

2020-2021 ACADEMIC YEAR SPRING SEMESTER

COURSE REGISTRATION GUIDE



EMU

Course Registration Guide

Dear Student,

As previously announced, 2020-21 Academic Year Spring Semester will be administered through online platforms by using digital opportunities. Our students who will not be in Cyprus, will not be able to complete the face-to-face course registration with advisor period. Therefore, this **Course Registration Guide** is designed to help you during the online course registration process that can be completed distantly through your student portal.

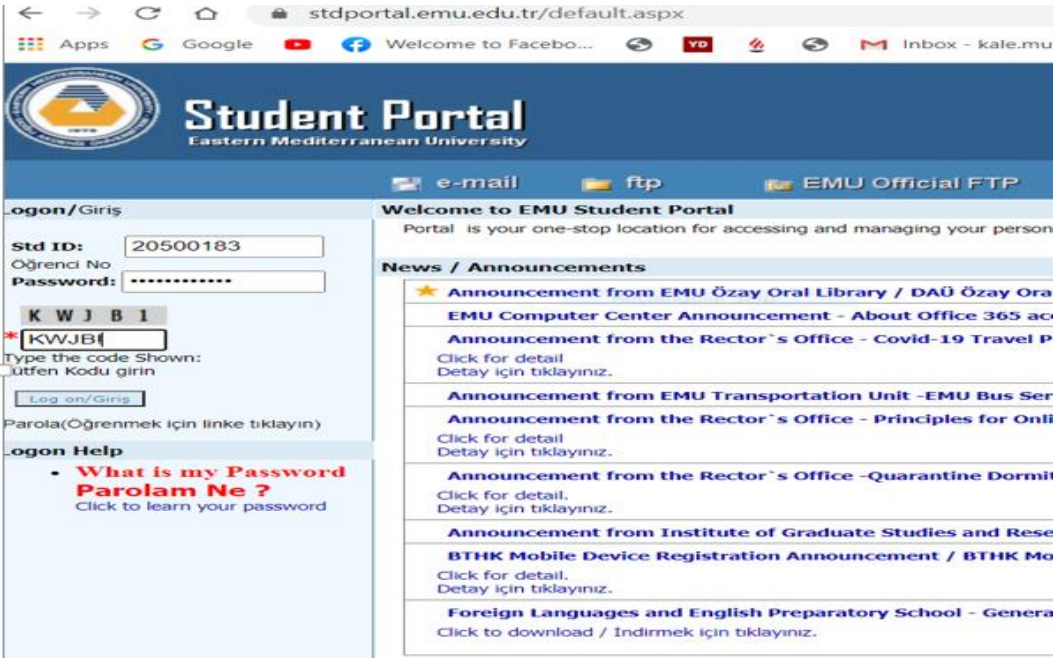
Following steps should be completed in order to finalize the online course registration process:

- 1) Tuition fee payment
- 2) Online course selection

1. Tuition Fee Payment

Tuition fee payment can be done via student portal. In order to log in the portal, you will need to use your student number and password which are provided to you in the acceptance letter you received from our university. Your first-time password will be; ID card number for students coming from Turkey and TRNC and, passport number for students coming from other countries. We advise you to change your student portal password once you log in for the first time. If you are experiencing problems regarding your password, contact emucc-support@emu.edu.tr by sending an e-mail or call +90 392 630 2501 / +90 392 630 1264 within the working hours.

You can log into your student portal by accessing <http://stdportal.emu.edu.tr> webpage and by entering your student number and password.



The screenshot shows the EMU Student Portal login page. A red arrow points to the login fields. The page includes the EMU logo, the title 'Student Portal' for Eastern Mediterranean University, and navigation links for e-mail, ftp, and EMU Official FTP. The login section is titled 'Giriş/Giriş' and contains fields for 'Std ID' (20500183), 'Oğrenci No' (20500183), and 'Password'. Below these is a CAPTCHA with the text 'K W J B I' and a box for the code 'KWJB'. There is a 'Log on/Giriş' button and a link for 'Parola(Oğrenmek için linke tıklayın)'. A 'Giriş Help' section is also present, with a link for 'What is my Password Parolam Ne ?'. On the right, there is a 'News / Announcements' section with several links to various university announcements.

