

**Notes on
Registration
Bilkent Economics
Fall 2019**

Welcome, or welcome back!

If you are a returning student, you will be familiar with this note. Nonetheless, please read it again and be mindful of deadlines and changes to registration practices.

Bilkent Economics is here to help you flourish into whoever you want to be. You will, in the end, have a degree in economics and that has requirements that have to be fulfilled. Course requirements and registration regulations are designed to allow you to do whatever you want to do, subject to the constraint that you should fulfill the core requirements of being an economist and other students should similarly be served.

We have a diverse student body and one size does not fit all. If you have a special need that our regulations do not allow or cover, please talk to your advisor and/or come by the department office. We will either get it done or you will understand why it cannot or should not be done. Please understand that exceptions are more likely for students in better standing. If you have not distinguished yourself scholastically, the department (and the university) tends to be more paternalistic, telling you what you have to do, until you are in good standing.

When thinking about which classes to take this semester, please keep the following in mind:

1. Your curriculum lists which classes and elective quotas should be fulfilled to graduate. These are distributed across semesters, but those distributions are suggestive. That is, as long as you complete all requirements, it does not matter when or in which order you complete them. However, prerequisite conditions are binding and not all courses are offered every semester. Hence, *have a plan for your entire course of study at Bilkent when choosing classes now.*
2. If this is your first semester in the department, note the elective in your curriculum. We ask you to choose a class in your first semester to make you think of what interests you. Choose your elective and while you are at it, make a plan for the remainder of your time at Bilkent Economics. That plan will likely change but you will benefit much from having looked at what Bilkent offers and what you would like to do here at the outset.
3. Many classes fulfill several requirements, it is up to you to decide which requirement a particular class will count towards. *If there are multiple options, always choose the most restrictive category.* That is, for Econ classes, fulfill Economics electives before unrestricted ones, for introductory social sciences classes, fulfill the 100-Level Social Science requirement, then restricted electives, then unrestricted electives, etc. *Take the required courses you can take as early as possible.*

4. Do not count on summer school when planning. Summer school is not a regular semester, professors do not have to teach, teaching is voluntary. Departments therefore offer only the classes individual faculty members decide to offer. *You should assume that no classes will be offered in summer school and make no plans contingent on taking this or that class in the summer session.* Summer school is a stochastic process that depends on faculty preferences, the department cannot and will not commit to offering any classes. No department can.
5. Economics department offers all required (must) courses in both semesters to accommodate irregular students. Given your curriculum, regardless of your regular/irregular status, *the department will make sure that you are taking a required class you should be taking that semester for the first time.* We will do our best to accommodate you if you have taken a class and want to take it again because you failed or because you want to go for a higher grade. However, making you repeat a class at your convenience is neither a requirement, nor a priority. If you have already taken the class once, you have taken up the space and the priority is to accommodate the students who want to take that class for the first time. *Failing a class and repeating it is not normal and creates an enormous negative externality.*
6. You are at an excellent department in an excellent university. Use your time well, plan your studies optimally. What is optimal for you is nobody's business but yours. But *make sure that whatever you do is the result of self-reflection*, that you choose what you do rather than taking the path of least resistance (unless that is your considered choice).

If you are coming by for advice you are always welcome during registration days, and during office hours at other times. If you are coming to ask for an exception, try doing what you want to do in the online system first and please bring the form produced by STARS. That form will be needed to talk about your case.

Have a great semester!

Refet S. Gürkaynak

on behalf of the

Department of Economics

Before registering, remember that:

1. Your normal course load is five courses.
2. If you are in satisfactory standing taking a sixth course is at your discretion, you do not need to ask for permission. Your curriculum suggests six courses in some semesters already. If you are not in satisfactory standing, you may take a sixth course at your discretion, as long as you do not violate limits on new courses you can take.
3. If you have CGPA above 2.5 you may take a seventh class with your advisor's and department chair's approval. You may bring your add forms and enroll in those classes when registration opens for repeating classes, on Wednesday September 25, 2019, at 1.00pm if the class you want to take has space for you.
4. Only for the purposes of taking a sixth class for students in satisfactory standing and for taking a seventh class, for students with CGPA above 2.5, the Turkish classes Turk101 and Turk102 (either, not both) do not count towards the course totals.
5. Only students who will graduate this semester may take eight classes (with the exception of Turkish classes in (4), and no one takes nine classes even if one of those is Turk101 or Turk102) and that requires the advisor's, department chair's and dean's approval. If you are to graduate with seven or eight classes, you may take those classes anytime, without waiting for the 25th.
6. Graduating this semester means fulfilling all graduation requirements when grades are submitted at the end of the semester. This is not your graduation semester if you have class(es) to be taken next semester or at summer school.
7. GE250 and GE251 do not count towards the course load. Neither do summer practice courses.
8. Students in satisfactory standing and would like to repeat a class to improve their grades (in general a bad idea) may register to repeat courses for which their grade is below B, beginning September 25, 2019, 1.00pm. This can be done only if you have taken the course in the past two semesters.
9. Prerequisite requirements will not be waived unless students can officially document that they satisfy the knowledge requirement by having taken another course with very similar content. That is, "prof thinks I can do it" will not suffice.
10. Note that the deadlines for dropping and adding classes are different. The deadline for dropping a class is 1.00pm on September 27, 2019. The deadline for adding a class is later that day, at 11.59pm. This will allow students to know exactly which classes have

