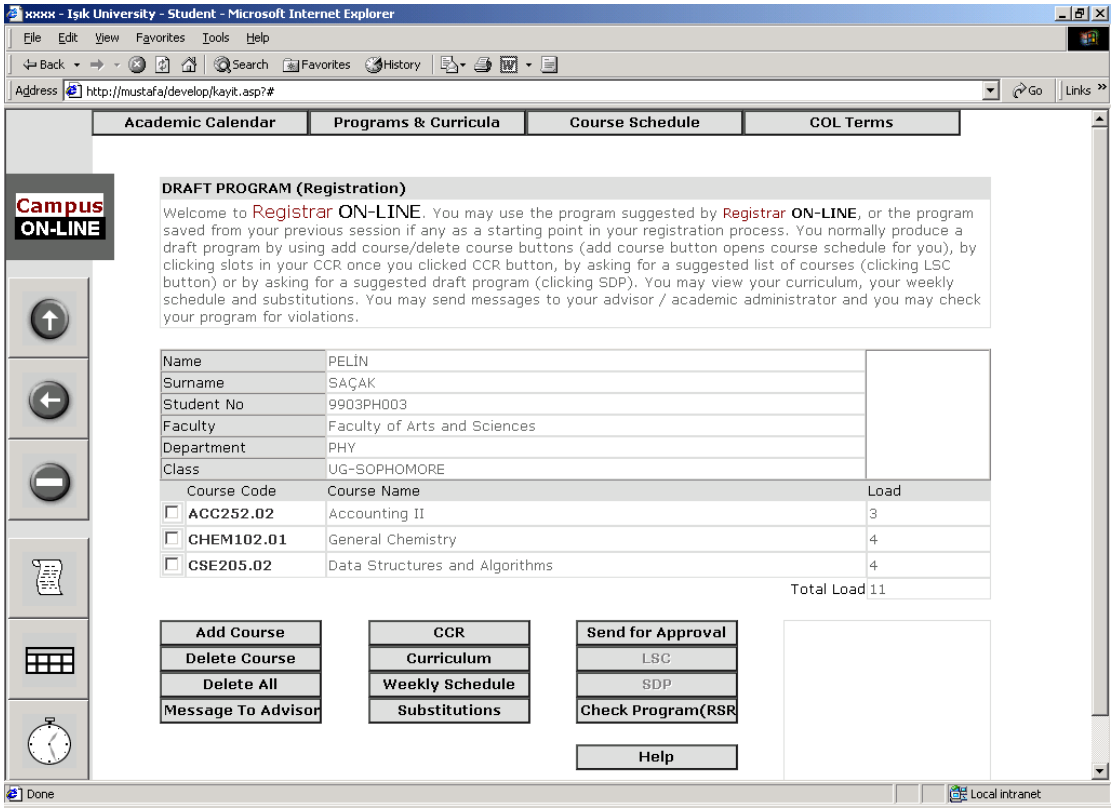


- This page is reached when the "Registrar ON-LINE" link is clicked at Student ON-LINE page.
- Before proceeding with the registration process, it is strongly recommended to read the instructions and tips on this page which include important information about the registration.
- A click on the "academic rules and regulations" link which is located in the first line, will open a window, listing the articles of the Rules and Regulations of Işık University related to registration.
- You may see the maximum load and repeat condition with respect to your status.