If you are logging into student portal for the first-time, confirm the program you have gained admission or if you have acceptance for multiple programs, **choose the program you wish to study** and click on “Submit”. Once you confirm and submit your program, the system will automatically direct you to the main menu. (If this page does not pop up, please move to the next step)

Portal'a geri dön / Back to Portal

Your currently registered program / Kayıtlı bulunduğunuz program

TURKISH LANGUAGE TEACHING (TLT)
TÜRKÇE ÖĞRETMENLİĞİ

Other programs you have gained admission
Kabul aldığınız diğer program(lar)

#	P.Kod	Program
1	48	TURKISH LANGUAGE AND LITERATURE TÜRK DİLİ VE EDEBİYATI
2	54	CULINARY ARTS (2) AŞÇILIK (ÖNLİSANS)
3	5A	GASTRONOMY AND CULINARY ARTS GASTRONOMİ VE MUTFAK SANATLARI

☐ I approve my current program / Mevcut programımı onaylıyorum

☐ I would like to transfer to another program to which I have gained admission. / Kabul aldığım başka bir programa geçmek istiyorum

Submit / Gönder

Once the system directs you to the main menu, you can access your tuition information by clicking on **Debts** tab listed under the “Financial” section on main menu.

Personal Academic Financial

Financial

Bank Account Numbers
Banka Hesap Numaraları

Debts
Borçlarınız

Social Aid Fund - Student Petition
Sosyal yardım Fonu - Öğrenci Dilekçesi

The payment can be done by clicking on “e-pay” (online) tab listed under the same page. You will need to enter your student number while making the payment.

22/09/2020

Dönemlik Ödeme ve Borç Hareketleri
Semester Payments and Debt Transactions


Öğrenci No. Student No.	20000932
Adı Soyadı Name Surname	ABDÜLKADİR AYKURT
Bölümü Department	A3 TURKISH LANGUAGE TEACHING (TLT)
DÖNEM HARÇ BİLGİLERİ YÜKLENMEDİ SEMESTER TUITION FEE IS NOT DEFINED	

Online Ödeme / Online Payment
<https://epay.emu.edu.tr/cs>


The webpage that you are logged in (<https://epay.emu.edu.tr/cs>) will appear as shown in the following picture. Fill in the Student Number section and click on “Submit”.

← → ↻ 🏠 epay.emu.edu.tr/cs/

Apps Google YouTube Welcome to Facebo... YB 🔥 🌐 Inbox - kale.mutlu... KwikSurveys: Offical... Tavport bilet taksi ICOI

 **Eastern Mediterranean University**
"For Your International Career"
Online Payment

Öğrenci No. / Student Number:



Choose your choice of payment (Semester Fee in Advance or Semester Fee in Installment) and click “Continue” to move on the next step.

Hesap Bilgileriniz / Account Details

Öğrenci No. / Student ID:

20032

Adı Soyadı / Name Surname:

AYKURT

Akademik Dönem / Academic Year:

2020-2021 Fall

Program / Programme:

(A3) TURKISH LANGUAGE TEACHING (TLT) /
TÜRKÇE ÖĞRETMENLİĞİ

Burs Durumu / Scholarship Status:

TC DAÜ ÖSYM %50

E-Posta / E-Mail:

20032@%emu.edu.tr

Açıklama / Description	Miktar/ Amount	Tam olarak/ in Full?	Kısmi Ödeme/ Partial payment?	Ödeme/ Paying
Dönem Borcu Peşin/Semester Fee in Advance	9537,38 TRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TRL
Dönem Borcu Taksit/Semester Fee in Installment	4009,37 TRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TRL

Continue

Logout

Complete the “Credit Card Holder” section by entering the card owner’s name and surname. Tick the “I accept the Terms and Conditions” if you accept the Terms and Conditions and then, click on “Submit” tab.

Credit Card Holder:

Tuition Fee Payment:

4009,37

TRL

Terms & Conditions

Please tick the following box to confirm that you have read and accept the [Terms and Conditions](#)

☐ I accept the Terms and Conditions

Submit

Back

Provide you credit card information and click on "Onayla" (confirm) tab.