space at the end of the add-drop period, as there will be no more drops. But note that this also means if you have not dropped a class by the deadline, you can only withdraw from it, although you can still add new classes for the remainder of the day.

11. You may not take courses with schedule conflicts. Exceptions are possible only if one of the professors declare that despite what is in STARS, the class will not be meeting during the conflicting hours.
12. Course loads for students who are under probation or are unsatisfactory.

Students under probation ($1.79 << \text{CGPA} << 2.00$) should repeat the courses for which they received F, FX, FZ, and U and may register for a limited number of new courses depending on their registration semester. All courses that were not previously taken by a student in previous semesters are new courses. Number of new courses that can be taken are:

2 nd Semester	After 2 nd Semester
Any 5 courses + 1 new elective	Any 3 courses + 1 new elective

If the number of all repeat and new courses falls below 5, students under probation should re-take some of the courses from which they had previously received a passing letter grade below C. They are allowed to take new non-credit courses.

Unsatisfactory students ($\text{CGPA} << 1.80$) should repeat the courses for which they received F, FX, FZ, and U, and may register for a limited number of new courses depending on their registration semester. All courses that were not previously taken by a student in previous semesters are new courses. Number of new courses that can be taken are:

2 nd Semester	After 2 nd Semester
Any 4 courses + 1 new elective	1 new elective

If the number of all repeat and new courses falls below 5, unsatisfactory students should re-take some of the courses from which they had previously received a passing letter grade below C. They are allowed to take new non-credit courses.

New course limits are binding limits, they will not be relaxed by administrative action. Exceptions may be possible only in graduation semesters.

13. If you are under probation but this is your *graduation semester*, you may take up to (including) eight classes. Although allowed, that is a very bad idea. It is likely that you will not pass all eight and more likely that you will not bring your CGPA to 2.00, which you need to graduate.

14. If you are in unsatisfactory standing but will graduate with seven or eight classes, your case will be discussed by a faculty committee. You should not be disappointed if doing so is not allowed.
15. Remember that Berrak Hanım will be working on registration for the first time so please be prepared to wait a little longer than usual and please show good cheer. We are here for you.

Have a great semester!

May I take two classes with conflicting schedules?

Has the instructor of one of the classes signed your form with an explicit note that despite what is in STARS as the class hours, there will be no classes at the conflicting times?

YES

NO

You may. Bring your form.

You may not.

May I take a course for which I have not fulfilled the prerequisite?

Can you formally document that you have fulfilled the prerequisite by taking a class with the same content? Did the course's instructor sign your override form and append the syllabus of the course you took that satisfied the prerequisite?

Yes to both

No to at least one

You may.

You may not.

But I took the prerequisite, passed it, took it again to improve my grade and failed it that time.

You still may not. That is an unfulfilled curriculum requirement and an unfulfilled prerequisite.

May I repeat a class I took in the past and passed with B- or below?

Is your GPA \leq 2.00?

YES

NO

Was your grade C- or lower?

Did you take the class in the past two semesters?

YES

NO

YES

NO

You may. You should be able to do this yourself.

You may not.

You may. You should be able to do this yourself after 1 p.m. on Wednesday September 25.

You may not.

I am not in satisfactory standing. May I take more new courses than allowed?

Are you graduating this semester?

YES

NO

See that flowchart.

You may not.

May I take a seventh class, excluding TURK101/102?

Are you graduating this semester?

YES

NO

Is your CGPA ≥ 1.8 ?

Is your CGPA ≥ 2.5 ?

YES

NO

YES

NO

You may. Bring your form.

This will be a committee decision.

You may. Bring your form after 1 p.m. on Wednesday September 25.

You may not.

