



REPUBLIC OF TURKEY
MUGLA SITKI KOÇMAN UNIVERSTY
TOURISM FACULTY

REGISTRATION RENEWAL GUIDE 2023-2024 Spring Semester

Dean's Office of the Faculty of Tourism
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Dear Student,

Renewing your registration and course enrollment in accordance with the Muğla Sıtkı Koçman University Associate and Undergraduate Education, Teaching, and Examination Regulation is of great importance to ensure a smooth academic journey and graduation without encountering any issues. Adhering to the regulations and information provided in this guide will help you complete your course enrollment without errors. **In case you encounter any issues during course enrollment, we recommend contacting your academic advisor first, and then, if necessary, reaching out to the department chairmanship.** Depending on the situation, you can communicate with your advisor through the OBS system via messages, email, or phone. The contact information for department vice presidents responsible for registration renewal and course enrollment, as well as academic advisors, is provided at the end of this document. Since course enrollment procedures are conducted within a specific time frame, it is essential to follow the designated schedule; otherwise, we may not be able to assist you.

Wishing you a successful and trouble-free registration renewal and course enrollment period.

MUGLA SITKI KOÇMAN UNIVERSITY 2023-2024 ACADEMIC YEAR SPRING SEMESTER ACADEMIC CALENDAR

SPRING SEMESTER

Registration Renewal and Course Enrollments	05-09 February 2024
The Commencement of Classes	12 February 2024
Changing and Dropping Courses	12-16 February 2024
End of Courses	28 May 2024
Final Exams	29 May -11 June 2024
Deadline for Submission of Semester Final Grades	14 June 2024
Make-up exams	24-28 June 2024
Semester holiday	29 June 2024
Deadline for Make-Up Exam Grade Submission	01 July 2024

IMPORTANT INFORMATION

1- In the 2023-2024 academic year, for a student to be considered successful in a course, they must score a minimum of 50 points in the end-of-semester exam, and the overall success score at the end of the semester (midterm grade x % 40 + end-of-semester exam grade x % 60) must also be at least 50 points.

2- In our faculty, due to the maximum limit set for elective courses in Accommodation Management, Travel Management, Food and Beverage Management, Tourism Management, Tourism Guiding, and Gastronomy and Culinary Arts Departments, it is not possible to enroll in these courses once their capacity is filled. To ensure that students can take their desired elective courses, it is advised for them to act promptly and make their selections early.

GENERAL INFORMATION AND IMPORTANT POINTS ABOUT REGISTRATION RENEWAL AND COURSE ENROLLMENT

1. According to the tenth article of “Muğla Sıtkı Koçman University Associate and Undergraduate Education and Examination Regulations”, students are obliged to register

for courses and are responsible for the entire registration renewal process.

2. In the 2022-2023 Academic Year Fall Semester, registration renewal, course registration, and course change and drop procedures will be carried out on the following dates:

SPRING SEMESTER Registration Renewal and Course Registrations in the Digital System	05-09 February 2024
Changing and Dropping Courses	12-16 February 2024

3. Students must complete their registration renewal and course registration in person between the above dates. Since the course registration must be approved by the Advisor, our students must monitor whether their registration is approved and if not, they must message and contact their advisor through the registration system.
4. Students who have any problems during course registration, whose registration has not been approved, or who want to change courses must contact their advisors between 12-16 February 2024 for the Spring Semester. It is not possible to process course registration outside these dates.
5. The priority order for course registrations is as follows;
- If there are any failed courses (retakes)
 - Compulsory Courses for the Semester
 - Elective Courses for the Semester

To complete the semester, students are required to take a minimum of 30 ECTS credits worth of courses.

