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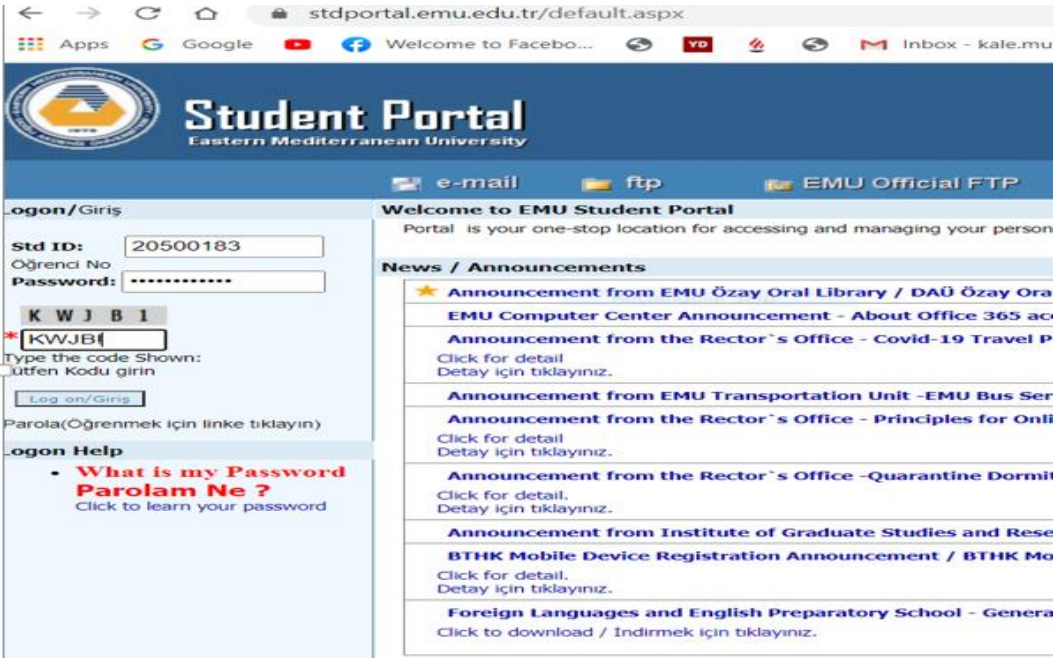
Following steps should be completed in order to finalize the online course registration process:

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.

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".

Eastern Mediterranean University
"For Your International Career"
Online Payment

Öğrenci No. / Student Number: [   ]

Submit

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:	20⬛⬛2
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:	20⬛⬛32@%emu.edu.tr

Açıklama / Description	Miktar/ Amount	Tam olarak/ in Full?	Kısmı Ödeme/ Partial payment?	Ödeme/ Paying
Dönem Borcu Peşin/Semester Fee in Advance	9537,38 TRL	☐		TRL
Dönem Borcu Taksit/Semester Fee in Installment	4009,37 TRL	☐		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.

