

OIS STUDENT INDEX

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Slots

Slots

Student ID	1249306	Faculty	04-FACULTY OF ENGINEERING and NATURAL SCIENCES
Name	EMRE	Program	0401-COMPUTER ENGINEERING
Surname	ALPAY	Registration Type	ÖSYM
CGPA		Status	
Number of Semesters		Class	4
Period Status	Attendance	Advisor	TARKAN AYDIN

All
Must Course
Departmental Elective
Non-Departmental Elective
GE Elective
Completed
This semester received
Will be repeated
Not received

Colored lines are added as additional slots because you did not receive enough credit in the relevant slot type.

To be taken							Taken							
Semester	Course Code	Course Name	Credit	ECTS	Slot Type	Status	Course Code	Course Name	Academic Year	Semester	Letter	Credit	ECTS	Points
0	PREP1000	Basic English	0	0	Prep	✓	PREP1000	Basic English	2012-2013	1	EX	0	0	0
1	CMP1001	Introduction to Programming (C++)	3	6	Must Course	✓	CMP1001	Introduction to Programming (C++)	2012-2013	1	F	3	6	0
								Introduction to						

Table 1 – Student Slots

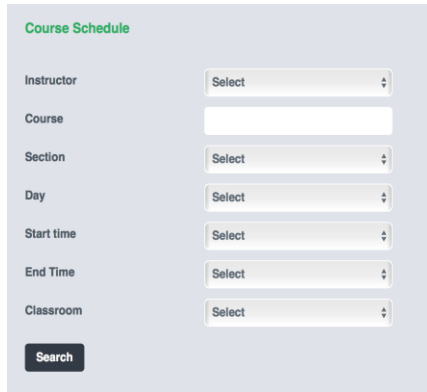
When you click on “Slots” on the “Course Procedures” dropdown menu, you will reach a table of your own slots. On the left side, you will find slots that include compulsory and elective courses that you are required to take, and on the right side, you can see the courses that you have taken along with detailed information about those courses. This table displays both the slots of the program that you are enrolled in and the slots of the courses you have already taken or will take. Through this table, you can see information about the course code, course title, and credits, as well as all the information related to your semester, course grades and ECTS credits.

You will see the followings symbols on the table:

- ✓ = the courses you have completed
- ✗ = the courses you have not yet taken or the ones you are required to repeat.
- ? = the courses which you are currently doing and have not yet finished

Using the same table, you can see the total number of your slots, as well as total number of your completed slots.

Overall Course Programme



The screenshot shows a search filter interface titled "Course Schedule". It contains several dropdown menus for "Instructor", "Section", "Day", "Start time", "End Time", and "Classroom", each with a "Select" button and a downward arrow. There is also a text input field for "Course". A "Search" button is located at the bottom left of the filter area.

Table 2 – Overall Course Programme Search Filter

You can view all courses which are offered at BAU, as well as their schedules through the submenu “Overall Course Programme” under the “Course Actions” menu. By browsing “All Courses”, you can check to see if the elective courses that you are planning to take are actually suitable for you, and thus guide you in making your course selections.

As you will also see in the table, you can search for specific courses by selecting the relevant field(s).

Course Selection

During the enrolment dates designated in the Academic Calendar, you can select courses using the “Course Selection” tool, which you can reach from the “Course Procedures” menu. Once you accept the “Terms and Conditions” that will appear in a new window when you log in, you will be able to proceed with your course selections.

We first need to mention that some courses may automatically be selected for you by the system itself due to the framework of BAU regulations.

Courses You Must Repeat						
Course Code	Course Name	Credit	ECTS	Slot Period	Grade	
MAT1052	Calculus II	4	7	2	F	<input type="button" value="Enroll"/>

Table 3 – Courses to Retake

Since you are required to retake the courses for which you previously received “F, NA, W”, these courses will automatically appear in the “Courses to Retake” table. You can select the relevant course from this table.

Courses Not Taken Previously				
Course Code	Course Name	Credit	ECTS	Slot Period

Table 4 –Courses You Have Not Taken Yet

The courses which you have never taken before are listed in this table. You can click “Add Course” to take the course which you want.

Courses You May Repeat					
Course Code	Course Name	Credit	ECTS	Grade	
MAT3026	Probability and Statistics	3	6	D	Enroll
COP4425	Wissen Akademi - Mobile Operating Systems & Applications	3	5	C	Select Course
CMP3001	Operating Systems	3	6	D	Enroll

Table 5 – Courses You Can Retake

If you have previously received a passing grade for a course, yet you want to raise your passing grade, you can find the relevant course from the “Courses You May Retake” table.