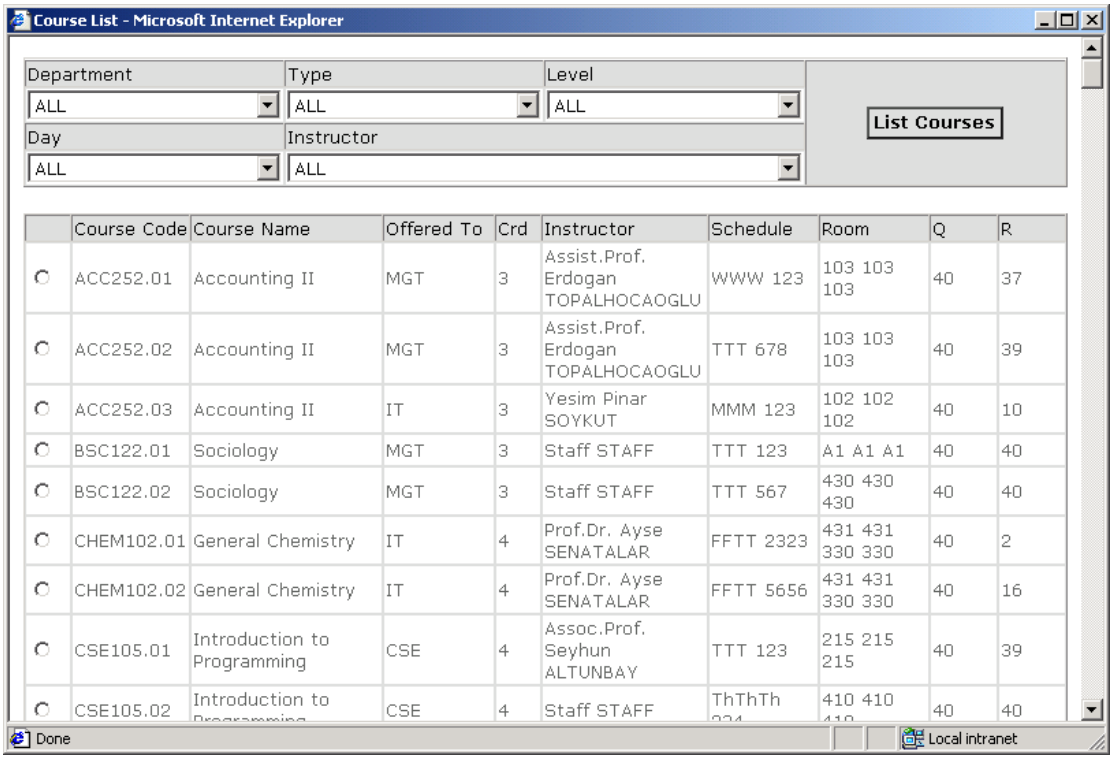


Id	Article	Article No	Violation Type	Violation
1	Burslu öğrenciler dışında, öğretim ücretini ödemeyen öğrencilerin kayıtları yapılmaz.	08	HOLD	
2	Öğrencinin ders yükü, danışmanın önerisi ve Dekan'ın onayı ile azaltılabilir veya çoğaltılabilir.	15	Type II	
3	Seçimli dersler ise; öğrencinin belli ders grupları içinden danışmanına danışarak alacağı derslerdir.	15	Type I	
4	Ancak, bir programın ilk yılındaki birinci veya ikinci yarıyılı ilk kez okuyan öğrenciler, yarıyılın normal ders yükünü aşamaz.	15	Type II	Semester load violation
5	Mezuniyet adayı öğrencilerin özel durumları ve ders yükleri, danışmanın önerisi üzerine ilgili Fakülte Yönetim Kurulları tarafından kararlaştırılır.	15	Type IV	
6	Çift Anadal Programı ve Yandal Programı öğrencileri dahil, öğrenci hangi dönem ve statüde olursa olsun, herhangi bir dönemdeki fazla ders yükü normal ders yükünün 8 kredi fazlasını aşamaz.	15	Type II	Maxload violation
7	Öğrencinin kayıt olduğu derslerin kredi toplamı zorunlu haller dışında en az ders yükünün altına inemez. En az ders yükü, yarıyıl başına bir derstir.	15	Type II	Minimum load violation
	Öğrenciler programlarının ilk iki yarıyılındaki			

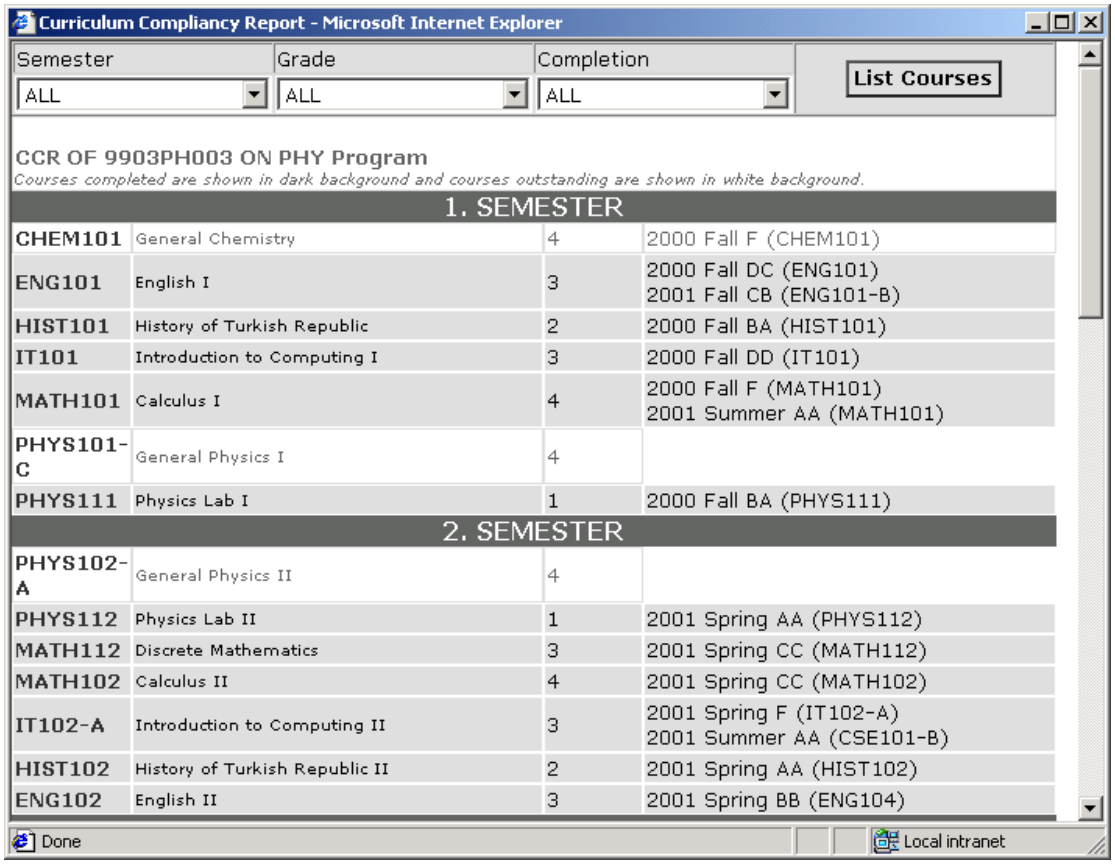
- This is the table where you will find the most essential and cited articles of Isık University Academic Rules and Regulations, concerning course registration together with the violation types COL observes throughout the registration process.



