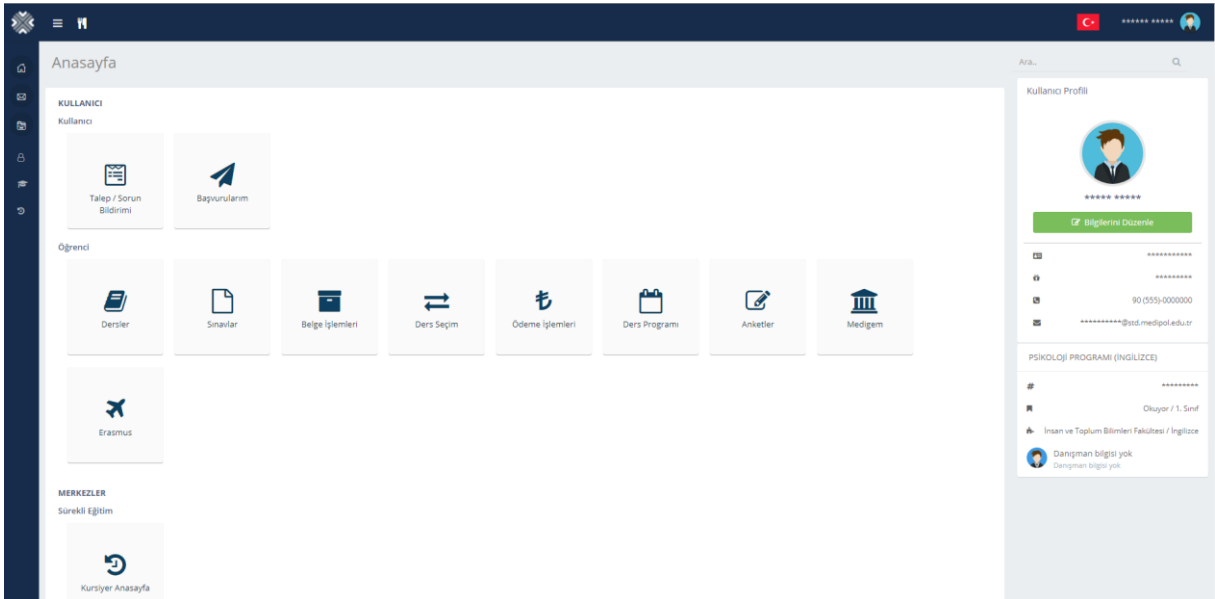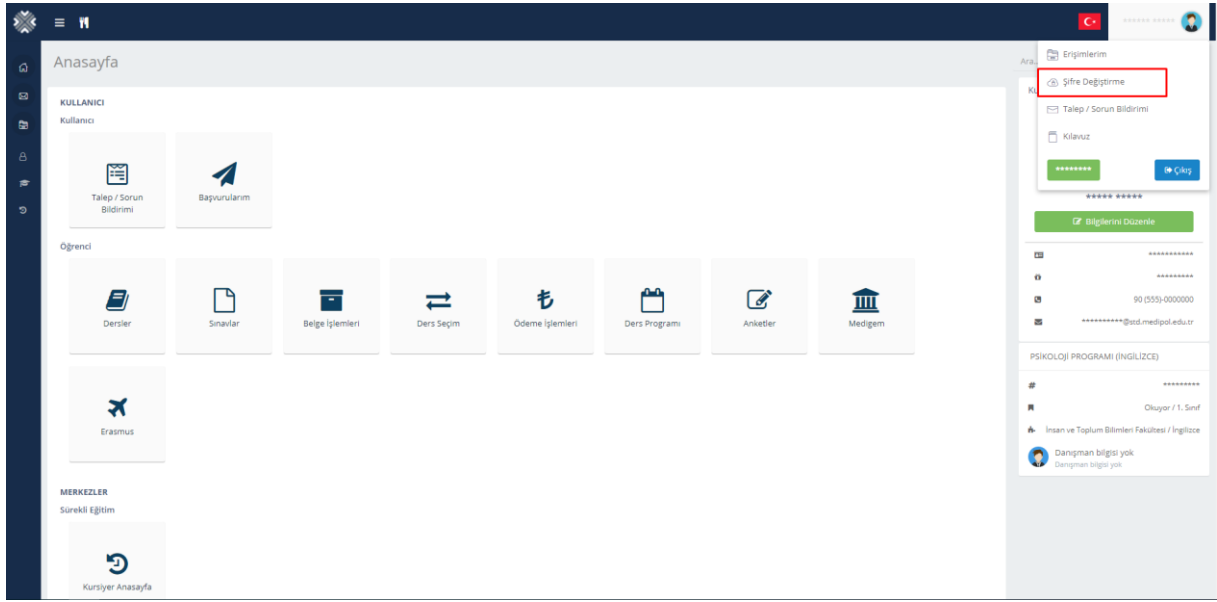- On any browser, go to; mebis.medipol.edu.tr
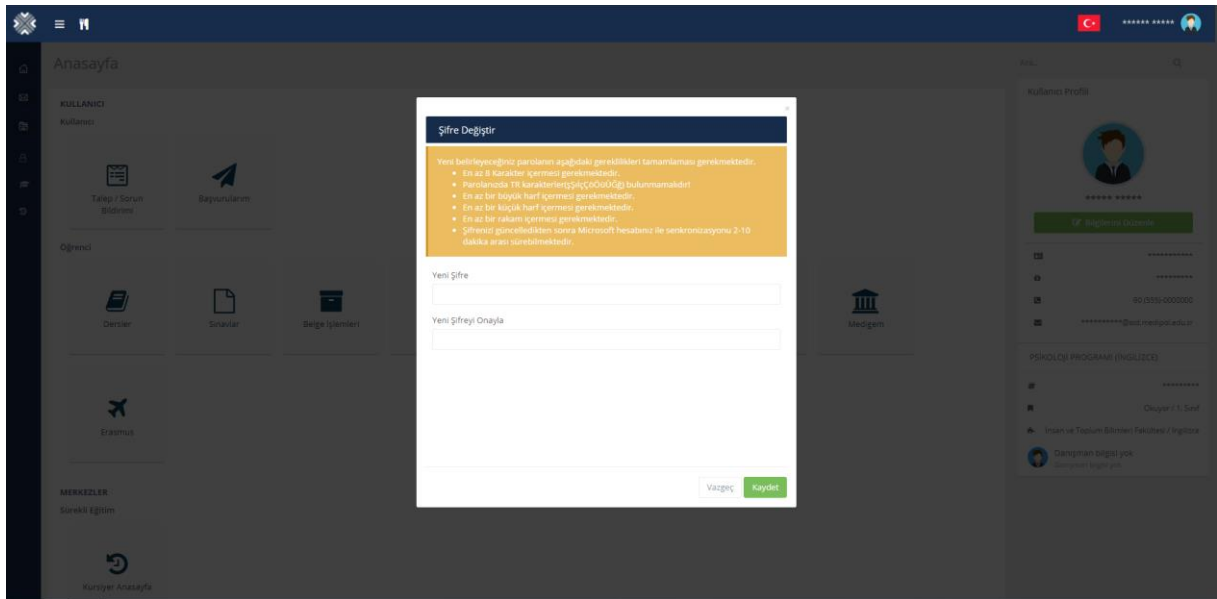- Type your username and password provided