6. Compulsory/elective courses that were failed or could not be taken in the respective semester must be prioritized and taken in the first semester they are offered again. Therefore, if there are courses from lower classes that were failed or not taken, courses from higher classes cannot be enrolled until those are addressed.
7. Students whose General Grade Point Average (GPA) falls below 1.80 at the end of the first four semesters fall into Academic Insufficiency. In this situation, students cannot enroll in courses from the fifth semester and beyond unless they can raise their GPA above 1.80 in the following semesters. Students in Academic Insufficiency status may, within the scope of the credit load limit, retake the courses they failed, the courses they could not take, and the courses they passed (with grades of DD and above) for the purpose of grade improvement.
- If a previously taken elective course is dropped due to failure, it can be replaced with a new elective course. In this case, it is essential for the advisor to complete the substitution process, and the student is obliged to attend the new course. A dropped elective course cannot be retaken in subsequent semesters.
8. Each elective course is considered valid in the semester it is taken (fall/spring). In the graduation stage, a course taken in the fall semester is not considered in the credit load calculation for the fall semester, and a course taken in the spring semester is not considered in the credit load calculation for the fall semester.
9. The total ECTS credit limit of compulsory/elective courses that students can take in a semester will be applied as follows in line with the fifteenth article of the "Muğla Sıtkı Koçman University Associate and Undergraduate Education and Examination Regulation":

General Grade Point Average (GPA)	Maximum Total Credits That Can Be Received	Maximum Total Credits a Student Can Receive at Graduation Status
If it is below 2.00	30 ECTS credits	30 ECTS credits
If above 2.00, $30 + (30 \times 1/5)$	36 ECTS credits	42 ECTS credits
If above 3.00, $30 + (30 \times 1/3)$	40 ECTS credits	46 ECTS credits

10. Our students must choose courses by taking into account their department's course schedule during course registration. Conflicting courses should not be taken according to the curriculum. Otherwise, attendance problems arise for conflicting courses.
11. Students can retake courses in which they have previously received a passing grade in order to increase their grades, provided that they are taken within four semesters at the latest from the semester in which they received a passing grade in the relevant course during their education period. In repeated courses, the last grade received is valid.
12. Our students must take common and compulsory courses (Ataturk's Principles and History of Revolution, Turkish Language and Foreign Language) and Informatics courses, which are scheduled in parts, according to their time in the department's curriculum. In case of conflict, they cannot continue from one of the conflicting courses.
13. The right to take one non-departmental elective course has been added to our faculty's departmental curricula only for the 5th, 6th, 7th and 8th semesters, to be implemented as of the 2018-2019 Academic Year Fall Semester. (Note: Our students can take at least 5 credits from departments within or outside the faculty to take this course.) they can choose).

THINGS TO BE NOTED BY PENDING STUDENTS

1. The implementation of the European Credit Transfer and Accumulation System (ECTS) has been completed at our university, and the curricula approved by the Senate have been in effect since the beginning of the 2012-2013 academic year Fall Semester. Within this framework, there have been some changes in the course curricula of our faculty's departments. Particularly for waiting students, it is crucial to carefully review the 'new course curriculum' and 'course compatibility tables' announced on each department's webpage under the Faculty website when registering for courses. This is of great importance for making a healthy registration.
2. The number of courses that pending students can take depending on their GPA are as follows:

General Grade Point Average (GPA)	Based on Course	Based on ECTS
If it is below 2.00	6 courses	30 ECTS credits
If it is above 2.00, $30 + (30 \times 1/5)$	8 courses*	36 ECTS credits

If above 3.00, $30 + (30 \times 1/3)$	9 courses*	40 ECTS credits
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* An additional 1/5 ECTS credit (1 course) may be given to students who are about to graduate with the courses they will take in the current semester and the following semester.

3. During course registration, pending students are required to take the equivalent courses listed in the compatibility tables regarding the courses they have previously taken and failed. Regarding the courses to be taken for the first time, one of the courses in the new education program will be taken and the course credit for the semester will be completed.
4. Students who are pending students and have not previously taken or failed common compulsory courses (Ataturk's Principles and History of Revolution I-II, Turkish Language I-II, Foreign Language I-II courses) for any reason can take these courses without being subject to credit limits.

**OTHER THINGS STUDENTS SHOULD KNOW FOR RE-REGISTRATION
RENEWAL AND COURSE REGISTRATION PROCEDURES**

1. There may be elective courses that are closed at the end of the registration period because they are below the quota limit. Students are required to follow the announcements regarding this issue and act as specified during the course change and drop week.
2. Students, excluding the foreign language preparatory class, who have completed at least one academic year of study, have successfully taken and passed all the required courses up to their current semester, and maintain a minimum GPA of 3.00, are eligible to take courses from the next higher class within the credit limits to expedite the completion of their education.
3. Evening Education Students and Pending Students must pay the tuition fees determined for the department and program they are registered in in order to complete course registration and registration renewal processes.