"DOĞU AKDENİZ UNİ" Sanal Mağazası 'ndan yaptığınız **4.009,37 TL.** tutarındaki işleminizin detay bilgileri aşağıdaki gibidir. İşleminizin tamamlanabilmesi için lütfen kredi kartı bilgilerinizi girip, onayla tuşuna basınız.

Kreditkartı Numarası (CCNo) :

Son Kullanma Tarihi (Expire Date) : 09 / 20

Güvenlik Numarası (CVV) : ?

Sipariş Numarası (Order ID) : DT200009322009221734

Tutar : 4.009,37 TL

JOKER VADAA kullan ! ☐

Onayla

Güvenliğiniz İçin Bilginize

- Lütfen yukarıdaki Address bar'da "<https://posnet.yapikredi.com.tr/3DSWebService/YKBPaymentService>" adresinin yazdığını kontrol ediniz.
- Lütfen işlemleri yaparken, açılan pencerede SSL şifrelemesi olduğunu gösteren sağ alt köşede bulunan kilit işaretini (🔒) mutlaka kontrol ediniz. Bu kilit üzerine çift tıklandığında açılan sertifika bilgileri kontrol edilmelidir. ("Issued to : www.posnet.ykb.com / www.posnet.yapikredi.com " ve "Issued by : www.verisign.com/CPS Incorp.by Ref. LIABILITY LTD.(c)97 Verisign")

For inquiries on financial issues, you can call +90 392 630 1524 or +90 392 630 2667 or send an e-mail to suleyman.sunal@emu.edu.tr address by stating either your student number or application number to receive help.

n.b.: Although the online payment option is recommended for smoothly completing the payment process, payments can also be made by bank transfers after the student checks the required payment amount from the student portal.

Bank Transfer Accounts

TÜRKİYE İŞ BANKASI G/MSA ŞB.	6820-182940	TR060006400000168200182940
GARANTİ BANKASI KKTC ŞB.	1289-6299054	TR770006200128900006299054
HALK BANKASI G/MSA ŞUBESİ	899-05000001	TR720001200989900005000001

2. Online Course Selection

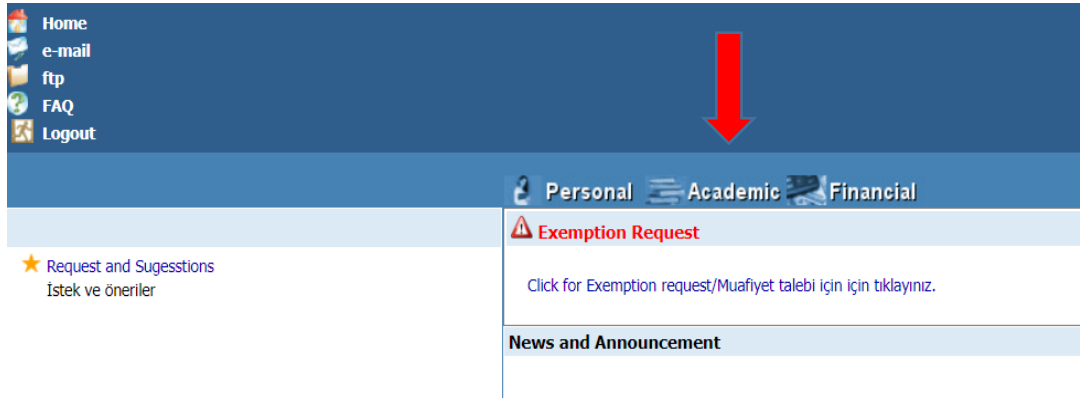
Student should log into the student portal in order to complete online course selection process. Go to <https://stdportal.emu.edu.tr> webpage and follow the steps provided in previous section to log into your student portal.

If you are experiencing problems regarding your password, contact emucc-support@emu.edu.tr by sending an e-mail or call +90 392 630 2501 / +90 392 630 1264 within the working hours.

