

YU
LEARNIT



Academic advising Handbook



YEDİTEPE
UNIVERSITY



The Importance of Academic Advising in Higher Education

Higher education for most youth is a time of important changes and transformations occurring both in themselves and their surroundings. Being a university student is not only about the education for a profession; it also entails a journey that students follow through developing, self-discovering, and diversifying their fields of interest, encountering various forms of knowledge, and performing creative and critical thinking practices. An academic advisor supports students by guiding them through his/her own experiences and knowledge on this journey, which he/she also has undertaken.

For this reason, an academic advisor is not only the person who only confirms the course registrations of students or warns them when their GPA decreases. Beyond all that, it would be correct to define an academic advisor as a mentor who has mastered academic programs and curricula, assumes the duty of connecting academic units and students, shares a bond of trust with students, listens to them, guides in terms of finding solutions to problems, directs students to relevant units when they think it's necessary, informs them about the practices and regulations of the institution and about national, international and institutional opportunities from which the student can benefit.

The youth who arrive at the stage of higher education come from various socio-economical backgrounds, ways of life, fields of interest, and conditions. Collegiate life can be exciting for some while challenging and worrisome for others. Therefore, the support that academic advisors provide is of utmost importance and should be positively transformative towards the students' experience of higher education.

I know that our academic advisors will continue to support our students in the matters such as course selection, course add-drop, internship opportunities, and exchange programs, as they have done so as they have been doing so. Apart from these, I am also certain that they will continue to guide our students in the issues that they require help with. I hope that they will benefit from this guide which was formed to support our advisor lecturers and remind them of the fundamental information they use during advising processes.

I wish a beautiful semester in advance and thank them all once more for fulfilling their advising duties in an attentive manner. I present my gratitude also to our Learning and Teaching Unit for preparing and delivering this guide.

Prof. Dr.
Canan Aykut Bingöl
Rector

The Role of Academic Advising in Our Institutional Policies



Our Dear Lecturers,

The system of academic advising is evaluated as an academic duty that should be emphasized with utter importance for our university's students to pursue their collegiate life productively and successfully, which they have chosen with great effort and care. Our support for the shaping of the careers or the occupations in which our students, who are at the beginning of their academic life and are the indemnification of our future, will work throughout their lives after graduation, would be a priceless contribution. Our advisory support would provide a crucial contribution for our students to equip themselves with academic, cultural and social competencies throughout their educational life.

I hope that this handbook, which we consider a course for smooth and efficient guidance for our students' educational endeavors, is a beneficial source for a sustainable administration of our academic advising system.

I hereby share my respects to all along with the sentiment that our youth who will shape our future deserve all forms of support.

Prof. Dr.
Ahmet Aydın
Provost

The Responsibilities of Academic Advisors and Advisees

The Definition of an Academic Advisor

In the time period that starts from the enrolment of each student to his/her program to their exmatriculation from the university, a lecturer is assigned by the department chair to monitor the student's educational studies, guide the student and grant the necessary permissions.



Responsibilities of an Academic Advisor

The academic advisor should be in constant communication with the students that are assigned to him/her. To that end:

- ✓ The advisor should invite students to meet and contact face to face, at least once a semester.
- ✓ The advisor is obligated to inform his/her students that he/she is the primary respondent for all the educational processes.
- ✓ The advisor should explain to his/her students when and in which instances should they deliver the request forms to him/herself or other authorities.
- ✓ The advisor must strictly apply the general rules in pre-registration and registration periods. General registration rules are explained in the relevant section below.

- ✓ It is necessary for the advisor to direct students who want to benefit from opportunities such as double major, minor or Erasmus to relevant coordinators of their department and responsible units in the university.
- ✓ The advisor must inform students about their responsibilities to themselves, face to face and/or in written form.