Quota of lessons are updated in every 5 minutes

Course Code	Course Name	Language	Credit	ECTS	Kalan Kota	
CMP3999	Mini Project	EN	3	6	25	Enroll
COP4419	Wissen Akademi – Network Systems Engineering	EN	3	5	0	Enroll
COP4424	Netaş Advanced Web Technologies	EN	3	6	6	Enroll
COP4425	Wissen Akademi - Mobile Operating Systems & Applications	EN	3	5	4	Enroll
COP4432	Netaş Fundamentals of Multimedia Communications	EN	3	6	0	Enroll
COP4433	Yapı Kredi Bank - Use of Information Technologies in Finance	EN	3	5	13	Enroll
COP4435	Samsung – Developing Applications for Android Devices	EN	3	5	3	Enroll

Table 6 – Elective Pool

By clicking on the “Select Course” link, you can choose the course which you wish to take from a pool of elective courses. It is possible to view all of the elective courses available in every department of the university.

Courses registered							Replacing			
Course Code	Course Name	Credit	ECTS	Slot Period	Group	Language	Course Code	Course Name	Grade	
CMP3005	Analysis of Algorithms	3	6	5	1	EN	CMP3005	Analysis of Algorithms	F	
SEN2022	Software Engineering Analysis and Design	3	7	5	1	EN	SEN2022	Software Engineering Analysis and Design	D+	Delete the course
FTV3935	Radio Programming	3	5	6	1	EN				Delete the course

Credit Limit: 20 Credits Taken: 9 ECTS Taken: 18 Remaining Credits: 11

Table 7 – Courses You Have Selected

You can view your course selections along with the credit, ECTS, and section (group) information of those courses in your preferred language. You can also check your credit limit, obtained credits and remaining credits. Once your credit limit is full, the system will not allow you to take any new courses. If you change your elective course that you have already taken with a new one, information related to the former one will be displayed in the “Substitute Courses” table. If you have received an “F”, “NA”, or “W” for a course before and you are retaking it, the system will allow you to change the section of these courses.

Enrolling in Prep Summer School

From the “Course Procedures” menu, select “Prep School Summer Programme Course Registration” to view the list of courses offered at summer school.

Documents

This menu allows you to receive information, as well as reach and print a variety of personal documents. These documents are uploaded to the system only for your own personal use. They have no official validity.

Transcript

This document reveals an extensive record of the courses which you have taken and the grades you have received so far. You can also find your GPA and semester average in the transcript. Total credits and ETCS credits can also be found in this document.

Report Card

The report card is a document that shows your end of semester grade. It is available at certain dates specified in the academic calendar.

Course Schedule

Your weekly class schedule and information related to your advisor are to be found in this document. It informs you about the course code, title, venue, date, time and the lecturer.

Prep Transcript

This document is available only for our prep students on certain dates stated in Academic Calendar.

Final Exams

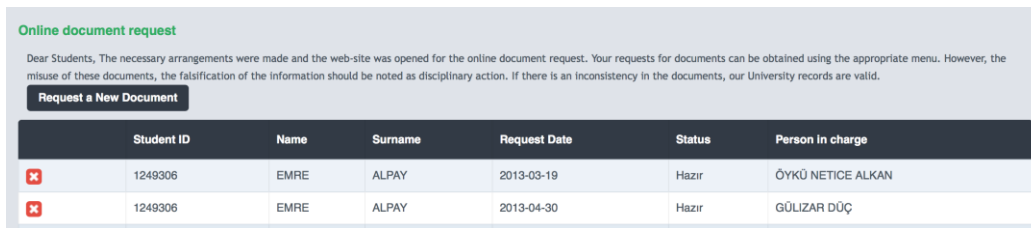
This document includes information about the days, times, and venues of your final exams. It is available on the dates specified in the Academic Calendar.

Make-up Programme

You can reach the Make-up Exam Calendar through “Make-up” field of the “Documents” menu.

Online Document Request

From this screen, you can request the following documents: Student Document, Transcript, Language Proficiency Document, Prep School Grade Document, and Prep School Transcript. On the same screen, you can also see the list of documents which you have previously requested.