If you do not know your current password, click on 'Şifre İşlemler' button and change/update your password.
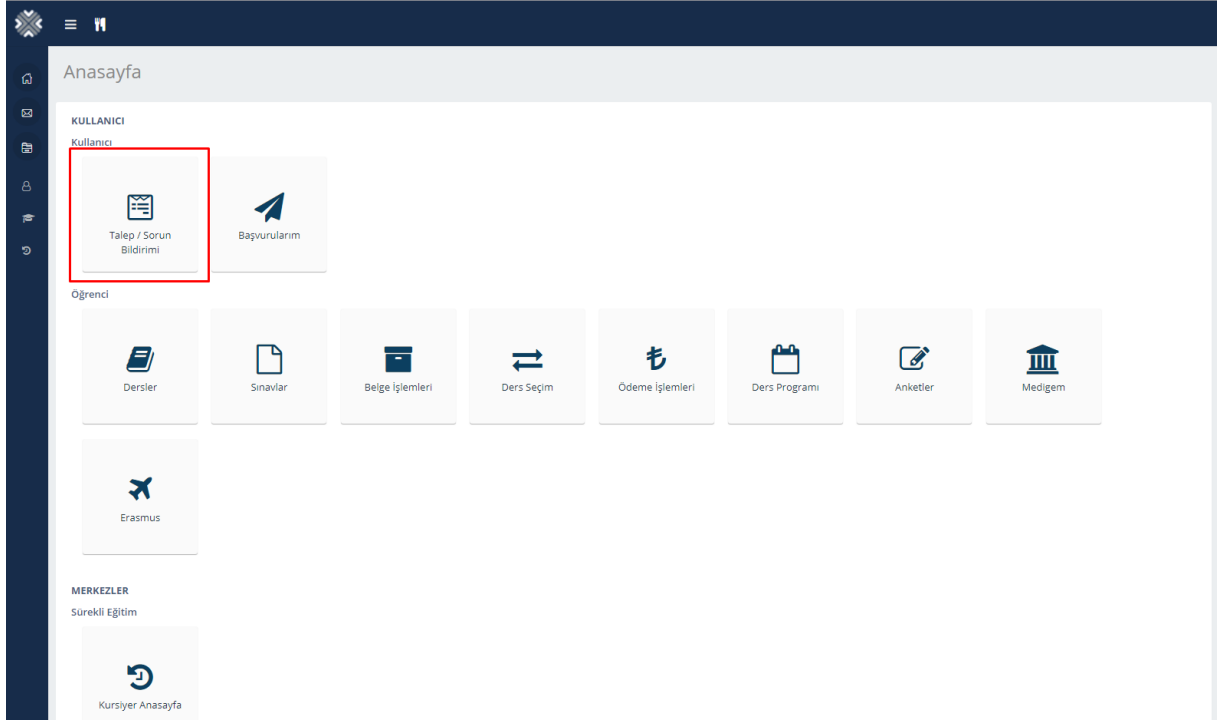