Students' Responsibilities to the Advisor

- ✓ The advisor renews students' registration according to the sum of credits that is determined in the students' department schedule for the relevant semester from the university's course enrollment system during the periods of pre-registration, course registration and add/drop at the beginning of each semester.
- ✓ The students are obligated to pre-register on the dates specified in the academic calendar. The students who do not pre-register lose their priority for course selection.
- ✓ The students must conduct course registration and add/drop applications on the dates specified in the academic calendar.
- ✓ The students are obligated to read the messages and information coming from their advisors and conduct the course registration operation accordingly in their course enrollment process.
- ✓ The students should also pursue the academic application processes from the academic calendar after the add/drop period and determine their relevant demands and requests with their academic advisors.
- ✓ The students should communicate with their academic advisors regarding their options in a double major, minor and/or Erasmus exchange opportunities, or receive information about different academic development processes.
- ✓ When the students need to apply to their departments to solve their problems, they should first communicate with their academic advisors.

The Rules of Advising and Course Enrolment



Pre-Registration Period

The students who did not pre-register cannot register into courses during the registration period. Before the pre-registration period, it is necessary for academic advisors to complete the adaptations of the courses that had been taken by the student in the previous semester. For this process to be completed without any issues, at the end of each semester academic advisors should conduct the entries of students' adaptations and complete the students' course period. In cases when the entries of adaptations have not been made, the student would seem as if he/she did not complete the relevant semester, and this would in turn negatively affect the "reporting" processes.

Registration Period

- ✓ Course schedule that has been automatically arranged by the system along with the courses that the students had selected during the pre-registration are sent to academic advisors to be approved in the registration process.
- ✓ At this stage, academic advisors should grant approvals only after checking the relevant course schedules. For the registration process to continue without the filling of chosen course and section quotas, approvals should not be delayed.
- ✓ Students can make changes in their schedules during the registration period by contacting their advisors. The changes that the students make are reflected in their schedule after the approval of their advisors.
- ✓ It is important to check the system frequently during this process for students to not be aggrieved while selecting courses due to the filling of quotas.

Course Loads

- ✓ In addition to the semester course load that has been determined in their registered programs, students who have a missing course from the previous semester or who received an FF, FA, or W can take 2 additional courses.
- ✓ Students who have completed two semesters and have a CGPA of 3.50 or above can take 1 additional course.
- ✓ Double major students can take 4 more courses in addition to their course load, given that they do not cause any scheduling conflicts.
- ✓ HUM-coded Humanities, TKL-coded Turkish Language, HTR-coded History of Turkish Revolution, and free elective courses can be selected without the requirement of prerequisite or semester requirements in order to complete the course load.
- ✓ Internship courses in the summer period do not count in the semester course load.
- ✓ Students can take non-credit courses (NC) in addition to their semester course load. However, grades from non-credit courses are seen on the transcript. These courses cannot be deleted afterwards and cannot be transformed into credit courses.
- ✓ Students who are doing a minor can take the courses from their major programs, apart from the courses that are determined in the context of their minor program. The course demands besides their minor program should not be approved by the advisor.

Add/Drop Period

- ✓ In the add/drop period that is specified in the academic calendar, the student can make changes for 3 of their courses at most.

Withdraw (W)

- ✓ Following add/drop, students can apply for a withdrawal from a course that they take in that semester by writing a request form to their faculty along with the approval of their advisor and withdrawn course's lecturer within the specified period given in the academic calendar.
- ✓ The withdrawal procedure is conducted in the period that is specified in the academic calendar. The student must take the course that he/she has withdrawn from in the first semester that the course is once again opened, and the student cannot withdraw from the same course twice two semesters in a row.



The Request Forms Period

- ✓ In order to register for the courses that were initially suitable for the students to take in the context of the relevant course registration rules, but could not be taken in the registration or add/drop period, the students can submit a request form with the approval and explanation of the advisor. The dates for delivering a request form are specified on the academic calendar.
- ✓ Even though they are not registered from the beginning of the semester, students should attend the courses they want to register through a request form. It is expected from advisors to warn students about this issue.
- ✓ The examples for request forms are present on the university website. Finding these request forms from the relevant page and using the appropriate one is the duty of the student.
- ✓ In the approval stage of the request forms, advisors should present explanatory and supportive pieces of information about the state of the student, and the applicability or inapplicability of the demand to the senior administration.

- ✓ It would be appropriate for advisors to consult their department chair in order to be certain about various practices of their respective faculty.
- ✓ Overlaps cannot be permitted in students' course schedules.
- ✓ The credit/non-credit distinction of internship courses differ for each faculty's practices.