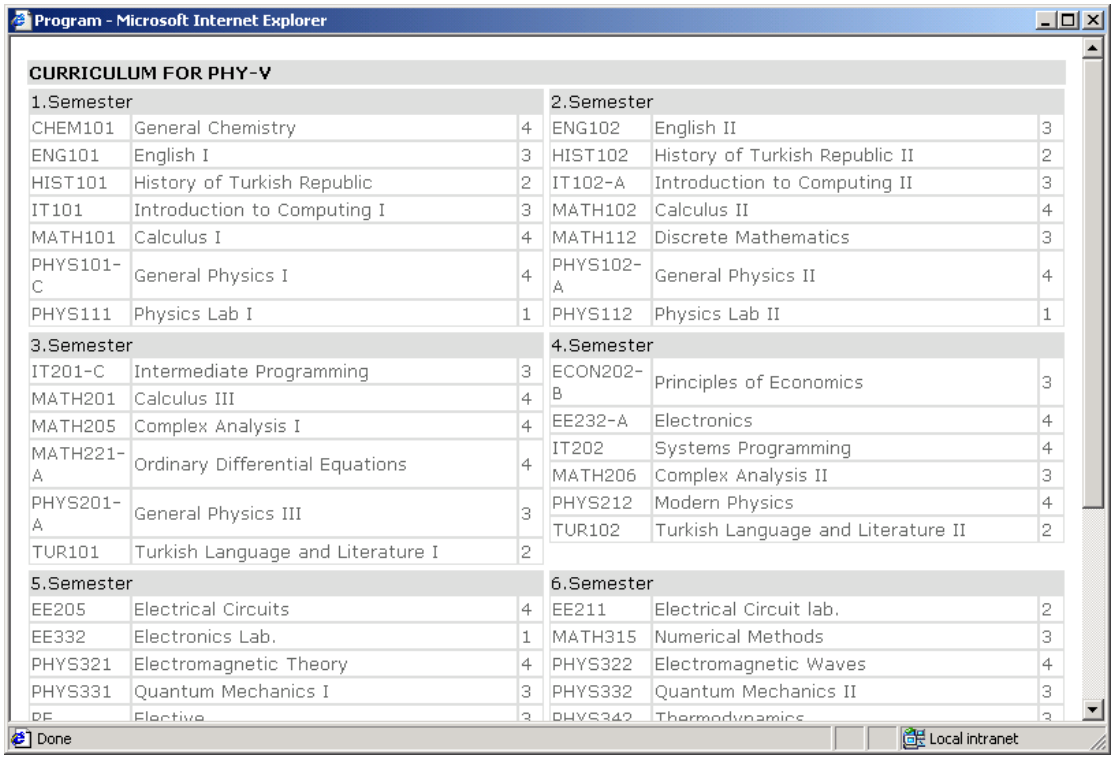
- This page offers you a registration form where you can add the courses you want to register; find some relevant academic information; and buttons which will allow you to access to related course registration manual or pages.
- Initially, the page will be blank.
- If you want to add a course to your draft program, click "Add Course" button and the "Course Schedule" appears on the screen. You can either choose courses from this screen or click CCR button and get a list of the empty slots in your curriculum.
- You can also have access to your curriculum and weekly schedule by using "Curriculum" and "Weekly Schedule" buttons.
- If you want to delete a course, select the related course and click "Delete Course" button.
- If you want to delete all the courses of your draft program, click "Delete All" button.
- Once you are done with your draft program, click "Check Program (RSR)" and you wil see Registration Status Report.
- You can directly send your draft program for approval by clicking "Send for Approval" button.
- You can click "Message to Advisor" button, if you wish to send a message to your advisor or academic administrator.



- This is the “Course Schedule” page where you will see a list of all the courses offered this semester.
- By using one or a few of the “Department”, “Type”, “Level”, “Day” and “Instructor” selections, you can get a specific course list.
- Choose the course you want to add to your draft program, and click “Add Selected” button at the bottom of the page.

- 

- You will reach this page by clicking the CCR link.
- The courses which you have completed are highlighted. The outstanding courses in your curriculum, meaning the courses that you have not completed so far and you need to complete are not hihglighted.
- By clicking a course code at your CCR, you may see the list of courses. You can use the “Semester”, “Grade” and “Completion” selections and get a list of courses you need to take this semester.