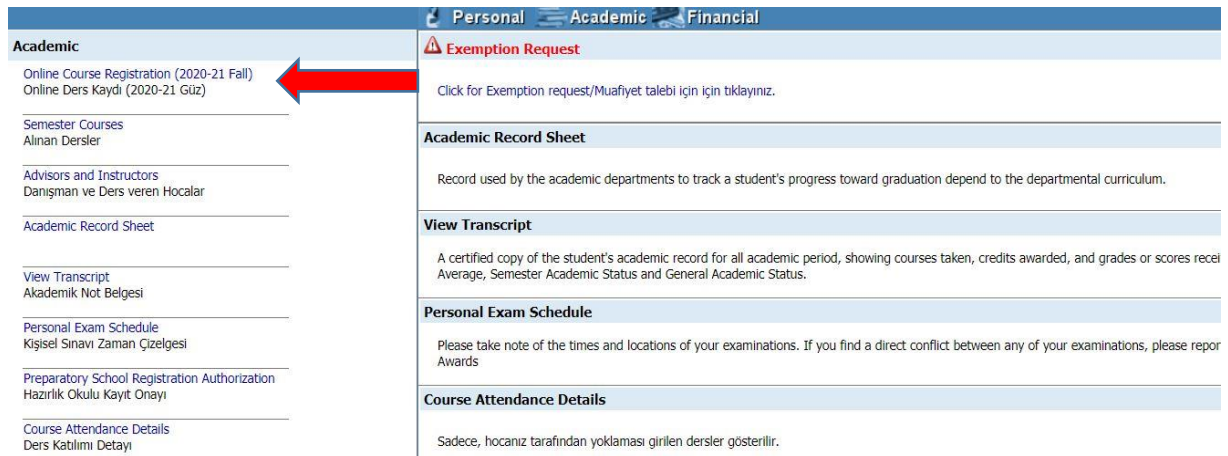
Students failing to get the minimum grade (specified by their program) in the Foreign Languages and Preparatory School (FLEPS) Proficiency Test will be enrolled to Preparatory School and course registrations will be completed by the FLEPS. Students who receive a conditional pass following their test score in Proficiency Test, should contact their advisors for the English course registrations.

You can ask for help from your advisor any time during the course registration process.

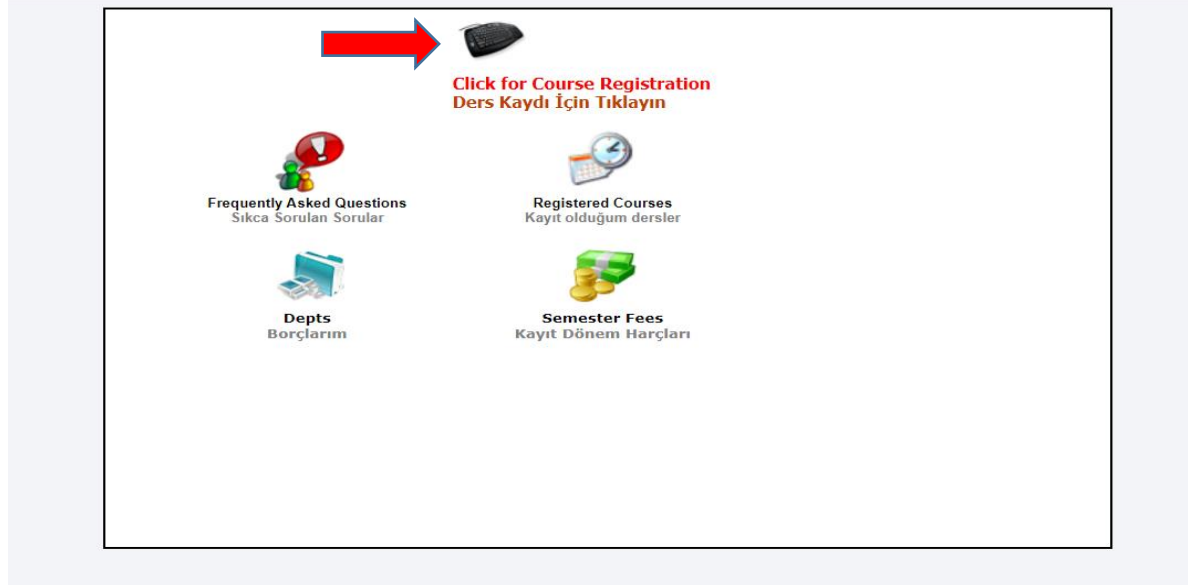
Click on “Academic” tab on main menu to complete your course registration.