Courses with Prerequisites

- ✓ Monitoring of courses with prerequisites is conducted by the advisor according to the decisions of the faculty, and students cannot take an approval for follow-up courses without completing the prerequisites.

Foreign Language Courses

- ✓ Foreign language courses can be taken as non-credit courses.



Graduation Stage

What should academic advisors whose students fulfil the graduation conditions do?

- ✓ Advisors should monitor the state of students who fulfil the graduation conditions at the end of each academic year.
- ✓ Before the course registrations, advisors should check each student's adaptation and definitize the number of courses that the student should take.
- ✓ If the number of courses the student will take during the semester is 3 or below, the student should be informed that a fee per lesson should be paid instead of the semester fee. It is crucial for academic advisors to have complete knowledge of “The Yeditepe University Associate Degree and Undergraduate Education Regulations” since this rule is only valid if the student has completed the course loads for all semesters.
- ✓ After the adaptation has been conducted, mistakes should be corrected if encountered, and the student should be assisted in choosing courses in a manner that will enable them to graduate in the relevant academic year.
- ✓ In accordance with the “Yeditepe University Associate Degree and Undergraduate Education Regulations”, the academic advisor should make sure that his/her students fulfil the graduation conditions, and to direct them towards relevant units in case any problems occur.

✓ For a student to be graduated from an associate degree or undergraduate program, he/she must succeed in all the courses that are in the course schedule in the relevant legal time period and have a CGPA of at least 2.00 out of 4.00.

✓ The principles regarding in which circumstances a student who lacks these conditions can be graduated are regulated by the "Yeditepe University Associate Degree and Undergraduate Education Regulations".

✓ For senior students to be graduated by the end of their total education period:

- a) They are granted two additional exams for the courses that they have failed.
- b) In cases in which they received a passing grade from all the courses in their program but have failed to achieve a CGPA of at least 2.00 out of 4.00, the students are granted unlimited exam rights in order to fulfil their graduation conditions.
- c) The single course exams cannot be taken for an FA grade.

✓ The academic advisor should receive the necessary information for course registration rules concerning double major and minor students from the department chair and guide the student accordingly.

✓ The academic advisor should make sure that students have selected courses in accordance with the rules.

What Are the Responsibilities of Double Major and Minor Students During Their Educational Period?

✓ Double major and minor students should decide which courses they are going to choose beforehand and arrange their schedules without any overlaps.

✓ They should communicate with their advisors in both departments and choose their courses in accordance with the relevant protocols.

What Are the Prerequisites for the Graduation of Double Major and Minor Students?



✓ For students in double major programs to be graduated from their second major, they must have at least a CGPA of 2.70 in their second major and fulfil the graduation conditions for both majors.

✓ In order to receive a minor certificate, it is required for the total CGPA to be at least 2.30.

✓ The second major diploma or minor certificate is granted to the students who pursue either a double major or minor program only after they graduate from their primary major program.

✓ The maximum duration of education for double major and minor programs is explained under the "Yeditepe University Associate Degree and Undergraduate Education Regulations". The necessary information should be given to the students by their academic advisors.

Academic Advising Skills and Techniques



Preparation

The preparedness of the advisor is extremely important both during course enrolment periods and education processes in terms of the internal functioning of the institution to be carried out without issue and maintenance of academic monitoring of the students in a qualified manner. The advisor should have comprehensive knowledge of his/her student's transcript during the registration process and must ensure to identify any mistakes that might have been made during the adaptation process or a problem that may arise due to a student's incorrect preference and must make sure to solve it before it arrives to faculty board meetings. The advisor should comply with the office hours that he/she announced in the beginning of the semester, hang his/her schedule in front of his/her office and approach favourably to students' demands of meetings besides the office hours with the condition of making appointments.



Patiently Listening

The advisor should let his/her students explain their problems. Some students may not be able to express themselves with the expected attitude or clarity. The advisor should listen patiently and narrate it back to the student if necessary. Potential problems to be encountered can be prevented early on with successful communication.