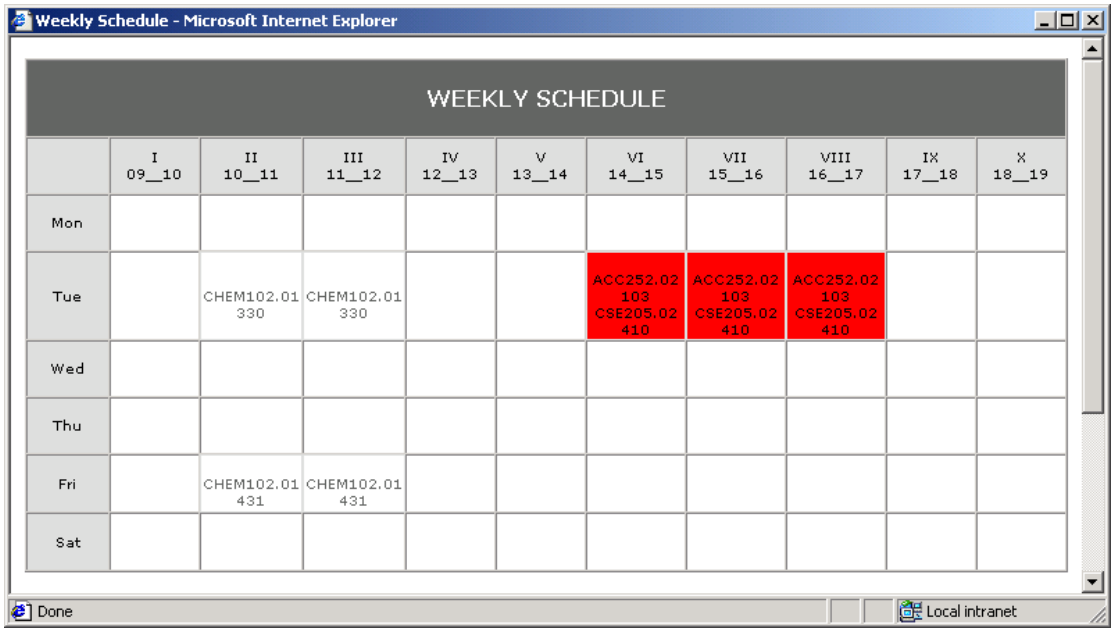
Program - Microsoft Internet Explorer

CURRICULUM FOR PHY-V

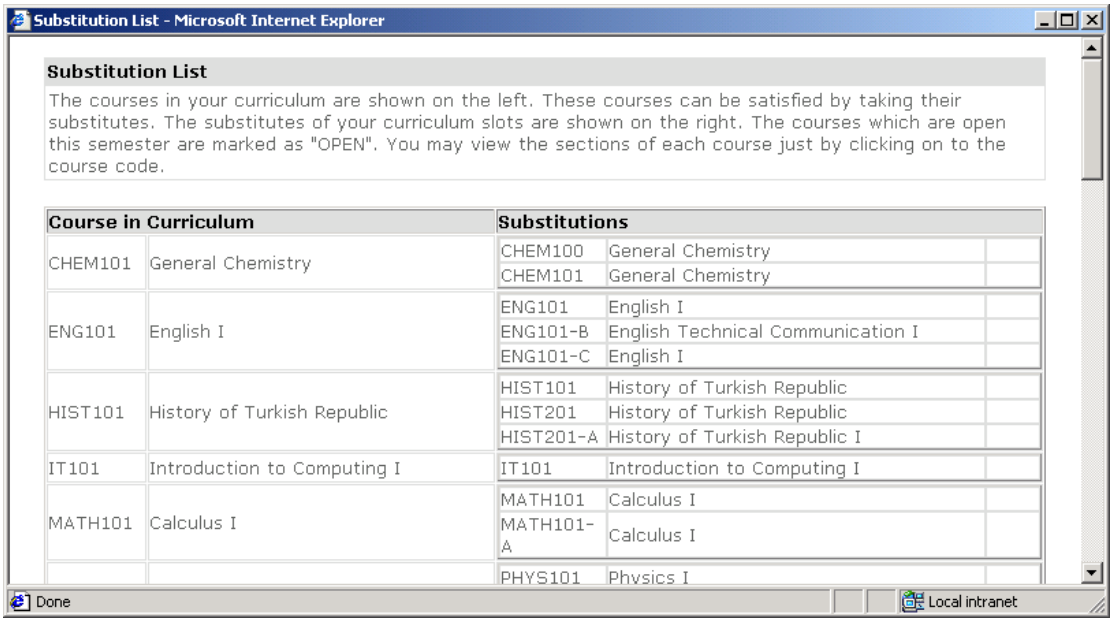
1.Semester			2.Semester		
CHEM101	General Chemistry	4	ENG102	English II	3
ENG101	English I	3	HIST102	History of Turkish Republic II	2
HIST101	History of Turkish Republic	2	IT102-A	Introduction to Computing II	3
IT101	Introduction to Computing I	3	MATH102	Calculus II	4
MATH101	Calculus I	4	MATH112	Discrete Mathematics	3
PHYS101-C	General Physics I	4	PHYS102-A	General Physics II	4
PHYS111	Physics Lab I	1	PHYS112	Physics Lab II	1
3.Semester			**4.Semester**		
IT201-C	Intermediate Programming	3	ECON202-B	Principles of Economics	3
MATH201	Calculus III	4	EE232-A	Electronics	4
MATH205	Complex Analysis I	4	IT202	Systems Programming	4
MATH221-A	Ordinary Differential Equations	4	MATH206	Complex Analysis II	3
PHYS201-A	General Physics III	3	PHYS212	Modern Physics	4
TUR101	Turkish Language and Literature I	2	TUR102	Turkish Language and Literature II	2
5.Semester			**6.Semester**		
EE205	Electrical Circuits	4	EE211	Electrical Circuit lab.	2
EE332	Electronics Lab.	1	MATH315	Numerical Methods	3
PHYS321	Electromagnetic Theory	4	PHYS322	Electromagnetic Waves	4
PHYS331	Quantum Mechanics I	3	PHYS332	Quantum Mechanics II	3
PE	Elective	3	PHYS342	Thermodynamics	3

