Logging In

Students can access the system through the ATACS (https://atacs.atilim.edu.tr/) page on web.

Students must write their username (without “@atilim.edu.tr”) and e-mail password in order to log in. Username and password are given to students after final registration in the Student Affairs.

Technical Support

In order to get technical support regarding the use of the ATACS, students are recommended to read User Guides available under “Help” menu in the ATACS.

In the cases where issues cannot be solved with User Guides, students may consult with Information Technologies Help Desk Unit through below given links:

Website: https://BTYardimMasasi.atilim.edu.tr
E-mail: BTYardimMasasi@atilim.edu.tr
Phone: 0312 586 84 84

Opening Course Registration Form - Student Interfaces

After logging in, students should open “Course Registration” form by clicking on “My Course Registration Transactions” under the “My Course Registration & Graduation Transactions” on the ATACS as shown below.
### Adding Courses to Cart

In order to add the courses in your curriculum, there are buttons in “COURSE REGISTRATION” column on the right on “Student Course Registration” display.

With “Register” button, students add the courses which are included in their curriculum but not taken before.

In case of elective courses, students should click on the dropdown list on “Register” button to view and select the courses before registering.

Compulsory courses do not have dropdown list as they are directly added with “Register” button.

Course sections are listed on “Register” button in thesis courses including semester projects. When you click over the sections, the names of the instructors will appear. After choosing your advisor’s section, you need to click on the “Register” button.

After clicking “Register” button, below image is displayed;
Students who are graded “P” for thesis course and to take the course again in another semester should select their section and click “Register to Increase GPA” button.

The same button is also used to register in the courses intended to be retaken in order to increase GPA. In case of elective courses, students can list the courses in this group by clicking the dropdown list on “Register to Increase GPA” button. After selecting courses in the list, students should click the button in order to register. After clicking the button, below image is displayed;

![Image of course selection](image)

Saving Course Carts and Quota Transactions

Selected courses are included in “Course Cart” list at the bottom of the page. Students can click “Delete” button beside relevant course, if they want to delete a course. Students can click “DELETE ALL COURSES IN THE CART” button in order to delete all courses.

![Image of course cart](image)

After completing all transactions, students can click “SAVE COURSE CART” button. Below given information will appear afterwards.

![Image of course cart confirmation](image)

Students will be registered in selected courses when the cart is saved. After this transaction, quota of saved courses decreases.
Submission of Course Cart to Advisor for Approval

Once you think that all course registration transactions are done, you must send your course registration to your advisor for approval. You may click “SEND TO ADVISOR FOR APPROVAL” button. Below given information will appear afterwards.

After submitting your registration to advisor, you cannot add or remove any courses as the buttons under “Course Registration” interface are not available.
**Important Note:** If your course registration is rejected and returned by your advisor; you can see the information and message that your advisor has sent your registration back at the bottom of the registration screen. In such a case, you are required to edit your registration transactions and course cart, and submit your registration to your advisor for approval again.
DİKKAT: Derslerle ilgili detayları görmek istersemiz ATACS işlem menüsü üzerinde, "Raporlar (Tüm Kullanıcılar)" menü başlığında altındaki "Açılan Dersler" menü başlığını tıklayın.

Daha sonra "Açılan Dersler Raporu" formunu doldurup "Ara" butonuna tıkladığınızda aramanıza uygun dersler listelencektir ve derslerle ilgili detaylı bilgileri buradan görebileceksiniz.