

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.

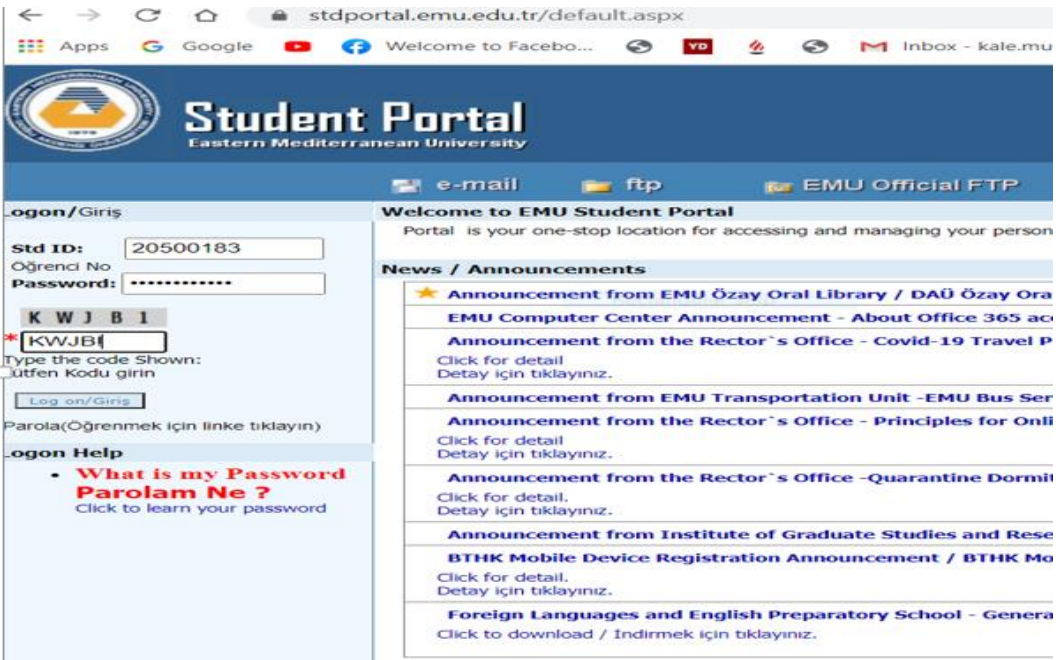
Following steps should be completed in order to finalize the online course registration process:

- 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 form. The page features the EMU logo and the text 'Student Portal Eastern Mediterranean University'. The login section includes fields for 'Std ID:' (20500183), 'Oğrenci No', and 'Password:'. Below the password field is a CAPTCHA code 'K W J B I' and a box containing '*KWJB|'. There is a 'Log on/Giriş' button and a link for 'Parola(Oğrenmek için linke tıklayın)'. The right side of the page has a 'Welcome to EMU Student Portal' message and a 'News / Announcements' section with several news items.

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)
<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... 📧 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:	20[redacted]32
Adı Soyadı / Name Surname:	[redacted] 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[redacted]32@%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"/>	[redacted] TRL
Dönem Borcu Taksit/Semester Fee in Installment	4009,37 TRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[redacted] 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 UNI" 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 tıkladığınızda 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](http://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

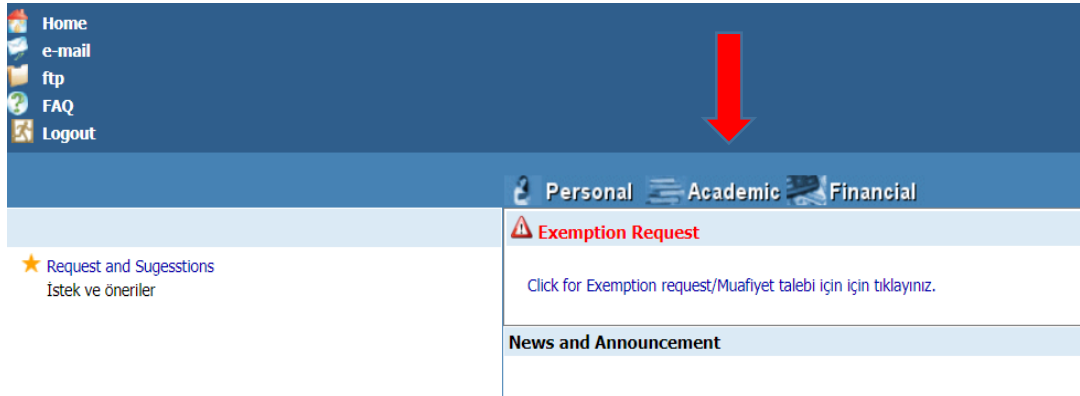
Student should log into the student portal in order to complete online course selection process. Go to <https://stdportal.emu.edu.tr> webpage and follow the steps provided in previous section to log into your student portal.