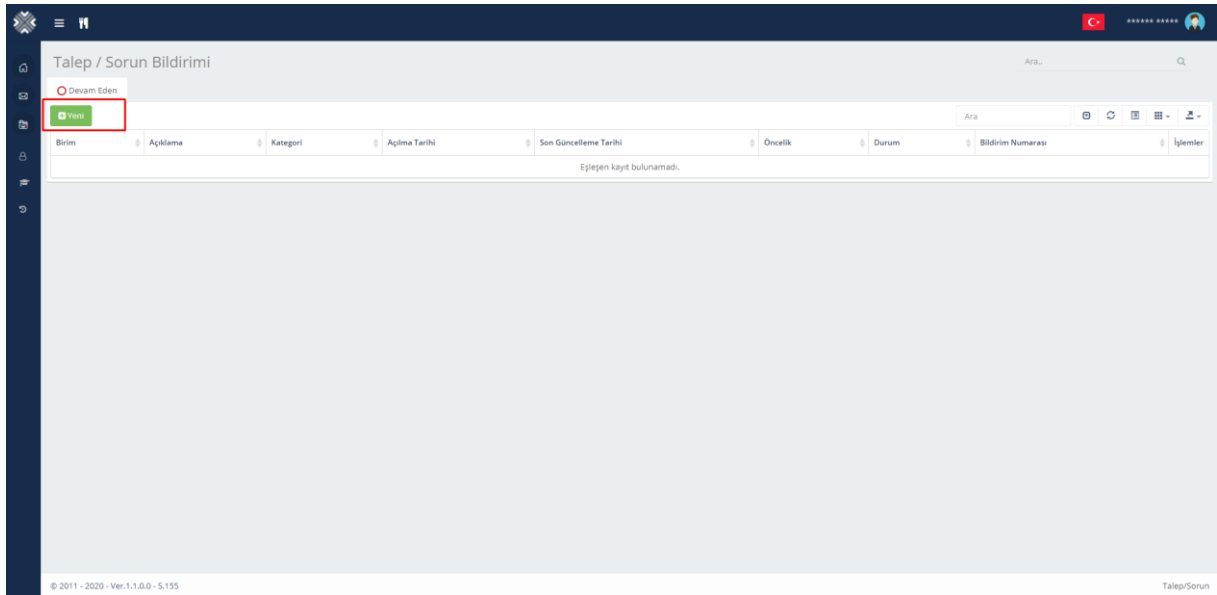- You can view your e-mail, ID number, and Supervisor Information on the right side.

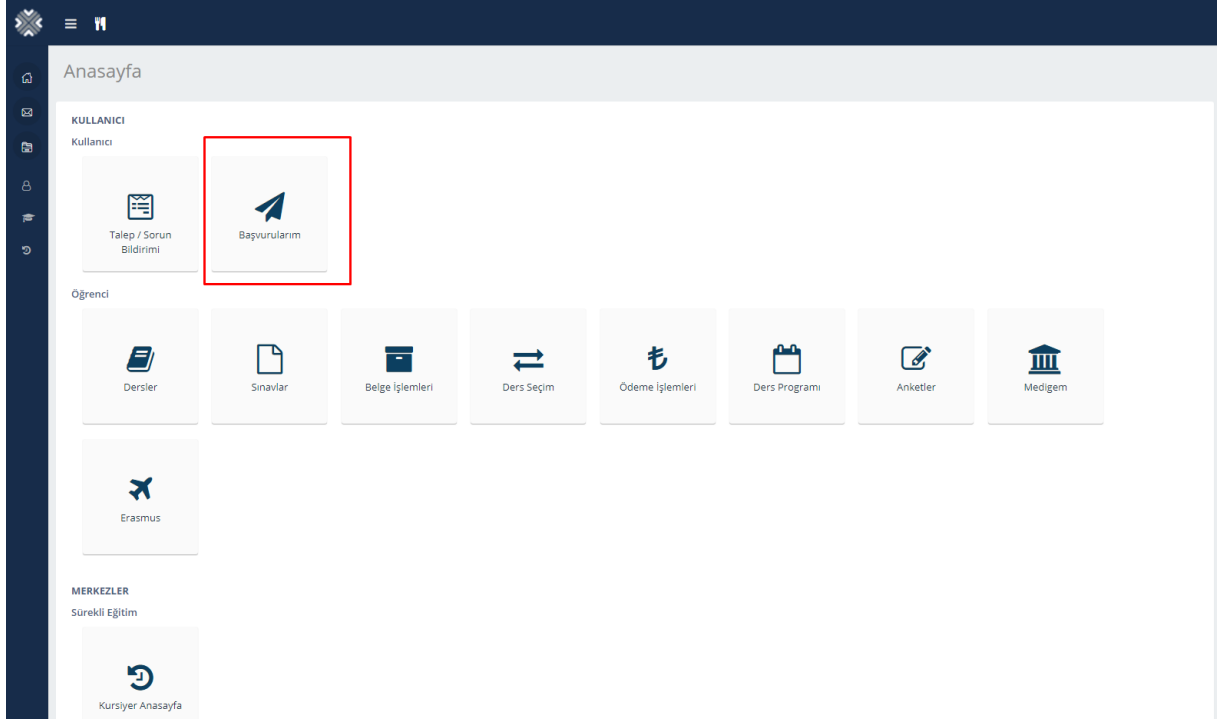➢ You can change your password by clicking on 'Şifre Değiştirme'.