Online document request

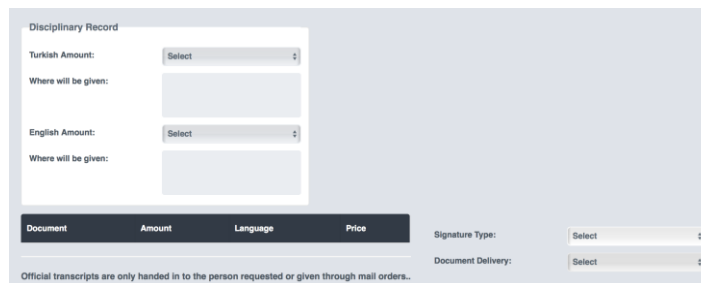
Dear Students, The necessary arrangements were made and the web-site was opened for the online document request. Your requests for documents can be obtained using the appropriate menu. However, the misuse of these documents, the falsification of the information should be noted as disciplinary action. If there is an inconsistency in the documents, our University records are valid.

[Request a New Document](#)

	Student ID	Name	Surname	Request Date	Status	Person in charge
✖	1249306	EMRE	ALPAY	2013-03-19	Hazır	ÖYKÜ NETİCE ALKAN
✖	1249306	EMRE	ALPAY	2013-04-30	Hazır	GÜLİZAR DÜÇ

Table 9 – Online Document Follow –Up

Using the “Request New Document” menu, you can specify the type, the number and the language of the document which you request. You can also specify what you will use this document for.



Disciplinary Record

Turkish Amount:

Where will be given:

English Amount:

Where will be given:

Document	Amount	Language	Price

Signature Type:

Document Delivery:

Official transcripts are only handed in to the person requested or given through mail orders.

Table 10 – Student Document Request

Once you finalize your request, you can get the updates on your document’s current status.

Ready					
Request Information					
Type of document delivery	Hand-delivery				
Request Date	2013-03-19				
Request Status	Ready				
Staff in charge	ÖYKÜ NETICE ALKAN				
Staff in charge e-mail	oykUNETICE.alkan@bahcesehir.edu.tr				
Requested Documents					
Document	Amount	Language	Price	Explanation	Status
Student Certificate	1	Turkish	0		Ready

Table 11– (Request Summary)

Using this table, you can get updates on your document. You can also find the contact details of the Student Affairs personnel who is responsible for preparing the document.

Account Summary

Information regarding your finances can be found here. You can track the payments that you have made or you will make in the future.

Installment Nr	Date of payment	Disbursement	Currency	Date of Payment	Payment Type	Payment Status
1	2015-06-05	15750.00	TRY	2015-06-05	İşbank KK Taksitli	OD
Paid: 15,750.00 Remaining : 0.00						

Table 12– (Payments Summary)

Changing Password

You can update your password using the “Change Password” link in the “Other Actions” menu. Make sure your new password consists of at least eight characters and that it does not have any Turkish characters in it.

Change Password

Current Password

Password

Verify Password

Change

Your password must be at least 8 characters.

Table 13 – Changing Password

E-mail

Our student e-mails have been transferred to Gmail servers. You can reach your account using the options below:

- via Gmail.

To log in to your e-mail account, you need to type your full username (for example: name.surname@stu.bauinternational.edu.ge). As your OIS password is the same as your e-mail password, you need to use your OIS password while you are logging in your e-mail account. If you change your OIS password, your e-mail password will automatically be updated. If you have trouble logging in to your e-mail account, first try logging in to OIS to update your OIS password.

Survey

Under the “Other Settings” menu, you can click on “Surveys”. During the dates that the BAU Rectorate has announced, you can do course and supervisor performance evaluation surveys, as well as give feedback on the courses and the lecturers. Also, you can take a satisfaction survey, which you can reach from the “Other Surveys” menu and leave your comments.