OTHER ISSUES STUDENTS SHOULD KNOW ABOUT JOINT COURSES

Courses that are included in your department's curriculum and are offered jointly with other departments must be selected as curriculum and non-departmental courses in the student information system course records. Common courses are listed in the table below.

2023-2024 ACADEMIC YEAR SPRING SEMESTER COURSE LIST

CODE OF THE COMMON COURSES	NAME OF THE COMMON COURSE	DEPARTMENTS	CODE AND NAME OF THE COURSE TO BE OPENED IN THE STUDENT INFORMATION SYSTEM FROM OUTSIDE THE CURRICULUM AND DEPARTMENT	T	U	L	K	NAME OF THE INSTRUCTOR WHO GIVING THE COURSE
İKT1810 İKT1816	İktisada Giriş II Makro İktisat	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)	İKT1816 Makro İktisat	3	0	0	5	Prof.Dr. Hüseyin ÇEKEN
SYH1520 SYH1914	Turizm ve Çevre	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Yiyecek İçecek İşletmeciliği	SYH1914 Turizm ve Çevre	2	0	0	5	Öğr. Gör.Dr. Nursel BALCI
KON1002 SYH1008 YİŞ1508	Kon. İşl. Muhasebe Uygulamaları	Konaklama İşletmeciliği + Seyahat İşletmeciliği+ Yiyecek İçecek İşletmeciliği	YİŞ1508 Yiyecek İşl. Muhasebe Uygulamaları	3	0	0	5	Doç. Dr. Doğan KUTUKIZ
KON1008 TUI1012 TUI2906	Davranış Bilimleri	Konaklama İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği (%30 İngilizce)	TUI1012 Davranış Bilimleri	3	0	0	5	Dr.Öğr.Üyesi. Filiz G. DÖNMEZ
TUI1016 TUI3904	Turizm Mevzuatı	Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği	TUI1016 Turizm Mevzuatı	3	0	0	4	Doç. Dr. Uğur ÇALIŞKAN
YİŞ1002 TUI2512 YİŞ2904 GMS2002	Yiyecek-İçecek İşletmeciliği Yiyecek-İçecek Yönetimi Mutfak Yönetimi	Yiyecek İçecek İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Konaklama İşletmeciliği + Gastronomi ve Mutfak Sanatları	YİŞ1002 Yiyecek İçecek İşletmeciliği	3	0	0	5	Doç. Dr. Aydan BEKAR
YİŞ2510 GMS2008	Protokol ve Görgü Kuralları	Yiyecek ve İçecek İşletmeciliği + Gastronomi ve Mutfak Sanatları	YİŞ2510 Protokol ve Görgü Kuralları	2	0	0	5	Prof.Dr. Cafer TOPALOĞLU
TRM2526 REH1008	Travel Agencies Tour and Operations	Tourism Management + Turizm Rehberliği	TRM2526 Travel Agencies Tour and Operations	3	2	0	5	Dr. Öğr. Üyesi Hüseyin SALİKOĞLU
SYH2802 SYH2004	Turizm Pazarlaması	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Yiyecek İçecek İşletmeciliği	SYH2802 Turizm Pazarlaması	3	0	0	5	Doç. Dr. Savaş ARTUĞER
KON2010 YİŞ2512 SYH2010	Otel İşl. Yönetim ve Organizasyon Yiyecek İçecek İşl.Yönetim ve Organizasyon Seyahat İşl. Yönetim ve Organizasyon	Konaklama İşletmeciliği + Seyahat İşletmeciliği +Yiyecek İçecek İşletmeciliği	YİŞ2512 Yiyecek İçecek İşl. Yönetim ve Organizasyon	3	0	0	5	Prof.Dr. Hulusi DOĞAN
KON3004 KON3804 TUI3010 GMS3002	Turizmde Araştırma Yöntemleri Araştırma Yöntemleri	Konaklama İşletmeciliği + Seyahat İşletmeciliği+ Turizm İşletmeciliği (Türkçe)+ Gastronomi ve Mutfak Sanatları	TUI3010 Araştırma Yöntemleri	3	0	0	5	Prof.Dr. Cafer TOPALOĞLU
KON3906 REH3002	Turizmde Araştırma Yöntemleri Araştırma Yöntemleri	Yiyecek İçecek İşletmeciliği + Turizm Rehberliği	KON3906 Turizmde Araştırma Yöntemleri	3	0	0	5	Doç. Dr. Aydan BEKAR
SYH3902 SYH3502	Turizm Mevzuatı	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği	SYH3902 Turizm Mevzuatı	3	0	0	5	Doç. Dr. Uğur ÇALIŞKAN
TUI3904 TUI1016	Turizm Mevzuatı	Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği	TUI1016 Turizm Mevzuatı	3	0	0	4	Doç. Dr. Uğur ÇALIŞKAN
KON3902 KON3502	Turizmde KOBİ'ler	Konaklama İşletmeciliği + Seyahat İşletmeciliği	KON3502 Turizmde KOBİ'ler	3	0	0	5	Doç. Dr. Doğan KUTUKIZ