Click on “Online Course Registration 2020-21 Spring” listed on the left



Select “Click for Course Selection” option available below. There will not be a “Click for Course Registration” tab if you are not exempted from the Foreign Languages and Preparatory School (FLEPS) or failed in English Proficiency Test. Students who will study in the FLEPS are not required to complete any online course registrations. Course registrations for Preparatory School will be completed by the FLEPS.



Check the maximum numbers of courses you can take for the 2020-21 Academic Year Fall Semester by seeing the “Max Course” section. You will also be able to see your advisor’s name and e-mail address on this page.

Student Number Öğrenci No		Name : RÜMEYSA Adı		Nationality : TC Uyruk		
1528						
Submit						
Department K6 PHYSIOTHERAPY (2) Bölüm Current Ac.Term : Şimdiki Akademik Dönem New Ac.Term : Yeni Akademik Dönem Credit Crs. Status: Ders Durumu						
Advisor(s)/Danışman(lar) : DEĞER (i deger@emu.edu.tr)						
<div style="float: right;">A. Status: CGPA Credit: CGPA Kredisi AC. Credit : Akademik Kredisi New Tot. Credit: 0 Yeni Toplam Kredisi</div> <div style="clear: both;"></div>						
<div style="float: right; border: 1px solid black; padding: 5px;">Maximum Course</div> <div style="clear: both;"></div>						
Fili Dönem : GPA - CGPA : - Max course : 8 Maksimum Ders Sayısı						
TIME TABLE Zaman Çizelgesi						
Period Saat	Monday Pazartesi	Tuesday Salı	Wednesday Çarşamba	Thursday Perşembe	Friday Cuma	Saturday Cumartesi
08:30						
09:30						
10:30						
11:30						
12:30						
13:30						
14:30						
15:30						
16:30						
17:30						
18:30						
19:30						
20:30						
21:30						
22:30						
REGISTERED COURSE LIST Kayıt Olunan Ders Listesi						
* Click Course Code to remove (if any) Dersi silmek için Ders Koduna Tıklayın						
#	CourseCode DersKod	Grup	CourseName DersAdı	Confirm Onay		
	K6711	FZTR151	3			
	K6712	FZTR152	2			
	K6713	FZTR223	2			
	K6714	FZTR105	3			
	K6715	PSYC111	2			
	K6716	HIST280	2			
	K6717	ENGL161	3			
	K6718	ITEC115	3			
	K6721	FZTR126	3			
	K6722	FZTT106	2			
	K6723	FZTR108	2			
	K6724	FZTR262	2			
	K6725	FZTR118	2			
	K6726	ENGL162	3			
	K6727	AE01	3			
	K6728	UE01	3			
	K6731	FZTT200	0			
	K6732	FZTT201	4			
	K6733	FZTR265	2			
	K6734	FZTT215	2			
	K6735	FZTT213	3			
	K6736	FZTR221	2			
	K6737	AE02	3			
	K6738	UE02	3			
	K6741	FZTT202	5			
	K6742	FZTT204	5			
	K6743	FZTT206	5			

You can start selecting courses by clicking on the course codes written in blue in “Ref Code” section shown in the picture above. Information regarding each course will appear in a new section when you click on each course code.



Back (empty)

No Quota left to register for this group
Gruba Kayıt için yeterli Kontenjan yok

There is a CLASH with TimeTable
Zaman çizelgesiyle Çakışma var

Available Group
Uygun Grup

* Click any Group to register. (if any)
* Click Display button to display selected course groups

* Click Search button to search elective courses.

* Only defined and offered courses of this semester for student department is shown.

* Gruba tıklayarak derse kayıt olun
* Göster'e tıklayarak, seçilen dersin gruplarını görebilirsiniz.

* Arama'ya basarak, seçmeli dersleri sorgulayabilirsiniz.

* Sadece bu dönem açılan ve öğrencinin bölümüne hak verilen derslerin grupları gösterilir.