Done Local intranet

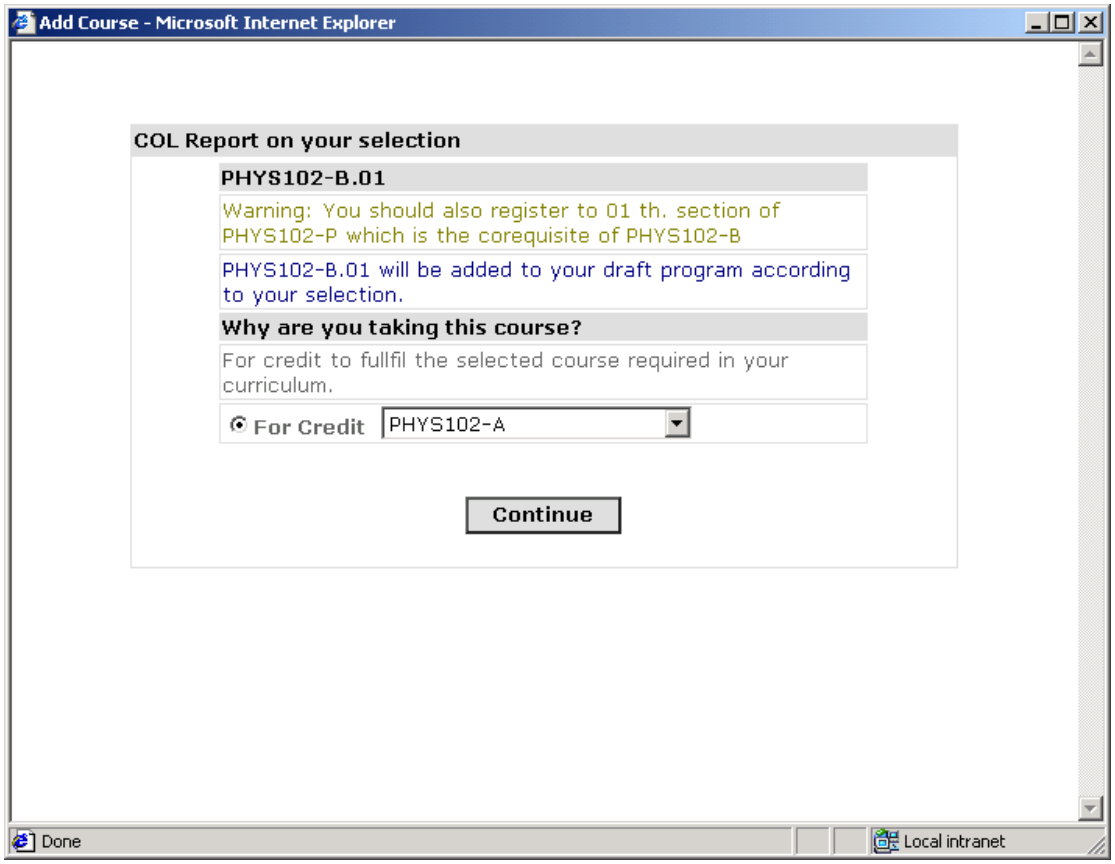
- This is the curriculum assigned to you when you first started your undergraduate program.
- You can view your curriculum by simply clicking the related buttons or links.



- This page shows the weekly schedule of currently added courses.
- If there is a conflict, the cell turns to red, indicating time conflict between added courses.



- This is the list of substitutions, meaning courses which substitute for the courses in your curriculum.
- The courses that are opened are marked as “OPEN”.
- You may click on the course-code of any open substitution to see all the sections of the course, and then add the course to your draft program.



- As you attempt to select a course, you will be asked the reason for taking this course. This course can be taken as;

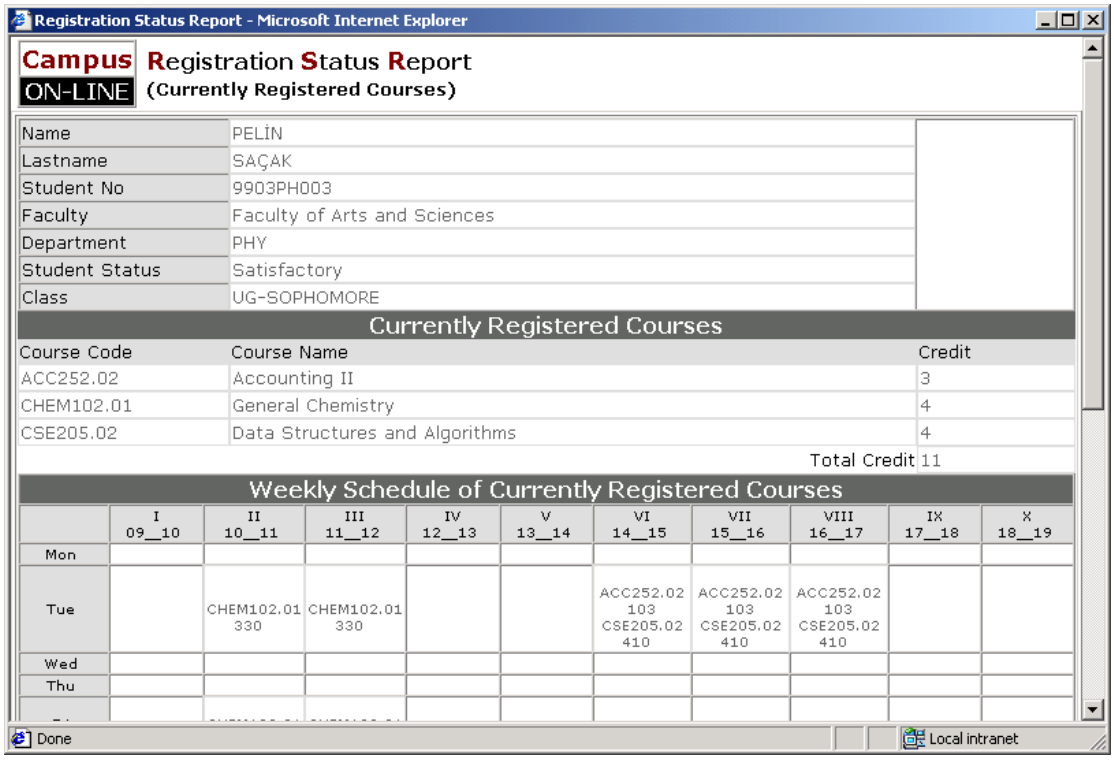
For credit out of curriculum: The grade that you get from this course will be used in computing your GPA but won't affect your CCR.

Non-credit out of curriculum: The grade that you get from this course will have no affect on CCR or GPA computation.

