AGU UIS STUDENT COURSE PREPERATION GUIDE

1. Login to the System

You can login to the system via the login screen on the web address **http://uis.agu.edu.tr/** (Figure 1)

(NOTE: Your username and password are the same with the old sis.agu.edu.tr system's username and password)
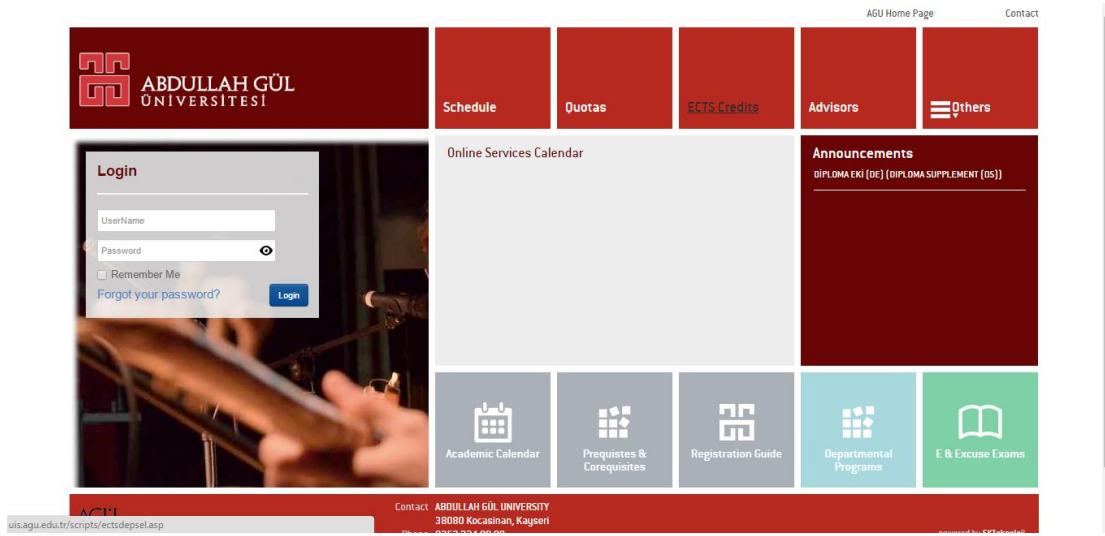

Figure 1

In the main menu the **Course List Preparation** button under the **Academic / Courses** part (Figure 2) allows you to access the screen to select your courses. When you click to this button the system will make some controls before continuing. Therefore, it could take a few seconds for the next screen to appear.
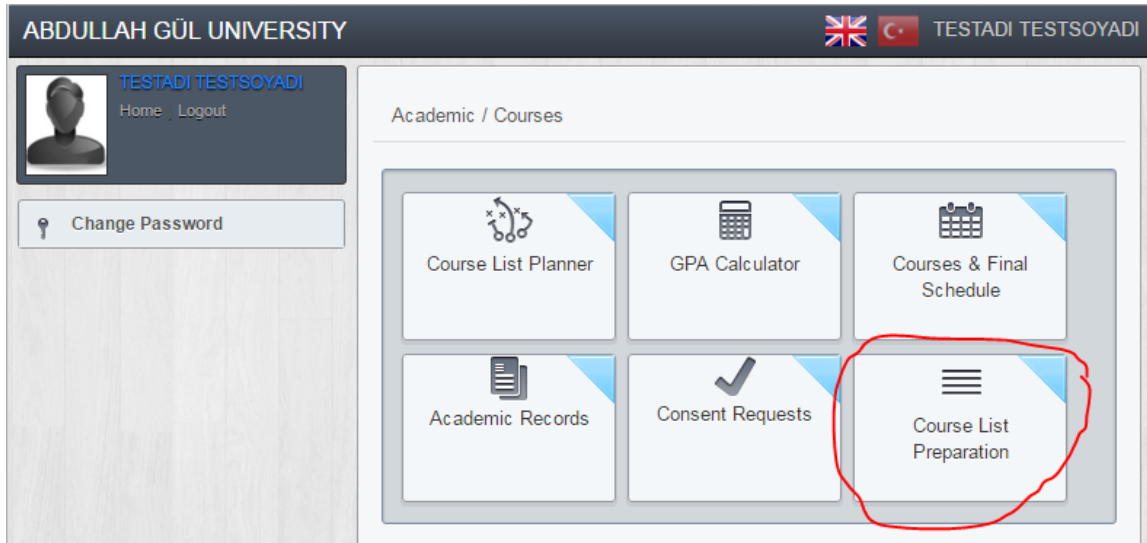