Practicality

It is optimal for academic advisors to be responsible for forty students on average. Especially during the registration periods, being practical and using time management skills will enable advisors to divide the limited time fairly among their advisee students. In this context, apart from the expected preparedness of the advisor as stated above, it is also required from the advisor to be aware of up-to-date department decisions and is perfectly able to use digital interfaces such as OBS and YeditepeM.



Digital Literacy

Digital literacy is an integral part to the condition of preparedness as stated above. Especially during registration periods the advisor should follow the messaging board in the OBS closely. The advisor should also be able to follow and respond to messages through YeditepeM application since the possible overload in the OBS may lead to disruptions in communication. Besides all that, the advisor also should know the YULearn system, which is a fundamental element of the educational practices of our university, and give students correct answers to their questions in the context of YULearn interface and direct them to the correct units if necessary.



Cultural Sensitivity (knowing the student)

The advisor should know his/her students' identities, personalities, whether they have a special condition, and evaluate their respective problems by taking these pieces of information into account.



Support

The students may feel desperate, anxious, and lonely in instances when they do not know what to do. In such cases, knowing that they are supported (solution-oriented approach) will help them to feel better and prevent time-consuming states of panic.



Empathy

In some cases, students may misunderstand, or may not be able to exactly understand the problem that they are experiencing and overreact with problematic attitudes. In such cases, it is necessary for academic advisors to understand the causes of the students' reaction and ensure that they correctly understand the problem without responding in a similar attitude. The advisor must preserve the dignity of academic distance while giving the necessary warnings to students with problematic attitudes and wording.



Guidance

Especially students who just started to attend courses at their faculties may need guidance and briefing on various matters. Students should primarily receive support from their advisors in the matters such as course exemption or which courses they need to add to their schedule. In this context, the advisor should guide the students correctly and ensure that they form communications with faculty administration or research assistants in order to direct them to correct information.



Intra-Institutional Communication

There may be courses that students take from different departments and faculties. In terms of students' problems and/or written applications regarding these courses, their advisor is, again, their first academic respondent. The advisor should know the university's hierarchy of correspondence and should be directive for the student to correctly deliver the written demands to his/her department / faculty for courses that he/she is taking from another department. For the advisor to be in cooperation and in communication with other departments and faculties will enable the students to be guided correctly and provide a facilitative effect regarding the solutions of many problems.



Equality

The advisor should treat each student equally and fairly.

Frequently Asked Questions



Does each student have an advisor?
On which subjects can I receive support from my advisor?

An academic advisor is assigned to you from the moment that you pass to the faculty. Your advisor grants necessary approvals and guides you in the matters such as course selection to matters related to your educational life and career. In the cases that you require assistance besides academic matters, your advisor directs you to authorized individuals and units.



How many courses can I take in a semester?

To learn the number of courses that you need to take in a semester you should examine the academic program of the department to that you belong. You can take as many courses as the course load that is stated in the semester you are in according to the academic.



Can I take more courses than I am supposed to take? What are the conditions?

Additional to the course load that you are supposed to take in a semester, you can take 2 more courses if you have a missing course from a previous semester or received an FF, FA, and W. The students who completed two semesters and have a CGPA of 3.50 or above can take 1 additional course.



From Students to their Advisors



What does a course with a prerequisite mean?

A compulsory course with a prerequisite is a course that requires the student to succeed in a previous compulsory course from an earlier semester in order to be registered. The course cannot be taken without successfully passing the prerequisite course.



When I try to pre-register for some courses, I encounter the warning that states “You need first to complete the F-graded courses or those that were not completed before the present semester”, even though I did not receive an FF from any courses. Is there another explanation for this warning? What should I do to register for courses?

In cases that you did not complete a course with a prerequisite, you will receive this warning. You will primarily need to register to the prerequisite course and pass it successfully.



What should I do when the hours of the courses I have chosen overlap?

The hours of the courses you have chosen must not overlap. To receive a more detailed information and departmental practices, advisors and department chairs must be reached, and in need the Dean’s Office the department is connected to must be contacted.





Can I see which lecturer teaches the course during the pre-registration period?

During the pre-registration period, the course information about the lecturer cannot be accessed. You can view the lecturer and section information during the registration period.