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.

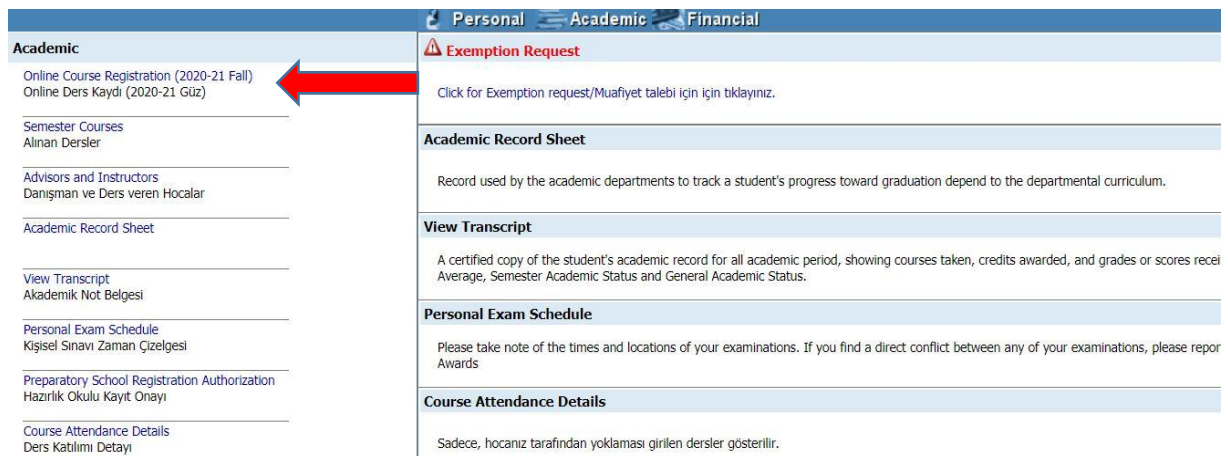
You can ask for help from your advisor any time during the course registration process.

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



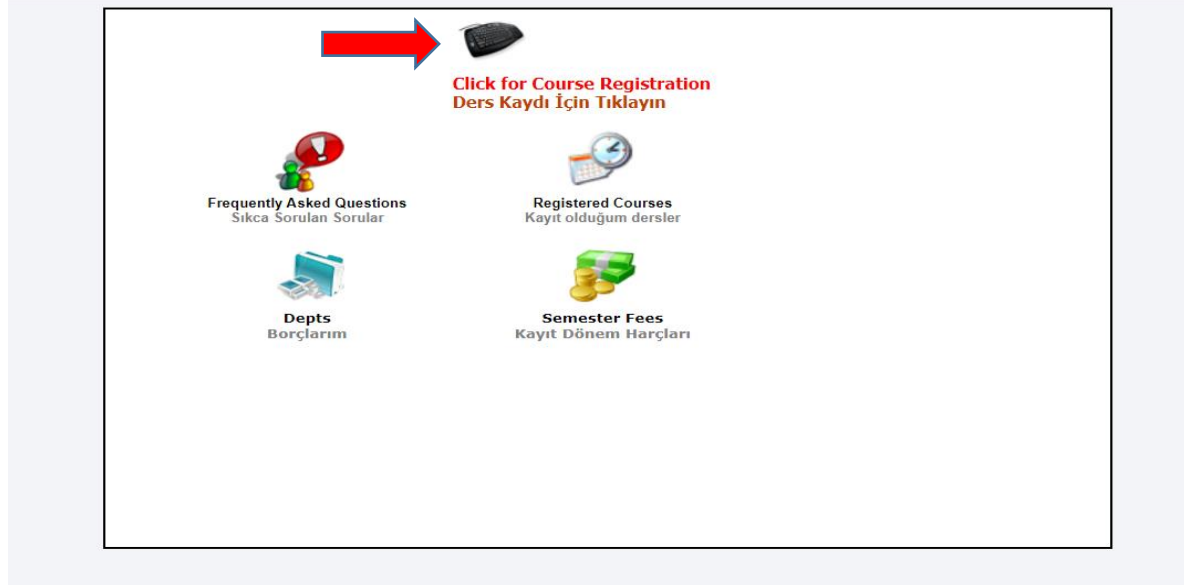
The screenshot shows the student portal's main menu. On the left, there is a vertical list of links: Home, e-mail, ftp, FAQ, and Logout. Below this is a section for 'Request and Sugesstions' (Istek ve öneriler). The main navigation bar has three tabs: Personal, Academic, and Financial. The 'Academic' tab is highlighted with a red arrow pointing to it. Below the navigation bar, there are sections for 'Exemption Request' (with a warning icon and a link to click for exemption request) and 'News and Announcement'.