Figure 2

(WARNING: If you click to this button 2 times within 30 seconds, you will get the alert screen below (Figure 3). In this case, you can only enter to the course list preparation after 30 seconds (Figure 3).
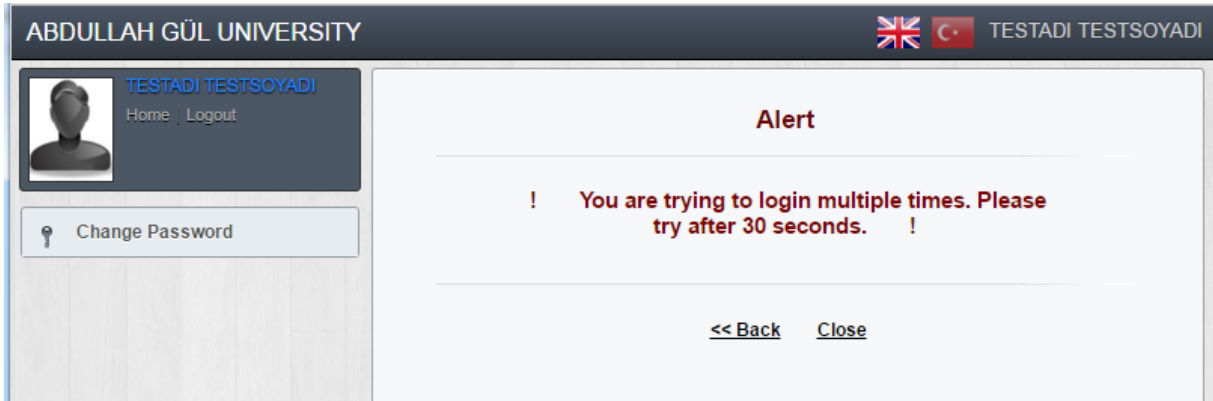

Figure 3

2. Course List Preparation

Figure 4

This screen is only used to add, drop, or withdrawn from courses regarding the current semester. On the top part of the screen you can see basic information regarding yourself (Student ID, Name, Surname, Status, Year, Semester, GPA, the total amount of tuition fee you had paid, e-mail address, last access date to the system, name of the academic advisor).

NOTE: You can change your e-mail address from this part.

You can see the courses you have selected to be enrolled this semester under the "Courses Selected" list. In this list, you can see the course code, course name, link to the course description, the status of the course, and the schedule of the course.

3. Adding a Course

You can add a course via two methods below:

- **Adding Courses One-by-one**: First, you choose the category of the courses from the "Required Course" drop-down menu and click the "Add" button. In the next screen, you can see the courses in this category in your program listed. You can choose the course you wish to add from the control button in front of its name. Then, you have to select the options of adding the course.

   There are two options for adding a course:
   - *Credit-NonCredit*: If you want to add this course to your program with credit, choose "Credit". If you want to add this course to your program without credit, choose "NonCredit".
   - *Repeat with Selection*: If you want to add this course to repeat another course, select the "Repeat selection with" button and choose the course you want to repeat.

   Lastly, click on the "Add Selected Course" button.

- Quick Add: If you want to add more than one course you can use the "Quick Add Menu" at the bottom of the screen. Here, you have to enter the abbreviation (e.g., COMP), the code (e.g., 101), the section (e.g., 01), and credit-noncredit option for each course you want to add. When you finish writing down the information for all the courses, click on the "Quick Add" button to add all the courses you have entered to the "Quick Add Menu".
   If you want to repeat any course, you can also choose which course you want to repeat in this menu for each course.

NOTE: After selecting all the courses you want to add, you HAVE to send your list to approval of your academic advisor (see Part 7 below).

NOTE: You can check the required courses you HAVE TO add for your department and semester from the "Curriculum" button below.

4. Dropping a Course

You can drop a course you have added earlier. Click the button to the left of the course you want to drop and click the "Drop" button.

5. Section Change

You can change the section of a course you have added earlier. Click the button to the left of the course you want to change section and click the "Change Section" button. You will see a new screen that shows you all the other sections of the same course. Click the button to the left of the section you want to take and then click the "Change" button.

6. Withdrawn from a Course

You can withdraw from a course you have added earlier. Click the button to the left of the course you want to drop and click the "Withdraw" button.

Then, you have to wait until your advisor accepts your withdrawal. You can cancel your withdrawal from the "Cancel Withdraw" button.

NOTE: You can only withdraw from a course in the withdraw week of the semester.

7. Additional Buttons in the Screen
- Send To Approval: When you click the course list of this semester, click to this button to send your list to your academic advisor for approval.

- Cancel Send: If you have already sent your list to your advisor for approval but you advisor hasn't approved your list, you can cancel your list by clicking this button.

- Send Message To Advisor: You can send a message to your advisor from this button. Click the button, in the popup screen you can write down the message you want to send to your advisor and then click to "Send Message" button to send the message.

- Consent Requests: In order to add some courses, you need the consent of the instructor of that course. First, click to this button. In the newly opened "Consent Requests" screen, choose the course abbreviation (e.g., COMP) of the course you want to have a consent. Then, in the updated new list, choose the course code of the course you want to have a consent. Then, write down a short message explaining why you want to add this course to the course instructor. Finally, click the "Submit" button to send your consent request to the course instructor.

  In the same "Consent Requests" screen, you can also see the consents you have already requested in this semester. If you have any approved consents you can also see these approvals in this window. If you want to cancel any consents, you can also cancel them.

NOTES:

- Getting a consent from the course instructor does NOT mean that you have added the course. After getting a consent you have to add the course normally as explained in part 3.
- If you have sent consent requests to multiple sections of the same course, if one of these consents are approved and you have added these courses to your list, all the consents for the other sections of the same course will automatically be canceled.
- The consents will expire after 24 hours. Therefore, you HAVE TO add the course you got a consent for within 24 hours of getting the consent.
- You can ask for at most 10 consents in one semester.
- In one semester, you can only send at most 2 consent requests for the same section of any given course.

- See Past Data: You can see the courses you took in the previous semesters.

- Schedule: After finalizing your course list for the semester, you can see your weekly schedule from this button.

- Curriculum: You can check the required courses you HAVE TO add this semester from this button. Also, you can see the courses you HAVE TO take in the upcoming semesters.