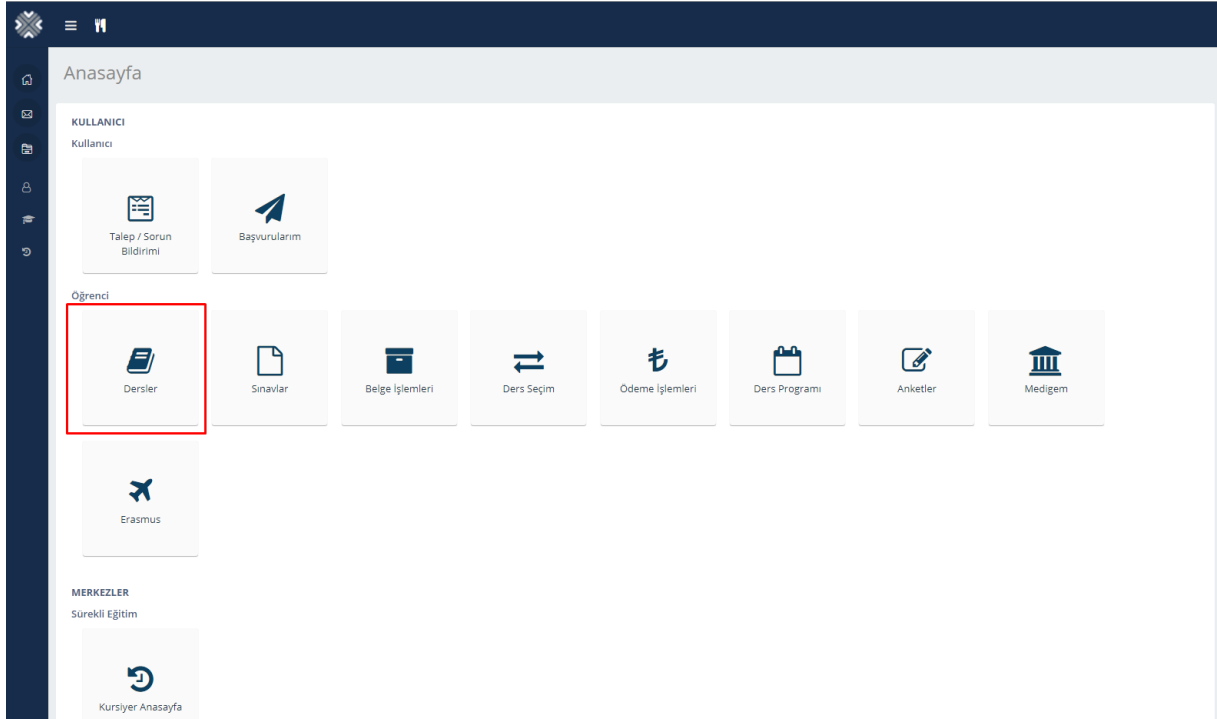➢ Following the tips above, you can create a new password.

➤ To report demand or problem, click on the highlighted button.

➤ You can reach the Demand/Problem Report Form by clicking on the highlighted button.

➢ You can reach your applications such as Master, Ph.D. and so, by clicking on the highlighted button.

You can reach your courses by clicking on 'Dersler'.

- You can view your CPGA, SPGA and ECTS on the pop-up screen.
- You can download Transcript and Course Content by clicking on 'Raporlar'.