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



The screenshot shows the student portal's main menu with the 'Academic' tab selected. On the left, the 'Academic' menu is expanded, showing options like 'Online Course Registration (2020-21 Fall)', 'Online Ders Kaydı (2020-21 Güz)', 'Semester Courses', 'Alınan Dersler', 'Advisors and Instructors', 'Danışman ve Ders veren Hocalar', 'Academic Record Sheet', 'View Transcript', 'Akademik Not Belgesi', 'Personal Exam Schedule', 'Kişisel Sınavı Zaman Çizelgesi', 'Preparatory School Registration Authorization', 'Hazırlık Okulu Kayıt Onayı', and 'Course Attendance Details', 'Ders Katılımı Detayı'. A red arrow points to the 'Online Course Registration (2020-21 Fall)' option. The main content area shows the 'Exemption Request' section with a warning icon and a link to click for exemption request. Below this are sections for 'Academic Record Sheet', 'View Transcript', 'Personal Exam Schedule', and 'Course Attendance Details'.

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: 1528 **Name**: RÜMEYSA **Nationality**: TC

Department: K6 PHYSIOTHERAPY (2) **Fiili Dönem**: **A. Status**:
Current Ac.Term: **Maximum Course** **GPA - CGPA**: - **CGPA Credit**:
New Ac.Term: **Max course**: 8 **AC. Credit**:
Credit Crs. Status: **Maksimum Ders Sayısı** **New Tot. Credit**: 0
Ders Durumu: **Yeni Toplam Kredi**:
Advisor(s)/Danışman(lar): DEĞER (deger@emu.edu.tr)

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

#	CourseCode DersKod	Grup	CourseName DersAdı	Confirm Onay
	K6711	FZTR151		
	K6712	FZTR152		
	K6713	FZTR223		
	K6714	FZTR105		
	K6715	PSYC111		
	K6716	HIST280		
	K6717	ENGL161		
	K6718	ITEC115		
	K6721	FZTR126		
	K6722	FZTT106		
	K6723	FZTR108		
	K6724	FZTR262		
	K6725	FZTR118		
	K6726	ENGL162		
	K6727	AE01		
	K6728	UE01		
	K6731	FZTT200		
	K6732	FZTT201		
	K6733	FZTR265		
	K6734	FZTT215		
	K6735	FZTT213		
	K6736	FZTR221		
	K6737	AE02		
	K6738	UE02		
	K6741	FZTT202		
	K6742	FZTT204		
	K6743	FZTT206		

Has not Taken Yet Alınmamış Dersler **Registered Courses** Kayıtlı dersler **Course taken** Alınan dersler

May be Repeated Tekrar edilebilir **Must be Taken** Alınması gerekir **Deficiency Courses** Hazırlayıcı dersler

* Click any Ref.Code to add course * Mouse over C.Code to view course title **Order By Reg. Priority**

* Ders Kaydı için Ref.Koduna tıklayın. * Ders kodu üzerinde gelerek, dersin ismini görebilirsiniz.

Reference Codes

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 (Course)

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

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

* Click Search button to search elective courses.

* Arama'ya basarak, seçmeli dersleri sorgulayabilirsiniz.

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

* 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 tanıştirmayı, 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			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 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.