For credit: This option will help you to complete the required course slot set in your curriculum by your program. You take this course for the first time.

Repeat: If you are repeating it for a previously failed or nonfailed course.

Please make sure to select the item which explains the reason why you take this course. If you happen to find more than one option, please make sure to select the correct one, meaning the course which will serve to comply with your curriculum.



Registration Status Report - Microsoft Internet Explorer

Campus ON-LINE Registration Status Report
(Currently Registered Courses)

Name	PELİN
Lastname	SAÇAK
Student No	9903PH003
Faculty	Faculty of Arts and Sciences
Department	PHY
Student Status	Satisfactory
Class	UG-SOPHOMORE

Currently Registered Courses

Course Code	Course Name	Credit
ACC252.02	Accounting II	3
CHEM102.01	General Chemistry	4
CSE205.02	Data Structures and Algorithms	4
	Total Credit	11

Weekly Schedule of Currently Registered Courses

	I 09__10	II 10__11	III 11__12	IV 12__13	V 13__14	VI 14__15	VII 15__16	VIII 16__17	IX 17__18	X 18__19
Mon										
Tue		CHEM102.01 330	CHEM102.01 330			ACC252.02 103 CSE205.02 410	ACC252.02 103 CSE205.02 410	ACC252.02 103 CSE205.02 410		
Wed										
Thu										

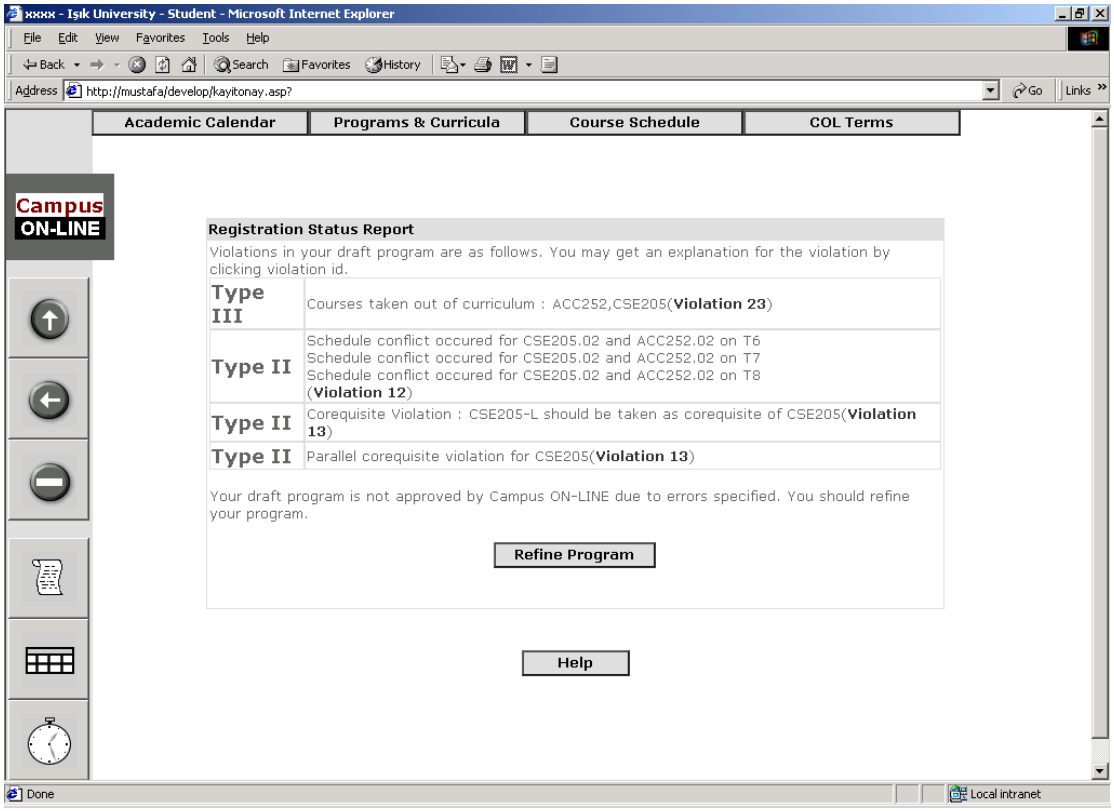
Done Local intranet

- RSR is composed of three parts.