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.
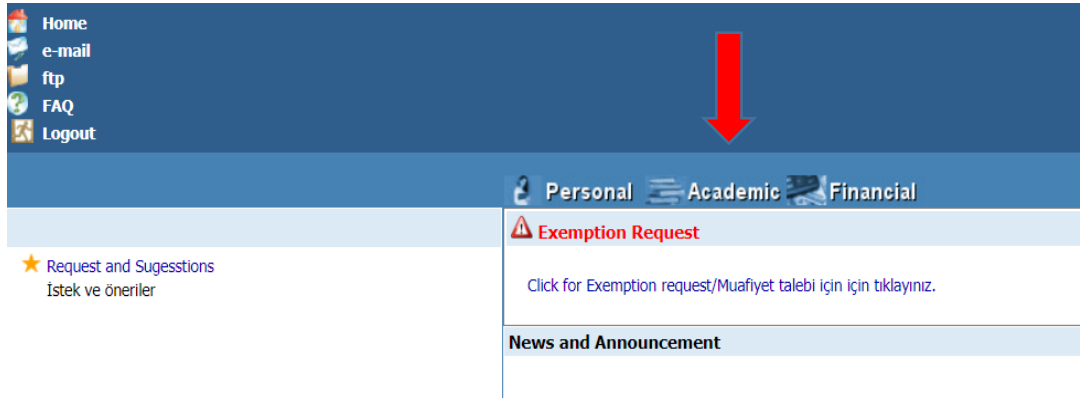
Click on "Online Course Registration 2020-21 Spring" listed on the left
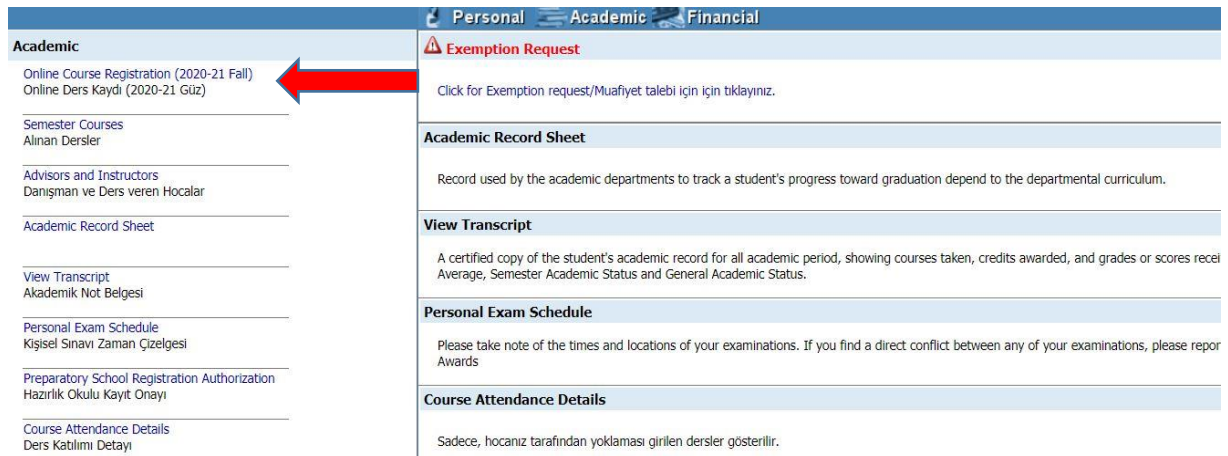
Select "Click for Course Selection" option available below. There will not be a "Click for Course Registration" tab if you are not exempted from the Foreign Languages and Preparatory School (FLEPS) or failed in English Proficiency Test. Students who will study in the FLEPS are not required to complete any online course registrations. Course registrations for Preparatory School will be completed by the FLEPS.
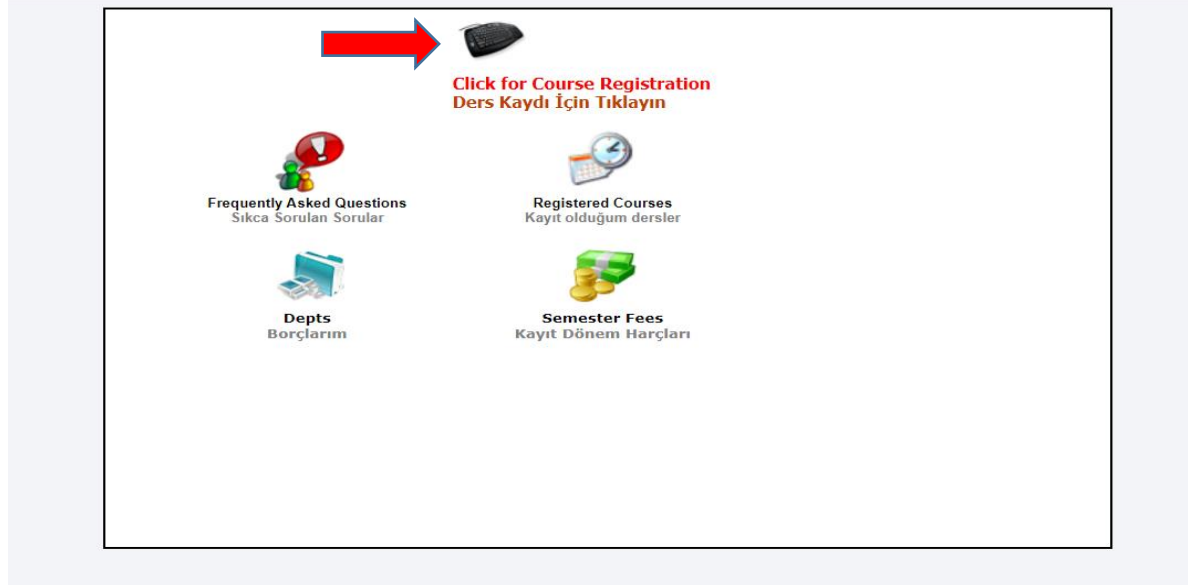
Check the maximum numbers of courses you can take for the 2020-21 Academic Year Fall Semester by seeing the "Max Course" section. You will also be able to see your advisor's name and e-mail address on this page.