I encountered the warning stating that “You cannot apply for course registration since you did not pre-register”. What should I do to register for courses? In the case that I did not pre-register, how many courses I can choose during registration?

Students who did not pre-register cannot choose courses during the registration period. You can contact your advisor, and follow the notices posted concerning this matter.



I am a double major student. How many courses can I take at most in a semester?

Double major students can take +4 additional courses with the condition of causing no overlaps.



What can I do if the quota of the course I am going to take is filled?

You can inform your advisor when the quota of the course you want to take is filled. If it is possible to increase the quota, your advisor would demand the quota increase from the necessary units.



Can I take courses from the upper semesters?

Following the conditions of already taking the courses in your semester beforehand or in cases of some courses not opening, courses from upper semesters can be taken with the approval of your advisor. You must take this issue up with your advisor.



Is attendance compulsory for the courses that I failed twice with FF?

You can write a request form regarding the matter after you contact your advisor. With the approval of the Faculty Administrative Board, your attendance to the course in question is not required.



How many courses can I take in the summer school?

You must first discuss taking courses in the summer school with your advisor. You may take up to 2 courses, and only through the precondition of graduation and your advisor’s approval can you apply to take a 3rd course. If the Faculty Administrative Board approves your request form, your course application will be applied.



How are the courses to be opened in the summer school are decided?

Which courses are to be opened in the summer school are determined by the departments. You can access to opened courses through the system.





I was not able to complete my course registration due to the problems resulting from the system. What should I do?

First, you should contact your advisor. Your advisor would emphasize that you need to attend the courses that you are supposed to take if the courses have started. In the case that you were not able to complete your course registration due to a system issue, you can register for the courses by writing the request form within the period specified by faculties. Your advisor-approved request form is presented to the Faculty Administrative Board after it was approved by the department chair.



My advisor stated that I need to write a request form. Where can I find examples for a request form?

Your advisor would direct you regarding which unit you should apply to and which request form you should write/fill. You can access all the forms from:
<https://yeditepe.edu.tr/tr/ogrenci/formlar>



I want to apply for an objection to my exam grade. What should I do?

Within the next three days following the date on which the results are announced, you can apply for an objection to an exam result by applying to the dean's office/college administrations that your registered program is affiliated with. The objection is evaluated by the faculty boards of the respective department and if the request form is found to have merit, it is sent to the lecturer in question through his/her department and the process is finalised within 3 days. Any changes that need to be made to the previously declared grades can only be made by the faculty board approval.



What does withdrawal mean? What are its conditions?

After the add/drop period, the students who wish to withdraw from any of their chosen courses can do so by writing a request form with the approval of the advisor within the period specified in the academic calendar each year.



What does an elective course mean? Do I have to take the same course if I fail an elective course?

An elective course is a course that is opened in the course schedule as an elective course. The students are required to successfully complete the elective course. Another elective course can be taken instead of the elective course that the student failed.



What does an area elective course mean?

An area elective course refers to the course that is opened by the department and faculty that you are a part of and is related to your field.



How many courses can I make changes to during the add/drop period?

Changes can be made up to 3 courses during the add/drop period that is specified in the university's academic calendar.





I received an "I" (Incomplete) grade from a course. What does it mean?

I - Incomplete: It is given to the students who were not able to complete the necessary studies due to valid excuses. These students must compensate for the lack that is required by the I-grade until the end of the add/drop period of the following semester at the latest. Following the compensation of the necessary studies, the student receives the earned grade, but in the case that the necessary studies are not compensated until the due date, the I-grade of the student transforms automatically into an FF-grade. It is not possible for a student who received this grade to take another exam.



What does a free-elective course mean?

A free elective course means that you can take any course from any department of the university as an elective course. You can take any free elective courses that are within your interests.



My advisor stated that I should take a non-area elective course. Which courses counted as non-area?

Non-area elective refers to the courses unrelated to your field and courses that are from faculties and departments other than your own faculty.



Can I select a foreign language course during course registration? Can I take a credit foreign language course?

The foreign language courses can be taken as non-credit courses with the approval of the advisor. Non-credit courses do not affect the CGPA.