- To enter Online Exams, click on settings icon related to the course.
- Then, click on 'Etkinlikler'.
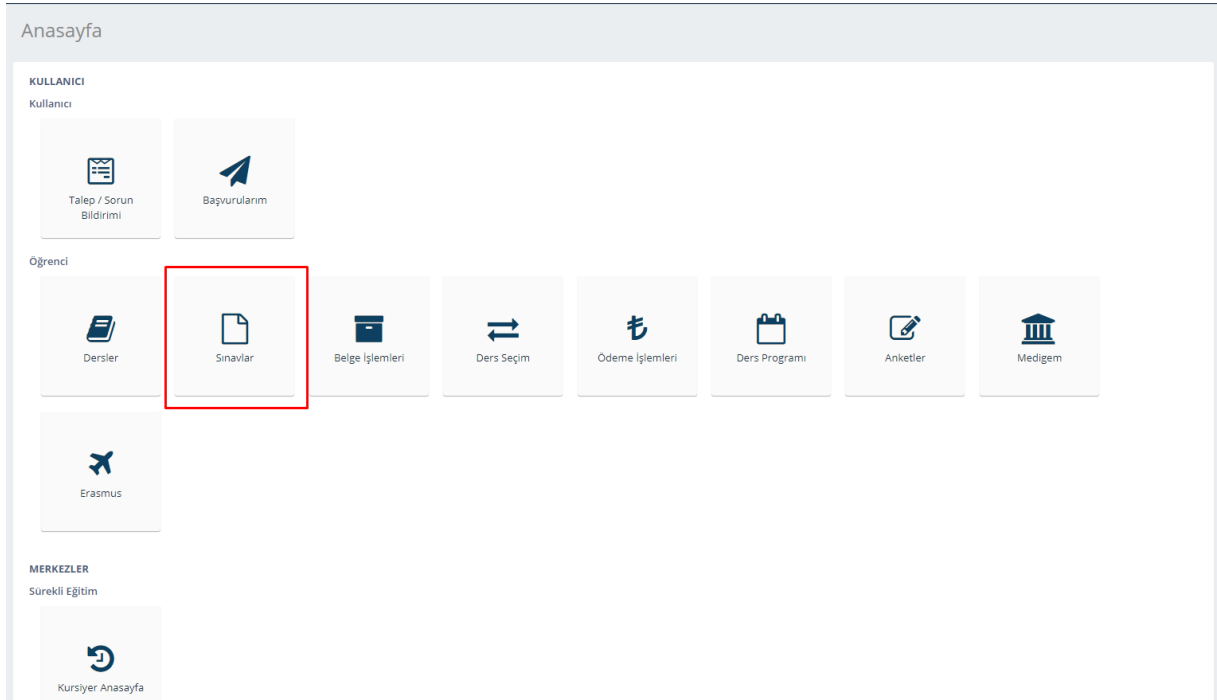
➢ You can reach exams by clicking on the highlighted button.

➢ On the Exams page, you can view the date and time of exams by clicking on the highlighted button.

➢ You can view your exam scores on this page.

➢ By clicking on **"+"** button, you can access the exam uploading form.
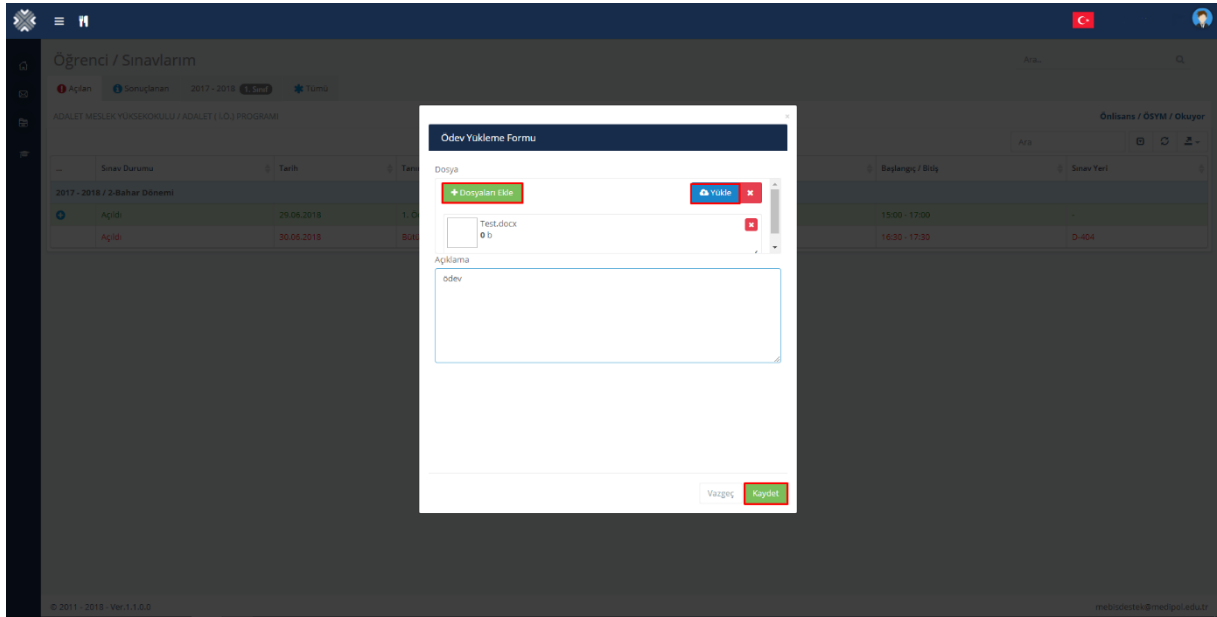
- On the pop-up screen, click on "Dosyaları Ekle"