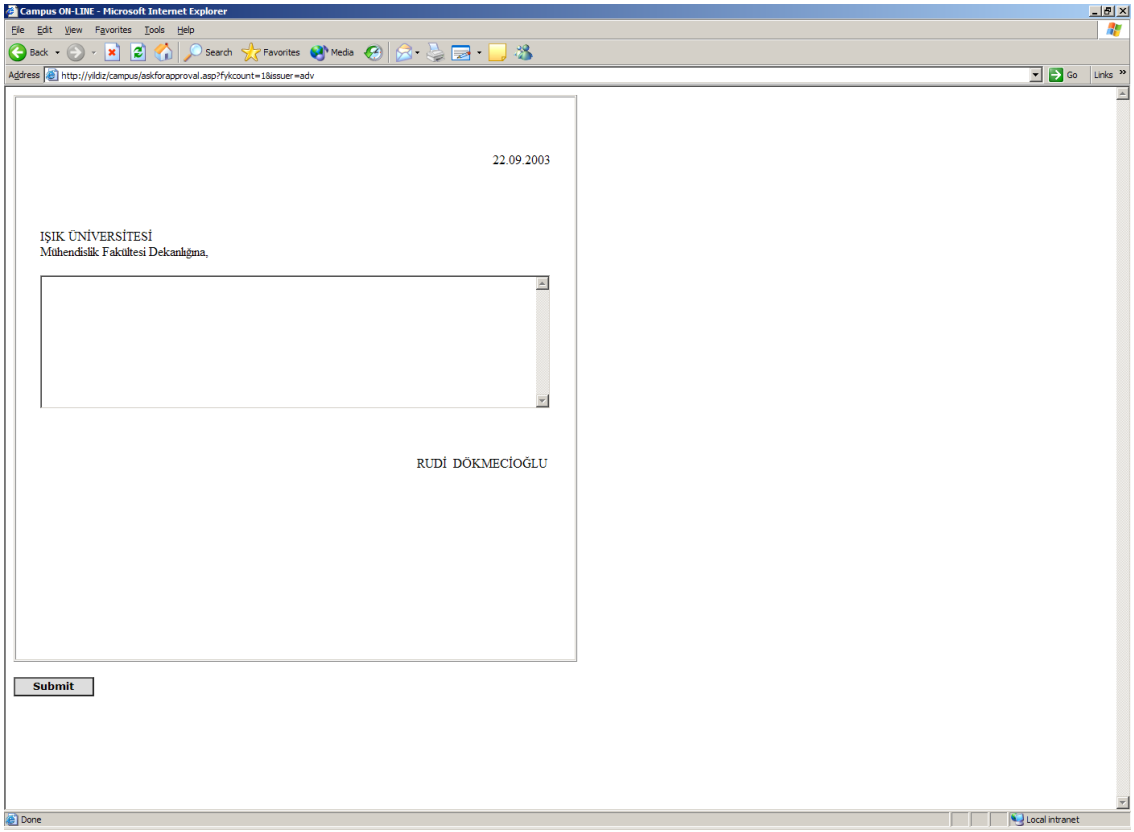
First part is the list of currently registered courses.

Second part is the weekly schedule of currently registered courses.

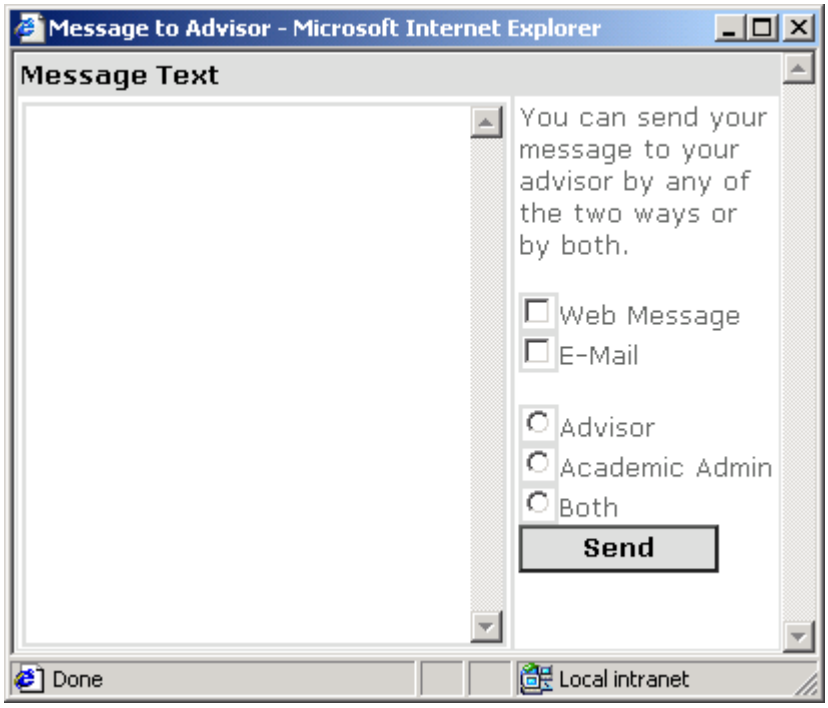
Third part is the list of violations COL observes with respect to University's academic rules & regulations and the currently registered courses.