KON3904 KON3504 TUI3534	Turizmde Ürün Çeşitlendirme	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Yiyecek İçecek İşletmeciliği + Turizm İşletmeciliği (Türkçe)	TUI3534 Turizmde Ürün Çeşitlendirme	3	0	0	5	Doç.Dr. Funda ÖN
SYH4906 SYH4512 TUI4516	Sürdürülebilir Turizm	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)	TUI4516 Sürdürülebilir Turizm	3	0	0	5	Doç.Dr. Reyhan A. AYAZLAR
SYH4504 SYH4904	Turizm İşletmelerinde Etik	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Yiyecek İçecek İşletmeciliği	SYH4904 Turizm İşletmelerinde Etik	3	0	0	5	Öğr. Gör. Dr. Nursel BALCI
KON4914 KON4802 KON4004 TUI4526	Uluslararası Turizm İşletmeciliği	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)	TUI4526 Uluslararası Turizm İşletmeciliği	3	0	0	5	Prof. Dr. Gökhan AYAZLAR
KON4906 KON4514 KON4908	Engellilik ve Turizm	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği	KON4906 Engellilik ve Turizm	3	0	0	5	Araş. Gör. Dr. Merve BULUT
TDB1802	Türk Dili II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği+ Gastronomi ve Mutfak Sanatları	TDB1802 Türk Dili II Şube 17	2	0	0	2	Öğr. Gör. Bahar AYDIN
ATB1802	Atatürk İlkeleri ve İnkılap Tarihi II	Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği+ Gastronomi ve Mutfak Sanatları	ATB1802 Atatürk İlkeleri ve İnkılap Tarihi II Şube 130	2	0	0	2	Öğr. Gör. Adem ÇELİK
ATB2802	Atatürk İlkeleri ve İnkılap Tarihi II	Konaklama İşletmeciliği + Seyahat İşletmeciliği + Yiyecek İçecek İşletmeciliği	ATB2802 Atatürk İlkeleri ve İnkılap Tarihi II Şube 16	2	0	0	2	Öğr. Gör. Adem ÇELİK
YDB1824	Temel İngilizce II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği	YDB1824 Temel İngilizce II	8	0	0	8	Öğr. Gör. Tamer SARIYAR
YDB2824	Temel İngilizce IV	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği	YDB2824 Temel İngilizce IV	8	0	0	8	Öğr. Gör. Tamer SARIYAR
HEM2904 HEM2902 HEM2906	Sağlık ve İlk Yardım	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği	HEM2904 Sağlık ve İlk Yardım	2	0	0	5	Araş. Gör. Dr. Aytuğ TÜRK
YDB3802 YDB3818	Mesleki İngilizce II Vocational English II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Gastronomi ve Mutfak Sanatları	YDB3802 Mesleki İngilizce II	6	0	0	7	Öğr. Gör. Adnan ÇANGIR
YDB4802	Mesleki İngilizce IV	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği	YDB4802 Mesleki İngilizce IV	6	0	0	7	Öğr. Gör. Alp Ejder KANTOĞLU
YDB3804 YDB3918 YDB3924	Almanca II German II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Tourism Management	YDB3804 Almanca II	3	0	0	3	Lec. Dilek ÇALIŞ
YDB4804 YDB4912 YDB4918	Almanca IV German II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Tourism Management	YDB4804 Almanca IV	3	0	0	3	Lec. Dilek ÇALIŞ
YDB3920 YDB3806 YDB3926	Fransızca II French II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Tourism Management	YDB3806 Fransızca II	3	0	0	3	Lec. Şükran DURMAZ
YDB4914 YDB4806 YDB4920	Fransızca IV French IV	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Tourism Management	YDB4806 Fransızca IV	3	0	0	3	Lec. Şükran DURMAZ
YDB3922 YDB3808 YDB3904	Rusça II Russian II	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Tourism Management	YDB3808 Rusça II	3	0	0	3	Lec. Özkan AŞICI
YDB4916 YDB4808 YDB4904	Rusça IV Russian IV	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Tourism Management	YDB4808 Rusça IV	3	0	0	3	Lec. Özkan AŞICI
TUI3526 İŞL3510 SYH3906 SYH3506	Tüketici Davranışları Turizmde Tüketici Davranışlar	Yiyecek İçecek İşletmeciliği + Konaklama İşletmeciliği + Seyahat İşletmeciliği + Turizm İşletmeciliği (Türkçe)+ Turizm Rehberliği	TUI3526 Tüketici Davranışlar	3	0	0	5	Araş. Gör. Dr. Merve BULUT