The Student Support Services



The Student Centre consist of administration and contact offices of university units that govern the extra-curricular supportive activities and institutional processes. Among these units there are individual and academic development units, career development units, communication with graduates, cultural and art offices, student clubs, psychological counselling and guidance, healthy nutrition and sports units.

The student centre is founded with the purpose of supporting the students' individual and academic development by enriching their university experience. The essential opportunities are being provided, in close cooperation with all members within the Centre, for students to develop their potential by helping them to familiarize with and understand university life.

As academic advisors, it is expected of you to be well-versed about these services, and therefore inform and direct students to our centre when it is necessary.

It is extremely important for you to emphasize to the students that collegiate life does not only consist of academic activities, and by actively participating in extra-curricular activities, circles, and student clubs, and assuming responsibility in those circles and clubs, they can develop themselves individually, socially, and intellectually. Furthermore, it is also crucial to stress that these experiences would equip them with skills that would make a difference in their future professional lives.

We know that you try to help your students as much as possible in the context of your academic advising. We are ready to help you to facilitate your endeavours whenever you might need it.

Individual and Academic Development Office

Individual and Academic Development Office conducts various programs in order to facilitate the students' adaptation process, prepare them to university life, and support their academic development. You may get support from the Individual and Academic Development Office in the guidance of the students who experience issues with adapting to university life, or those with low academic achievements (bago@yeditepe.edu.tr).

Psychological Counselling and Guidance Unit



The Psychological Counselling and Guidance Unit supports students in solving their individual problems. It provides support services for many psychological issues, such as anxiety, relationship problems, issues with confidence, anger management, family issues, and efficient study methods.

If you think that a student requires psychological support, guide your student while stating to them that everyone may need help occasionally, that many students in the university are benefiting from psychological counselling, and that these services are provided in accordance with the principle of confidentiality and without a fee would encourage students to apply.

Senior psychologists, after the first meeting, will direct students to Psychotherapy and Education Centre if they think it is necessary.

Educational Counselling

If the student has low academic achievement and if you think that he/she needs help in the matters of time management, planning, self-discipline, goal-oriented studying, and motivation, you can direct them to the Student Centre to receive support.

Career Development



You can direct your students to Career Development Office in order to help them in terms of their career goals and ensure that they receive support in the matters such as internship opportunities, interview preparation, and resumé preparation.

You can inform the unit regarding the students who will be applying by writing to dos@yeditepe.edu.tr

Academics, students, and all shareholders can quickly access the Student Centre by using the "Make an Appointment" link on the website. Moreover, they can also contact us via using the "Ask Us" link on the website. They can send their recommendations and criticisms by filling out the "Evaluate Us" form in the "We Listen to You" link.

Yeditepe University Contact Information Table



You can contact the relevant department, unit or individual by dialling their extension numbers from a telephone that is part of the system of Yeditepe University. If you are contacting from a telephone which is outside the system, you first need to contact Yeditepe University, then dial the extension number.

Yeditepe University ☎ 0216 578 00 00

Unit / Institute / Faculty / Department	Position	Individual	Extension Number
Student Centre Coordinatorship	Department Assistant	Kübra Ayşe Küçük	☎ 3296
Individual and Academic Development	Assistant Specialist	İlayda Ağırılı	☎ 3831
The Directorate of Career Development and Communication with Graduates	Specialist	Tuğçe Çelik	☎ 2609
Clubs and Student Activities	Specialist	Özge Dalan	☎ 1639
HUM Humanities Courses	Dr.	Ferzan Durul	☎ 1596
TKL Courses	Research Assistant	Samet Onur	☎ 2644
HTR Courses	Institute Secretary	Neslihan Demirci Er	☎ 1248

