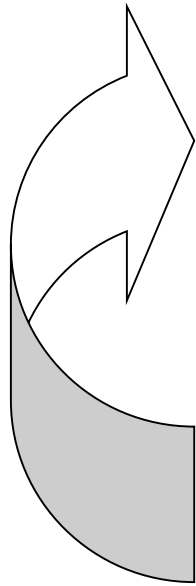# How To Register For Courses During Add-Drop Period?

Process Steps	Related System / Document to be Used
Step 1: At the beginning of each semester, students add and / or drop courses in the add-drop period announced in the Academic Calendar through the system.	Student Information System (OBS) obs.ihu.edu.tr
Step 2: Course selections are approved by the student's academic / thesis advisor through the automated system.	

Denied → **Step 3:** The student re-starts the above process within the relevant semester by meeting with his/her advisor.

Accepted → The selections are registered in the system.

Students who cannot add and / or drop a course due to an excuse,

Process Steps	Related System / Document to be Used
Step 1: The student applies to the Department Secretary until the last working day of the fourth week following the start of the classes.	- Petition
Step 2: The request is sent to the School of Graduate Studies by the Department Secretary and the Administrative Board makes its decision after discussion.	

Denied → The student is informed.

Accepted → **Step 3:** The decision is sent to the Student Affairs Office for processing by the Graduate School.

- Decision of the Graduate School Administrative Board
- Student's petition