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 (Geri)		
No Quota left to register for this grup 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 serach 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 ZamanÇizelgesi
01	40	15			ÇELİK, D.	Click for TimeTable
02	40	29			ÇELİK, 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 Kod	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.

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.

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.
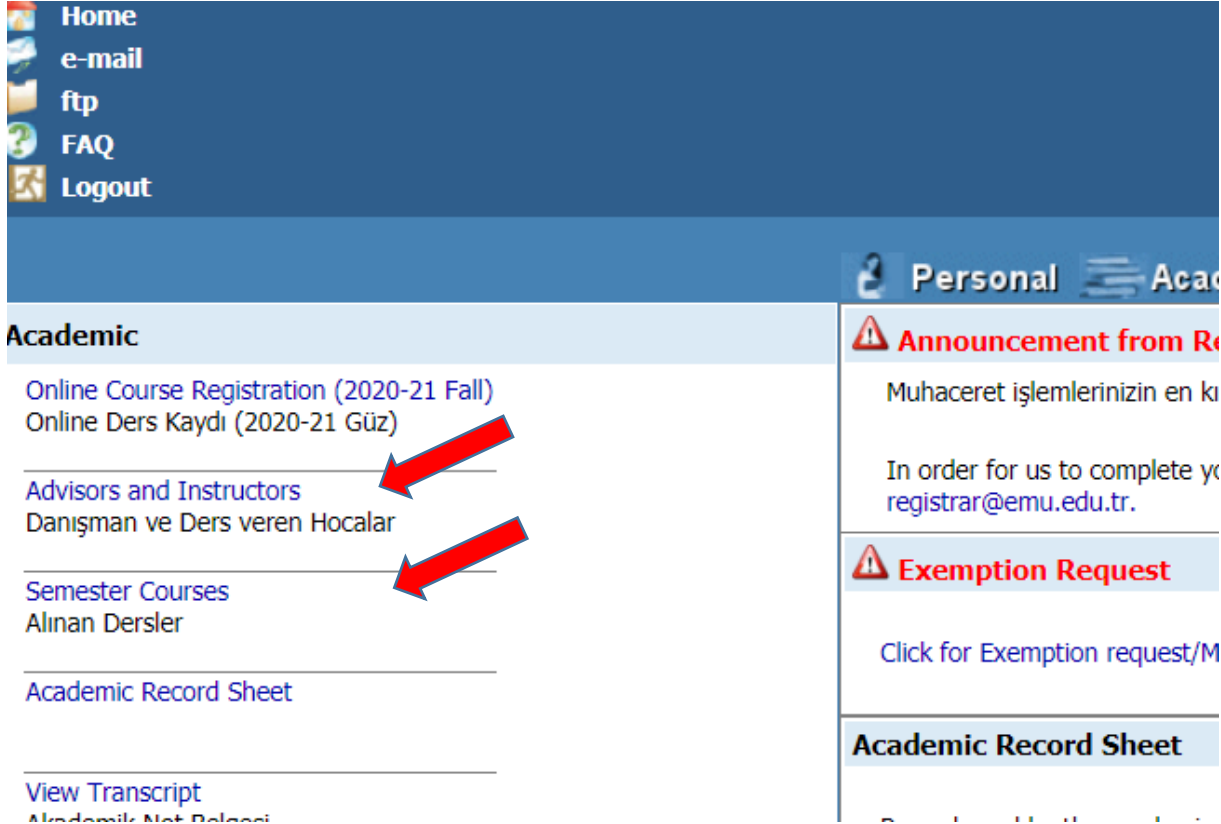
Notes:

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 youcan both see your Academic Advisor and also your course teachers. Bkz. Sayfa 9.

Course approval by the advisor.

The courses that you have choosen 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 hessitate 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)