Reference Code Referans Kodu	4K711	Course Code Ders Kodu	PSKL107		
Course Title Ders Adı	Introduction to Psychology - I				
Course Detail	This course is the first in a pair of courses designed to give psychology majors a well-rounded introduction to main topics investigated by different fields within psychology. Students are introduced to the history of psychology as a developing science, discover how knowledge is produced through psychological research, and have the opportunity to learn about a range of areas including sensation and perception, learning, memory, and cognition.				
Ders İçeriği	Psikoloji alanında eğitim görenler için, psikolojideki farklı alanlar tarafından incelenen konulara bir giriş niteliğinde olan iki dersin ilkidir. Gelişmekte olan bir bilim olarak psikolojinin tarihiyle tanıştırmayı, psikolojik araştırmalar sonucu bilgiye ulaşma yöntemlerini keşfetmeyi ve duyu, algı, öğrenme ve kavrama gibi farklı alanlar hakkında bilgi vermeyi amaçlar.				
Language/ Eğitim Dili	English				

Grup	Quota Kontenjan	Left Kalan	Clash Çakışma	Clash Period(s) Çakışan Saatler	Instructor(s) Öğretim Görevlileri	Group TimeTable Grup Zaman Çizelgesi
01	40	15			CELİK, D.	Click for TimeTable
02	40	29			CELİK, D.	Click for TimeTable

The picture above is an example on how you will see the information regarding each course. In this example, the course chosen is PSKL107 which has 2 groups. You can see the weekly timetable for each course (picture below) by selecting "Click for Timetable" option.

Course Code Ders Kodu	PSKL107
Course Name Ders Adı	Introduction to Psychology - I
Group	01

Period Saat	Monday Pazartesi	Tuesday Salı	Wednesday Çarşamba	Thursday Perşembe	Friday Cuma	Saturday Cumartesi
08:30-09:20 <1>						
09:30-10:20 <2>						
10:30-11:20 <3>		PSKL107 / CL 309		PSKL107 / CLA 12		
11:30-12:20 <4>		PSKL107 / CL 309		PSKL107 / CLA 12		
12:30-13:20 <5>						
13:30-14:20 <6>						
14:30-15:20 <7>						
15:30-16:20 <8>						
16:30-17:20 <9>						
17:30-18:20 <10>						
18:30-19:20 <11>						
19:30-20:20 <12>						

As you can see in the picture below, the course times of Group 1 is shown on the student's time table because Gr.1 was selected in the previous step.

TIME TABLE

Zaman Çizelgesi

Period Saat	Monday Pazartesi	Tuesday Salı	Wednesday Çarşamba	Thursday Perşembe	Friday Cuma	Saturday Cumartesi
08:30						
09:30						
10:30		PSKL107		PSKL107		
11:30		PSKL107		PSKL107		
12:30						
13:30						
14:30						
15:30						
16:30						
17:30						
18:30						
19:30						
20:30						
21:30						
22:30						

REGISTERED COURSE LIST

Kayıt Olunan Ders Listesi

* Click Course Code to remove (if any)

Dersi silmek için Ders Koduna Tıklayın

#	CourseCode DersKod	Grup	CourseName DersAdı	Confirm Onay
1	PSKL107	01	Psikolojiye Giriş - I	NO

Has not Taken Yet
Alınmamış Dersler

May be Repeated
Tekrar edilebilir

* Click any Ref.Code to add course

* Ders Kaydı için Ref.Koduna tıklayın.

Registered Courses
Kayıtlı dersler

Must be Taken
Alınması gerekir

* Mouse over C.Code to view course title

* Ders kodu üzerinde gelerek, dersin ismini görebilirsiniz.