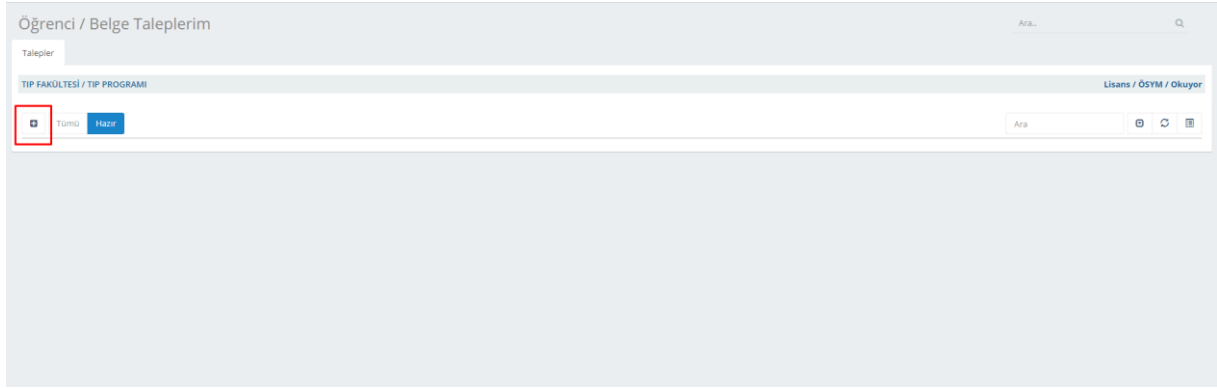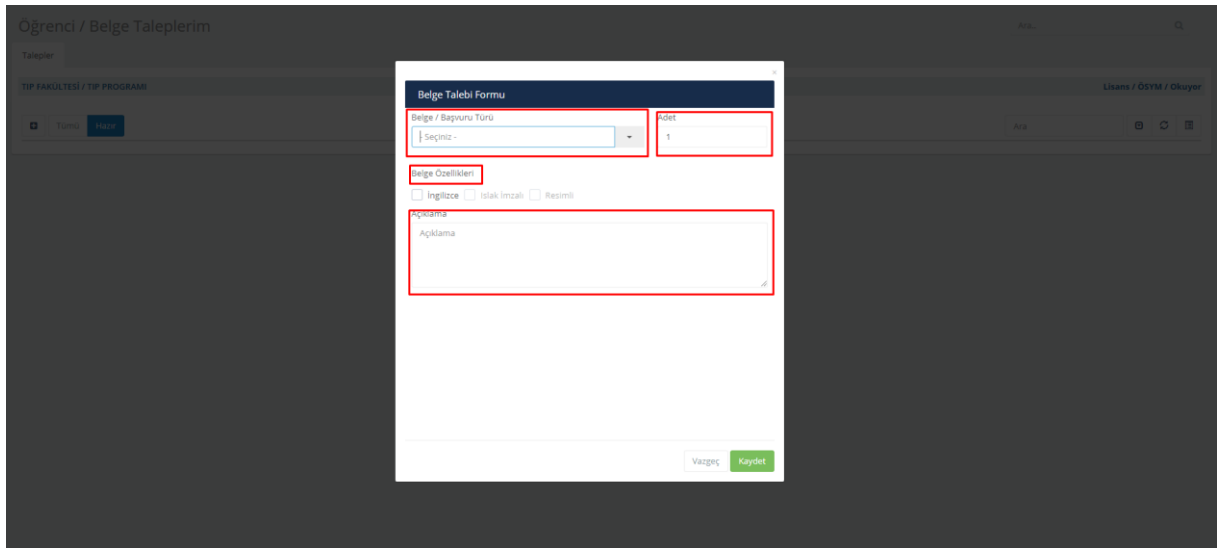- After uploading your files, first click on "Yükle", then click on "Kaydet".
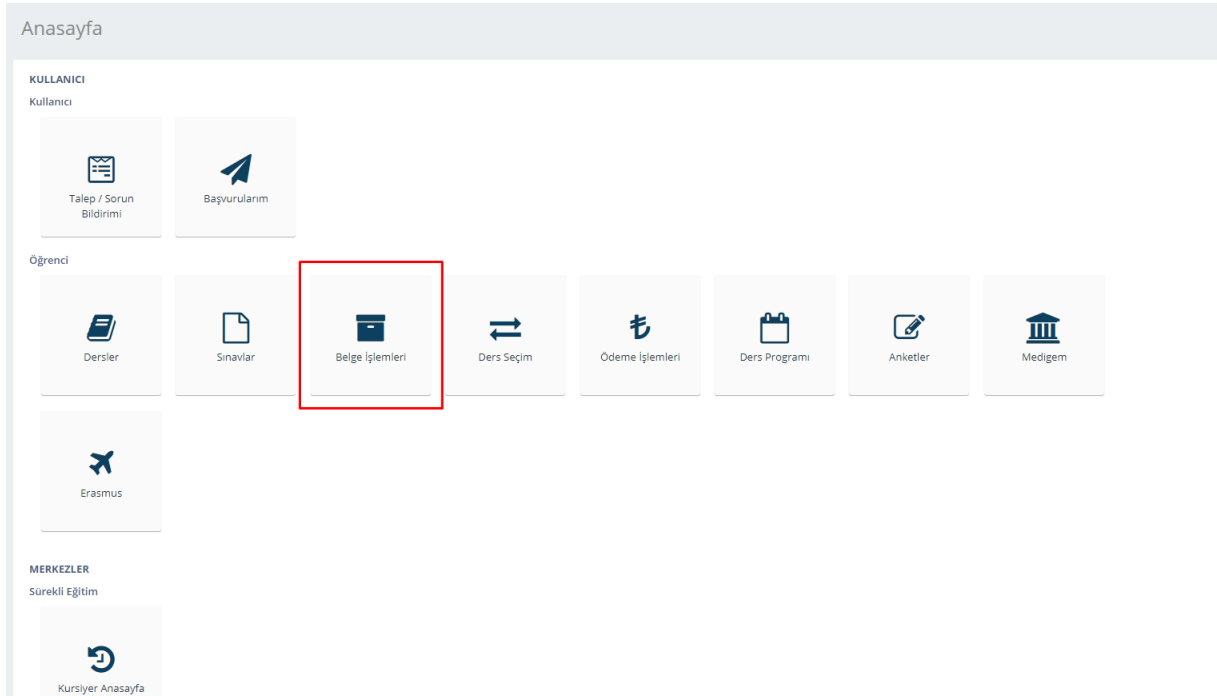
- To request a documentation such as Transcript, click on "Belge İşlemleri".