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

Ref.Code Ref.Kod	Crs.Code DersKod	Cr Kr	PreReq1 koşul1	PreReq2 koşul2	Crs.Taken Al.Ders	Grade Not	Crs.Given Ver.Ders
4K731	PSKL387	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		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						

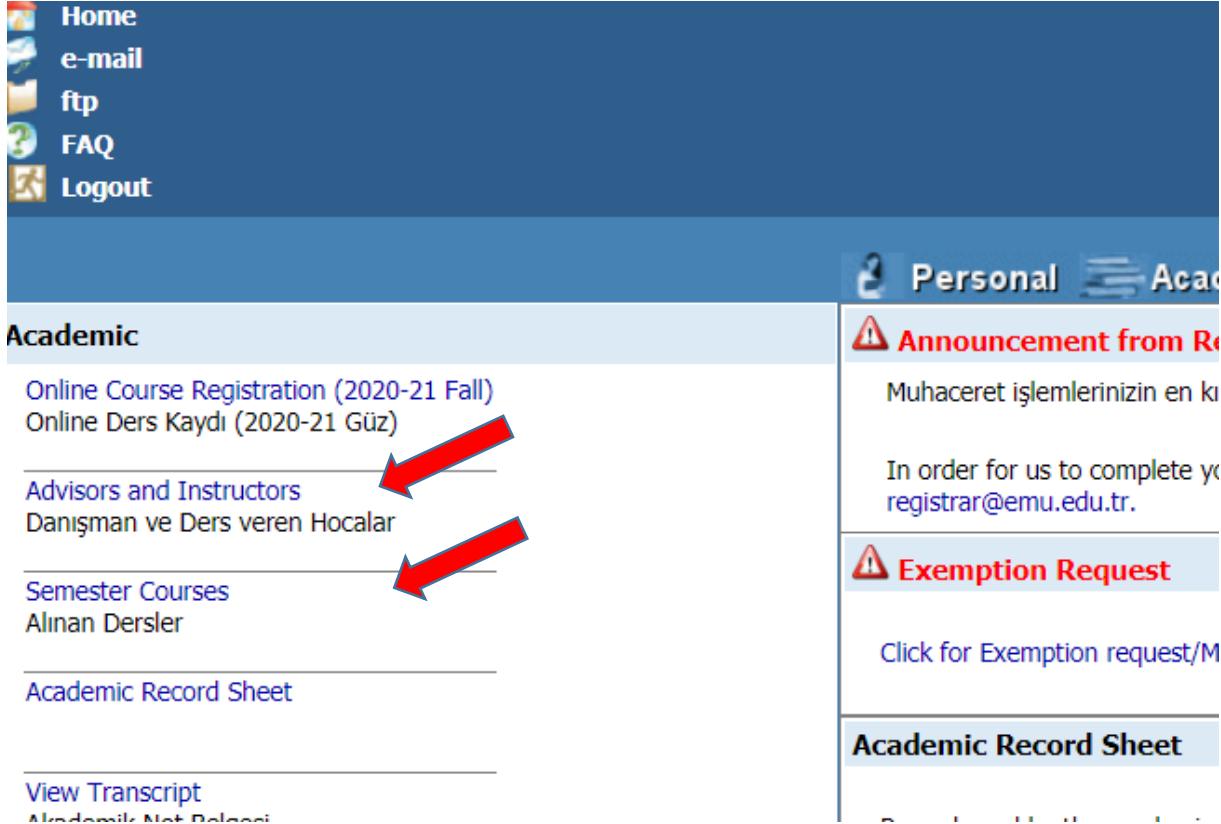
#	CourseCode DersKod	Grup	CourseName DersAdı	Confirm Onay
1	BIYO105	01	Biological Bases of Behavior	NO
2	ENGL171	12	English - I	NO
3	HIST280	02	Atatürk İlkeleri ve İnkılap Tarihi	NO
4	MATE167	03	Maths for Art and Social Science	NO
5	PSKL107	01	Psikolojiye Giriş - I	NO

Ref.Code Ref.Kod	Crs.Code DersKod	Cr Kr	PreReq1 koşul1	PreReq2 koşul2	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.



The screenshot shows the student portal interface. On the left, there is a vertical menu with the following items: Home, e-mail, ftp, FAQ, and Logout. Below this, the 'Academic' section is highlighted, containing links for: Online Course Registration (2020-21 Fall) / Online Ders Kaydı (2020-21 Güz), Advisors and Instructors / Danışman ve Ders veren Hocalar, Semester Courses / Alınan Dersler, Academic Record Sheet, and View Transcript / Akademik Not Belgesi. Two red arrows point to the 'Advisors and Instructors' and 'Semester Courses' links. On the right, there is a sidebar with a 'Personal' tab and an 'Academic' tab. Under the 'Academic' tab, there are two announcements: 'Announcement from Registrar' and 'Exemption Request'. The 'Exemption Request' announcement includes a link: 'Click for Exemption request/M...'. Below the announcements, there is a section for 'Academic Record Sheet'.

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)