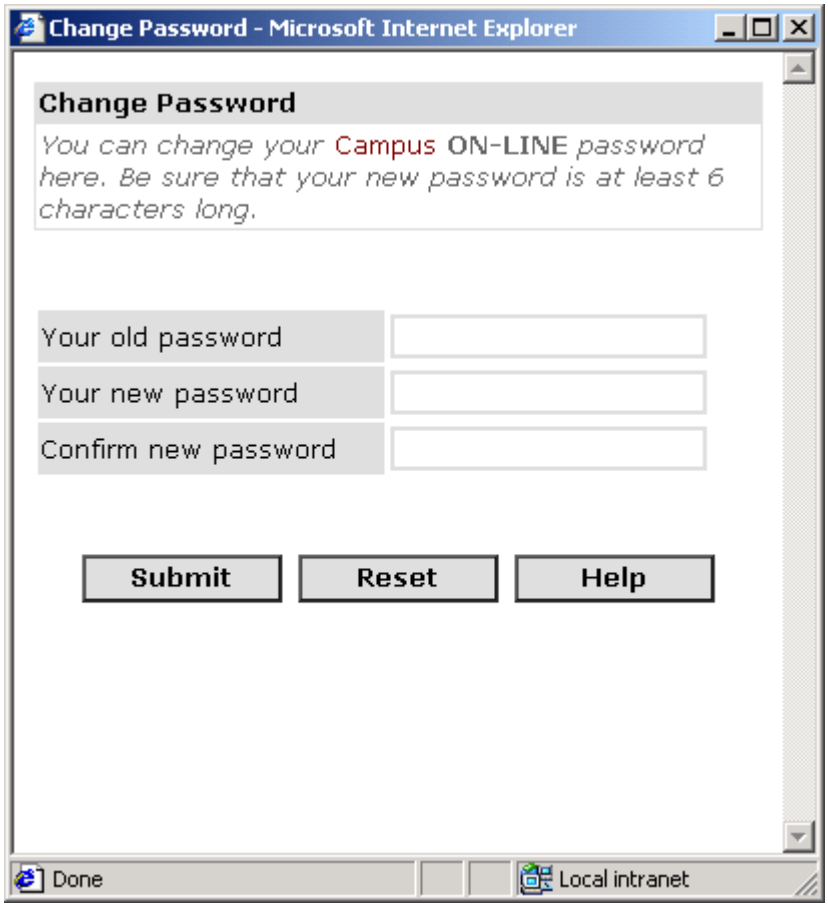


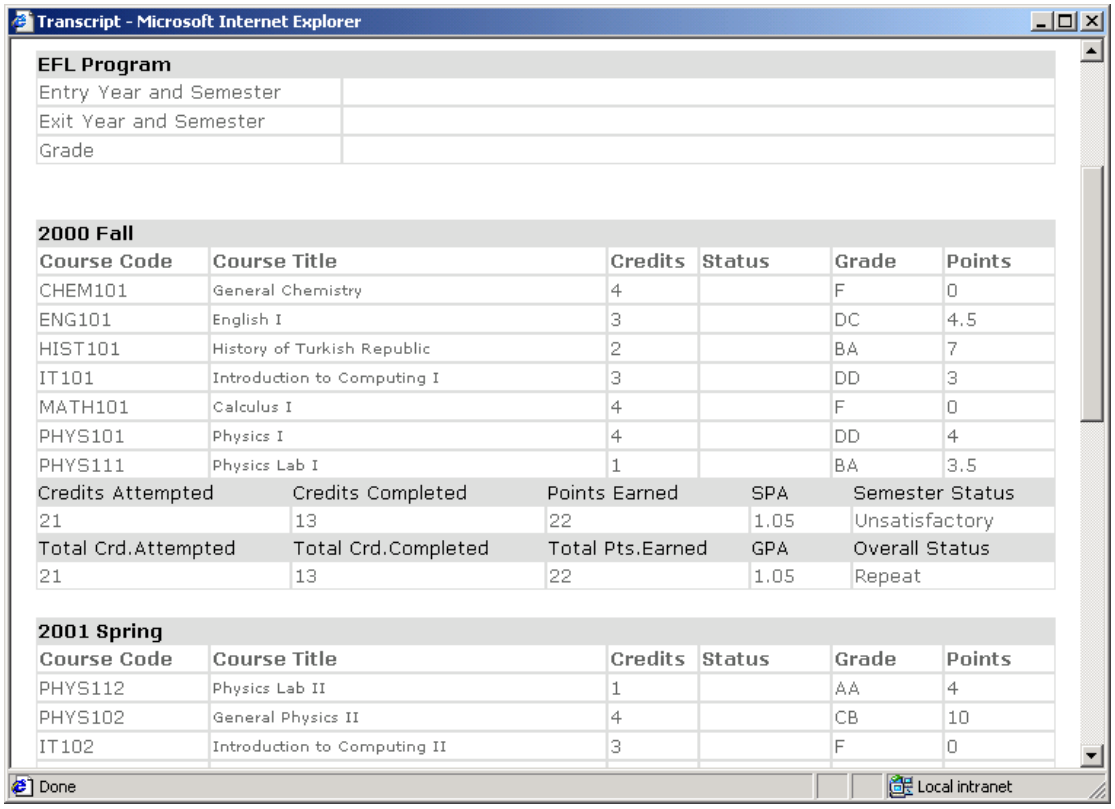
- This page appears if there are any violations in your program, after you sent your program for approval.
- If there are any Type II violations, you should refine your program.
- If there are no Type II violations but Type V violations, you can refine your program or ask for the approval of your faculty. If this is the case you should also write an online petition to your faculty.
- Similarly, you can ask for the approval of your Academic Administrator, for Type IV and approval of your advisor for Type III violations.
- Type I violations are warnings.



- If there are any Type V violations in your program and you want to ask for the approval of the faculty, you should fill the body of the petition stating your arguments and click submit.


Message to Advisor - Microsoft Internet Explorer
Message Text
You can send your message to your advisor by any of the two ways or by both.
Web Message
E-Mail
Advisor
Academic Admin
Both
Send
Done
Local intranet


Change Password - Microsoft Internet Explorer
Change Password
You can change your Campus ON-LINE password here. Be sure that your new password is at least 6 characters long.
Your old password
Your new password
Confirm new password
Submit
Reset
Help
Done
Local intranet



Transcript - Microsoft Internet Explorer

EFL Program	
Entry Year and Semester	
Exit Year and Semester	
Grade	

2000 Fall

Course Code	Course Title	Credits	Status	Grade	Points
CHEM101	General Chemistry	4		F	0
ENG101	English I	3		DC	4.5
HIST101	History of Turkish Republic	2		BA	7
IT101	Introduction to Computing I	3		DD	3
MATH101	Calculus I	4		F	0
PHYS101	Physics I	4		DD	4
PHYS111	Physics Lab I	1		BA	3.5

Credits Attempted	Credits Completed	Points Earned	SPA	Semester Status
21	13	22	1.05	Unsatisfactory
Total Crd.Attempted	Total Crd.Completed	Total Pts.Earned	GPA	Overall Status
21	13	22	1.05	Repeat

2001 Spring

Course Code	Course Title	Credits	Status	Grade	Points
PHYS112	Physics Lab II	1		AA	4
PHYS102	General Physics II	4		CB	10
IT102	Introduction to Computing II	3		F	0

Done

Local intranet