Course taken
Alınan dersler

Deficiency Courses
Hazırlayıcı dersler

Order By Reg. Priority

Ref.Code Ref.Kod	Crs.Code DersKod	Cr Kır	PreReq1 koşul1	PreReq2 koşul2	Crs.Taken Al.Ders	Grade Not	Crs.Given Ver.Ders
4K711	PSKL107	4					PSKL107
4K712	BIYO105	3					
4K713	MATE167	3					
4K714	ENGL171	3					
4K715	HIST280	2					
4K721	PSKL109	4	4K711				
4K722	PSKL116	3					
4K723	FELS104	3					
4K724	ENGL172	3	4K714				
4K725	SOSY103	3					
4K731	PSKL213	3	4K722				
4K732	PSKL216	3	4K722				
4K733	PSKL221	3					
4K734	SOSY203	3	4K725				
4K735	ITEC115	3					
4K741	PSKL214	4	4K731				
4K742	PSKL222	3	4K733				
4K743	PSKL282	3					
4K744	PSKL253	3					
4K745	US01	3					
4K751	PSKL331	3	4K731				
4K752	PSKL340	3					
4K753	PSKL380	3					

Choose the allowed amount of courses (see max. course) starting from the top. The weekly time table for your choice of courses will look like the sample below.

TIME TABLE

Zaman Çizelgesi

Period Saat	Monday Pazartesi	Tuesday Salı	Wednesday Çarşamba	Thursday Perşembe	Friday Cuma	Saturday Cumartesi
08:30				BIYO105		
09:30						
10:30	BIYO105	PSKL107		PSKL107		
11:30	BIYO105	PSKL107			MATE167	
12:30	ENGL171		MATE167	ENGL171		
13:30	ENGL171			ENGL171		
14:30	HIST280					
15:30	HIST280					
16:30			MATE167			
17:30						
18:30						
19:30						
20:30						
21:30						
22:30						

REGISTERED COURSE LIST

Kayıt Olunan Ders Listesi

* Click Course Code to remove (if any)

Dersi silmek için Ders Koduna Tıklayın

#	CourseCode DersKod	Grup	CourseName DersAdı	Confirm Onay
1	BIYO105	01	Biological Bases of Behavior	NO
2	ENGL171	12	English - I	NO
3	HIST280	02	Atatürk İlkeleri ve İnkılap Tarihi	NO
4	MATE167	03	Maths for Art and Social Science	NO
5	PSKL107	01	Psikolojiye Giriş - I	NO

Has not Taken Yet

Alınmamış Dersler

May be Repeated

Tekrar edilebilir

* Click any Ref.Code

to add course

* Ders Kaydı için

Ref.Koduna tıklayın.

Registered Courses

Kayıtlı dersler

Must be Taken

Alınması gerekir

* Mouse over C.Code

to view course title

* Ders kodu üzerinde

gelecek, dersin ismini

görebilirsiniz.