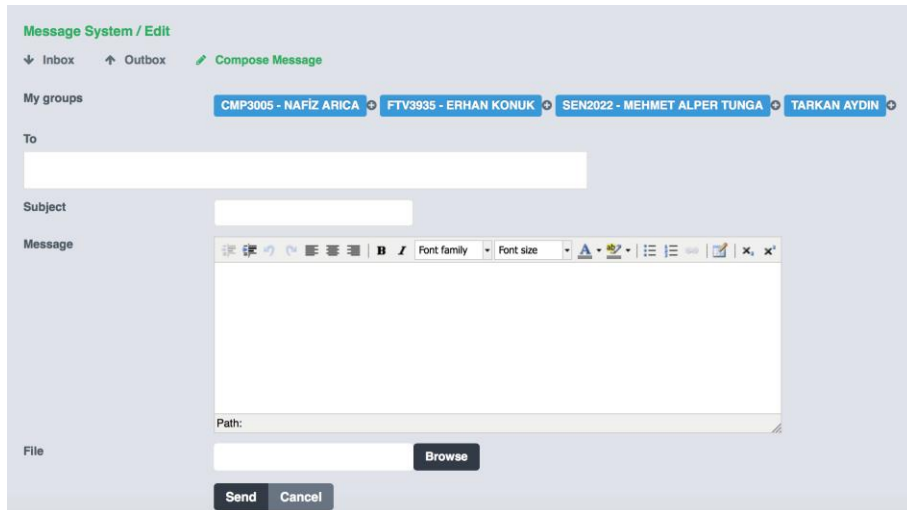
Table 14 – Survey /Evaluation

GPA Calculator

This calculator is designed to provide students with an *estimate* of their GPA. On this page, you can enter the grades you think you will receive for the courses which you are currently taking. Then you can get an estimated End of Term average, as well as an estimated cumulative GPA. Also, you are able to save the grades which you have entered and reach them later on.

Message System

First we need to make it clear that the Message System is different from the E-Mail System. These two systems are often confused. The message system is a communication platform that allows you to contact your professors and advisors. You can also send messages and file attachments to your professors with this system. Using the “” icon, you can send the same message to multiple recipients .



Tablea 15 - Writing a Message

You can also reach this module through the “Message Box” widget on your main page.

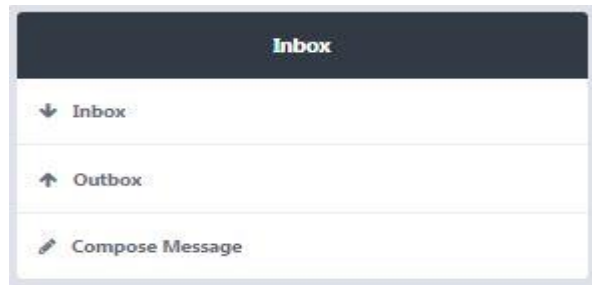


Table 16 – Message Box Widget

CMS

Via the CMS widget on your main page, you can reach the syllabi, homework assignments, announcements, attendance records and class notes for your courses.



Table 17 – Courses Widget

To be updated on the latest activities from LMS, just enter your e-mail address to the section entitled “Do you wish to receive updates from LMS on the uploaded announcements, lecture notes,

homework assignments, etc.” Once you enter your address, any news regarding the latest uploads to LMS of lecture notes, announcement, etc. will automatically be sent to your e-mail account.


Do you want to be kept informed of lecture notes, homeworks and other announcements on CMS ?

Your e-mail:

Table 18 – LMS E-Mail Identification

Announcements regarding courses or any other subject that a lecturer/professor has made are to be found under “Announcements (LMS)” on your main page.

Announcements

 [1] Homework-2 / 2015-10-26

Dear Students, homework-2 was uploaded. Its due date is November 2, 2015. Good Luck

Table 19 – LMS Announcements

The syllabus contains a weekly schedule of the subjects to be covered in class, as well as the required course materials.

Syllabus		
Date	Lecturer	View

Table 20 – Syllabus

Course instructors can upload lecture notes here. Click on “Download” to save the course notes and other course materials.



Course Notes				
Date	Title	Lecturer	File	operations
2015-11-15	Week-6	NAFIZ ARICA	dersnot_8948_1447605466.pdf	
2015-11-15	Week-8	NAFIZ ARICA	dersnot_8948_1447605589.pdf	

Table 21 – Lecture Notes

Under “Assignments”, you can view course assignments, and through “Actions”, you can submit your assignments up until the deadline that your course instructor has specified.

Homeworks			
Registration Deadline	Title	Homework File	operations
2015-10-26 2015-11-02	Homework-2		2015-11-02 tarihinde teslim ettiğiniz dosya:
2015-10-05 2015-10-20	Homework-1		Assignment's deadline has expired.

Table 22 – Assignments

Announcements (Widget)

This is the platform where you can follow the announcements to be made throughout the term.

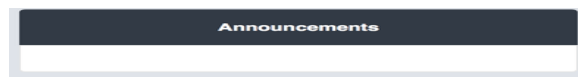


Table 23 – Announcements Widget

System Settings

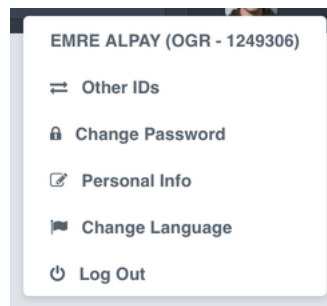


Table 24 – System Settings

To reach your system settings, click on your profile photo in the upper-right corner of your home page. From this tag, you can easily access your other accounts (double major, minor), reset your password, change the language preference of your system or leave the system entirely.