Enrollment Requests

Enrollment requests are submitted through the Student Information System (SIS) according to the registration time plan announced on the Admissions and Registration page on the university website.

Requests that are automatically managed or confirmed upon college approval:

Closed Section

A student can submit a request to enroll in a closed class (section) for a specific course (the course must be placed in the cart first).

Bypass prerequisite

A student can apply to enroll in a course by bypassing the prerequisite course.

Time conflict

A student can submit a request to enroll in a class that conflicts in time with another.

Enrolling in a Course Higher by Two Levels

A student can submit this request if there is a need to enroll in courses higher than the current level by two levels due to the lack of courses available for enrollment in the same semester (level).

Requests that require the completion of enrollment after college approval:

Courses lower by two levels:

The course is scheduled:
The course must be enrolled so that the student can complete the enrollment process for the remaining courses (**the course cannot be deleted**).

The course is not scheduled:
The request '**Course Lower by Two Levels**' must be submitted to obtain approval to enroll in the remaining courses.

The student has more than one course:
1. The scheduled course must be enrolled.
2. A request to bypass the course lower by two levels must be submitted to obtain the approval to register the remaining courses (the course cannot be deleted).
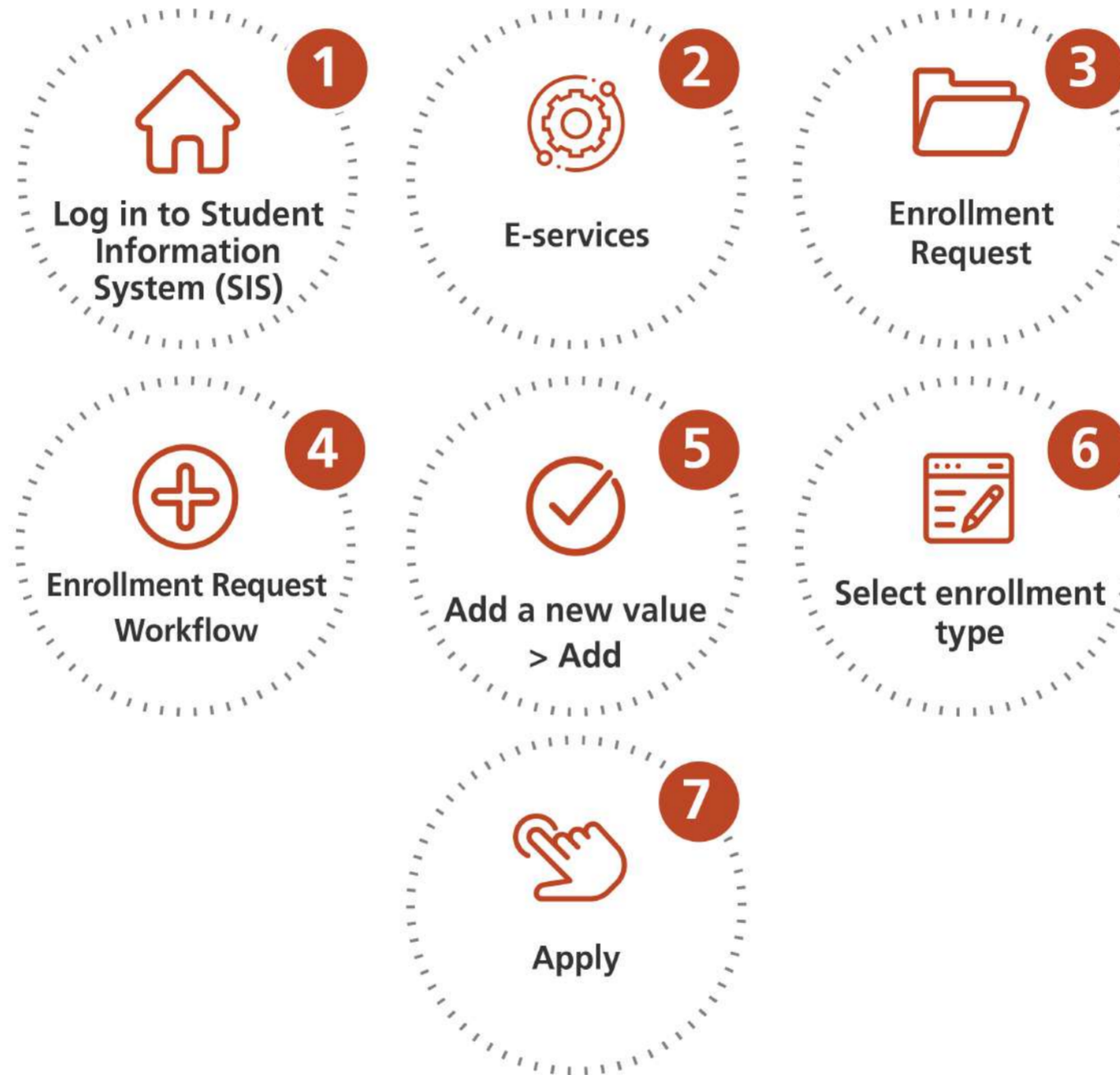
Additional Enrollment Units (Credit hours)

A student expected to graduate in the current semester may apply to enroll in more courses up to a maximum limit of four additional credit hours in the last academic level.

* Maximum period for graduation | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.

Steps to submit enrollment requests:

1 Log in to Student Information System (SIS)

2 E-services

3 Enrollment Request

4 Enrollment Request Workflow

5 Add a new value > Add

6 Select enrollment type

7 Apply

> Enrollment requests are to be approved by the college