> ➢ By clicking "+", you can reach the Request Form.

> ➢ After filling the highlighted blanks (Document Type (Belge Türü), Number (Sayı), Document Properties (Belge Türü), and Definition (Açıklama), click on "Kaydet".

NOTICE:

> ➢ Only students can request Student Certificate.
> ➢ If you request Signed Document, please visit Student Affairs Office.
> ➢ To request a Graduation Certificate, you must graduate. Graduation Certificate can **only** be released **once**.

➢ If your document is shown as prepared (Hazır), you can download it by clicking on "İndir".

➢ You can select courses by clicking on "Ders Seçimi".

- On the pop-up screen, all courses you have selected are listed.
- You can select your courses, send a message to your advisor, and get an approve from your advisor on this page.
- You can download your Course Selection Form and view total selected ECTS and required credits for graduation.
- To delete a selected course from your list, click on the delete icon on the right side.

- You can view your Common Compulsory Courses on this page and select courses by clicking "+".
- Selected courses are deleted on this page and listed on the "Seçilenler".
- If the list is not refreshed after any process, click the refresh icon on the right side above the table.

- You can view your Compulsory Courses on this page and select courses by clicking "+".

You can view your Optional Courses on this page and select courses by clicking "+"

➤ You can view your failed courses on this page and select courses by clicking "+".

➤ You can see elective courses on this page and select courses by clicking "+".

➢ On the highlighted button, you can view the list of failed courses and courses you wish to take from the next year.

➢ You can select courses you wish to take by clicking on "+".

➢ To select courses from other departments, you can view the list of the related grade and courses on this segment.

➢ You can select courses by clicking "+".

➢ You can make payment by clicking on the "Ödeme İşlemleri" button.

➢ To make payment, click on the "Ödeme Yap" button below the "İşlemler" menu.