International Office	Erasmus Coordinator	Burcu Atalay Emre	☎ 1295
Workplace Health and Security Unit	Workplace Nurse	Nazife Ziya	☎ 3072 ☎ 8417
Workplace Health and Security Unit	Workplace Physician	Müberra Tömek	☎ 1236 ☎ 8687
Directorate of Student Registration Operations	Assistant Specialist	Hanne Büşra Kolbaş	☎ 1285
Directorate of Human Resources and Planning	Department Assistant	Sevde Aktaş	☎ 1711
Directorate of Financial Affairs	Assistant Specialist	Hilal Çıtak Gökçe	☎ 1259
IT Technical Support	Senior Technical Support Specialist	Habib Yıldırım	☎ 3399 ☎ 8971
IT Technical Support	Senior Technical Support Specialist	Şahmerdan Altun	☎ 3396 ☎ 8988
IT Technical Support	Technical Support Specialist	Cihat Şeker	☎ 1803
IT Technical Support	Technical Support Specialist	Olcay Ayar	☎ 3827 ☎ 8769
Administrative Chiefs	Faculty of Fine Arts Administrative Chief	Alpay Yaşar	☎ 3205 ☎ 8305
Administrative Chiefs	Faculty of Fine Arts Team Chief	Ekrem Kincioğlu	☎ 3205 ☎ 8851
Administrative Chiefs	Commercial Sciences Administrative Chief	Arif Timur Göksulu	☎ 3200 ☎ 8300
Administrative Chiefs	Rectorate Administrative Chief	Şuayib Korkmaz	☎ 3201 ☎ 8301

Administrative Chiefs	Rectorate Team Chief	Mehmet Yavuz	☎ 3201 ☎ 8382
Administrative Chiefs	Engineering Administrative Chief	Mehmet Keskin	☎ 3202 ☎ 8302
Administrative Chiefs	Engineering Team Chief	Ramazan Üstüner	☎ 3202 ☎ 8956
Administrative Chiefs	Faculty of Law Administrative Chief	Özer Karataş	☎ 3203 ☎ 8303
Administrative Chiefs	Faculty of Law Team Chief	Ramazan Hızarcı	☎ 3203 ☎ 8968
General Coordinatorship of Security	Security Coordinator	Sunay Balıklıkaya	☎ 1412
General Coordinatorship of Security	Security Chief	Osman Özer	☎ 1178 ☎ 8790
General Coordinatorship of Security	Security Chief	Nevzat Türkel	☎ 1178 ☎ 8955
General Coordinatorship of Security	Security Chief	Zühal Haseken	☎ 1178 ☎ 8961
Faculty Secretaries	Faculty of Pharmacy Secretary	Selen Duygu Turşucu	☎ 1541
Faculty Secretaries	Faculty of Education Secretary	Selime Öztürk Mumcu	☎ 3059
Faculty Secretaries	Faculty of Arts & Sciences Secretary Deputy	Müjgan Kabak	☎ 1594
Faculty Secretaries	Faculty of Fine Arts Secretary	Aslı Öztürk	☎ 1848

Faculty Secretaries	Faculty of Law Secretary	Arzu Deniz	☎ 1792
Faculty Secretaries	Faculty of Economics & Administrative Sciences Secretary	Şenay Durak	☎ 1750
Faculty Secretaries	Faculty of Communication Secretary	Nurcan Turaylar	☎ 3297
Faculty Secretaries	Faculty of Architecture Secretary	Aynur Ulutaş Özşen	☎ 1441
Faculty Secretaries	Faculty of Engineering Secretary	Yasemin İspir	☎ 1406
Faculty Secretaries	Faculty of Health Sciences Secretary	Dilek Doğru Demirkurt	☎ 3384
Faculty Secretaries	Faculty of Medicine Secretary	Esra İlhan	☎ 3005
Faculty Secretaries	Faculty of Computer and Information Sciences Secretary	Ebru Kılıç	☎ 1308
School Secretaries	School of Applied Sciences Secretary	Ebru Kılıç	☎ 1308
School Secretaries	Vocation School Secretary	Ebru Güngörmez Can	☎ 3040
School Secretaries	Senior Specialist	Handan Doğan	☎ 1699
Graduate School Secretaries	Educational Sciences Secretary	Güler Kırış	☎ 3388
Graduate School Secretaries	Natural Sciences Secretary	Tülay Dalğış	☎ 1492
Graduate School Secretaries	Health Sciences Secretary	Hasan Koç	☎ 1544
Graduate School Secretaries	Social Sciences Secretary	Gül Alptekin	☎ 1064

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YEDİTEPE UNIVERSITY