TRM2008 TRM2902	Tourism Marketing	Tourism Management + Gastronomi ve Mutfak Sanatları+ Turizm Rehberliđi	TRM2008 Tourism Marketing	3	0	0	6	Arař.Gör.Dr. Merve BULUT
NUR2902 GMS1002	Helth and First Aid	Tourism Management + Gastronomi ve Mutfak Sanatları	NUR2902 Helth and First Aid	3	0	0	5	Arař. Gor.Dr. Cansu GÜLER
KON1902 TUİ2508	Ön Büro Yönetimi Ön Büro Yönetimi ve Otomasyonu	Yiyecek ve İçecek İşletmeciliđi + Turizm İşletmeciliđi (Türkçe)	TUİ2508 Ön Büro Yönetimi ve Otomasyonu	2	2	0	5	Arař.Gör.Dr. Merve BULUT
TUİ4542 SYH4502	Turist Rehberliđi	Seyahat İşletmeciliđi + Turizm İşletmeciliđi (Türkçe)	TUİ4542 Turist Rehberliđi	3	0	0	5	Arař.Gör.Dr. Saim ASLAN

OTHER ISSUES THAT STUDENTS WHO WILL TAKE PEDAGOGICAL FORMATION COURSES SHOULD KNOW

Pedagogical Formation Training courses are not included in the minimum graduation credits (240 ECTS) in the education programs of undergraduate departments in fields where formation training can be received, other than faculties that train teachers. Students with a GPA of 2 and above can take formation courses as elective courses starting from the second year.

Note: * You can first contact your advisors and then your department heads to solve any problems you may encounter during course registration.

2023-2024 ACADEMIC YEAR COUNSELING LIST

TOURISM MANAGEMENT

Department Coordinator	Prof.Dr. Gökhan AYZLAR	<u>gokhanayazlar@mu.edu.tr</u>02522111845
Students Admitted in 2023	Assoc. Prof. Dr. Savaş ARTUĞER	<u>savasartuger@mu.edu.tr</u> 02522115522
Students Admitted in 2022	Assoc. Prof. Dr. Alper ASLAN	<u>aaslan@mu.edu.tr</u> 02522111918
Students Admitted in 2021	Assoc. Prof. Dr. Reyhan ARSLAN AYZLAR	<u>reyhanayazlar@mu.edu.tr</u> 02522111918
Students Admitted in 2020 and Pending Students	Asst. Prof. Dr. Senem YAZICI YILMAZ	<u>senemyazici@mu.edu.tr</u> 02522115682