➤ After selecting Peşin Ödeme/Vadeli Ödeme (Down Payment/Installment Payment) option, you can go the next page.
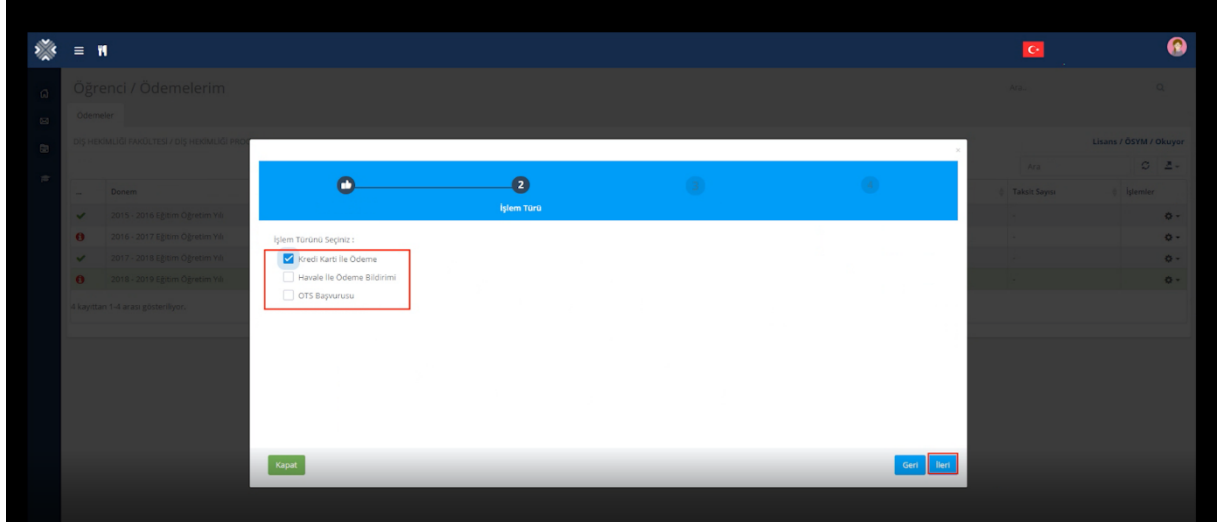
➤ On the pop-up screen, click first the payment method and then click on "İleri".
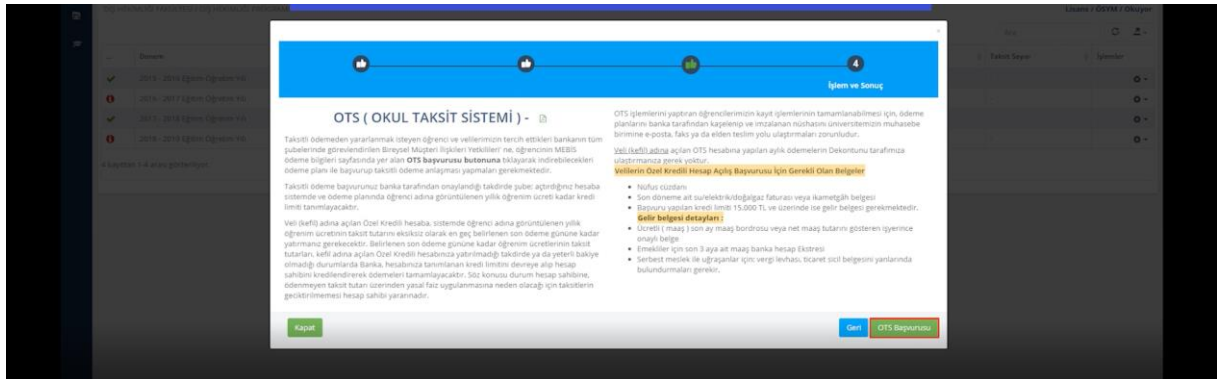
➤ If you click on the "OTS Başvurusu" selection, you can see the detail about "OTS" (School Installment System). You can apply to make a payment by clicking on "OTS Başvurusu" and then download the document as .pdf format.

> ➤ For installment payment, enter the Credit Card Information and the Number of Installments
> ➤ Then, click on "Tamamla".

> ➤ If you select the wire transfer selection, enter the required information shown on the pop-up screen.
> ➤ Then click on "Havale Bildir".

> You can access to Course Schedule page by clicking on "Ders Programı".

> On the pop-up screen, you can view the schedule by month, day, week and agenda by clicking on the highlighted button on the right side at the top of the page.
> Also, you can view the schedule as monthly clicking on the next and previous buttons.

> You can access to surveys by clicking on "Anketler".

> You can answer questions of a survey by clicking on the highlighted button.

Anket Formu

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Dönem başında dersin içeriğinin ve amaçlarının belirtilmesi

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Dersin güncel konularla desteklenmesi

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Sınavlardaki soruların açıklığı, dersle uyumluluğu

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Dersin bilgi ve becerileri geliştirmesi

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Dersle ilgili kaynaklara ulaşma imkanı

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Dersin bölümdeki diğer derslere göre yaygınlığı

○ Fikrim Yok	○ Kesinlikle Katılmıyorum	○ Katılmıyorum	○ Kısmen Katılıyorum	● Katılıyorum	○ Kesinlikle Katılıyorum

Kapat

➢ On the pop-up screen, you can answer the questions and comment about your oppinion.

➢ You can save your survey by clicking on "Kaydet".

Notice: After completing the survey, you cannot make any changes on the survey.