Course taken

Alınan dersler

Deficiency Courses

Hazırlayıcı dersler

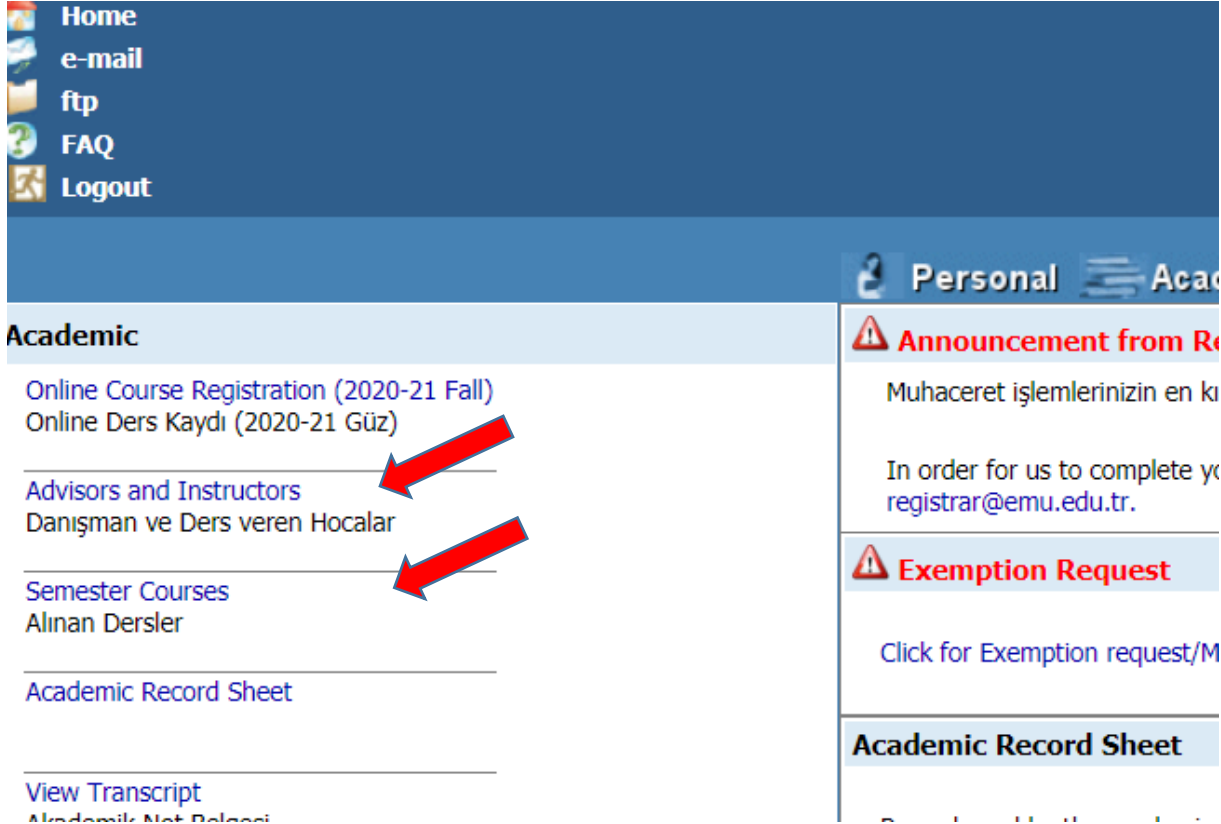
Order By Reg. Priority

Ref.Code Ref.Kod	Crs.Code DersKod	Cr Kr	PreReq1 koşu1	PreReq2 koşu2	Crs.Taken Al.Ders	Grade Not	Crs.Given Ver.Ders
4K711	PSKL107	4					PSKL107
4K712	BIYO105	3					BIYO105
4K713	MATE167	3					MATE167
4K714	ENGL171	3					ENGL171
4K715	HIST280	2					HIST280
4K721	PSKL109	4	4K711				
4K722	PSKL116	3					
4K723	FELS104	3					
4K724	ENGL172	3	4K714				
4K725	SOSY103	3					
4K731	PSKL213	3	4K722				
4K732	PSKL216	3	4K722				
4K733	PSKL221	3					
4K734	SOSY203	3	4K725				
4K735	ITEC115	3					
4K741	PSKL214	4	4K731				
4K742	PSKL222	3	4K733				
4K743	PSKL282	3					
4K744	PSKL253	3					
4K745	US01	3					
4K751	PSKL331	3	4K731				
4K752	PSKL340	3					
4K753	PSKL380	3					
4K754	US02	3					
4K755	PSKL342	3					
4K761	PSKL341	3					
4K762	AS01	3					
4K763	PSKL370	3	4K712				
4K764	PSKL382	3	4K743				
4K765	US03	3					

Contact your advisor, ask him/her to check the courses you have chosen and his/her approval on your time table. Your advisor will approve your courses on 8-9 October 2020 if there is no problems regarding the course choices you have made. Following the advisor's approval, each course instructor will add you to their course groups on Microsoft Teams Program.

You can access information (name/surname, email) regarding your advisor and course instructors by clicking on “Advisors and Instructors” tab.

By clicking on “Semester Courses”, you can see the list of courses you will take for the 2020-21 Academic Year Fall Semester.



Notes:

Finding out your advisor:

1. a. Log in to your student portal. (<https://stdportal.emu.edu.tr>) See page 2.
b. From the “Academic” menu click on “Advisors and Instructors”. See the picture above
2. Alternatively, from the “Academic” menu, click on Semester Courses. You will be directed to a page where you can both see your Academic Advisor and also your course teachers. Bkz. Sayfa 9.

Course approval by the advisor.

The courses that you have chosen online will be approved by your advisor on 1-2 September 2020. Please check through your student portal whether your courses were approved by your advisor. Please don't hesitate to contact your advisors when and if you need help or guidance.

I wish you a very successful and fruitful semester

Prof. Dr. Hüseyin AKTUĞLU

Vice Rector (Student Affairs)