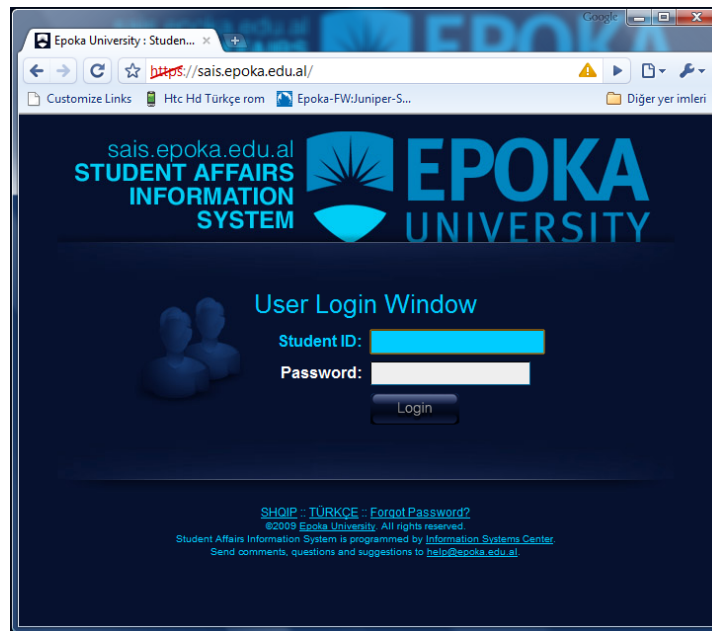


Student Affairs Information System

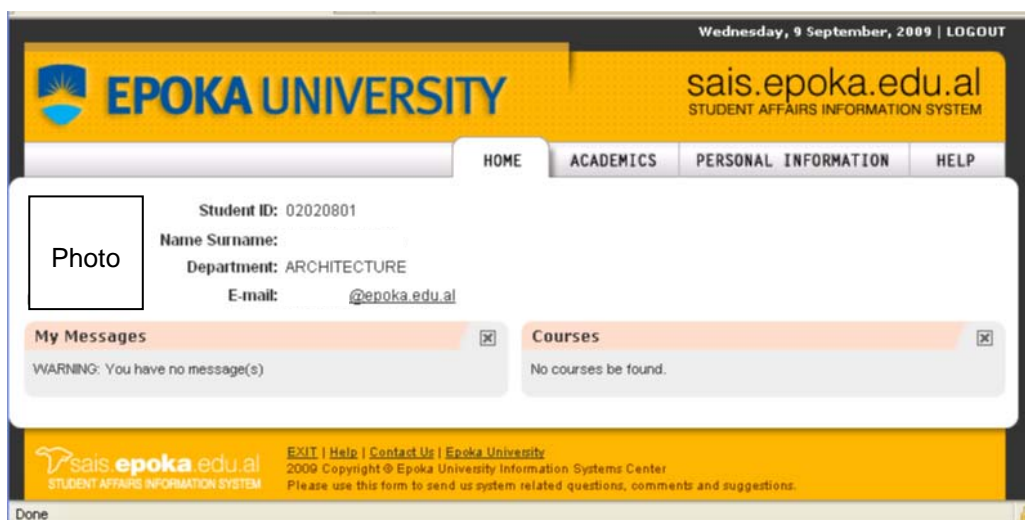
Student Affairs Information System (SAIS) is an interactive system where you can manage most of your procedures within the computer medium.

You can access your SAIS page from URL <https://sais.epoka.edu.al/> or simply by following the SAIS link present within the Quick Links of Epoka Home Page.

From the login page using your Student ID number and password (you can get your password form Student Affairs Office) you can access your SAIS page.



Your Home Page includes information regarding your credential information, your messages, your registered courses and etc.



Using Academics link you can access Registration, Transcript, Grade Calculation, Weekly Schedule, Attendance and similar pages which are related with your academic status.

Registration Page

Registration page is the page where you can access following information and register your courses to be taken.

Interim Grades

Grades entered into the system for courses that the student has taken during the year are displayed.

Attendance

Attendance records entered into the system for courses the student has taken during the year are displayed.

Curriculum

Table indicating courses the student is required to take during 8 semesters.

Courses I am Required to Take

Includes main courses the student has failed, main courses the student has not taken in previous semesters, and main courses of the current semester respectively as well as a link for area and non-area elective courses.

Courses I Have Selected

List of courses the student has selected and section for final approval. After course registration has been approved, the student cannot make any changes in the program. In case of probable mistakes, advisors have an option for cancelling course registration.

Departmental Courses

The student uses this section to select non-area elective courses and obtain information about courses offered by departments.

Course Search

The student may use this section to search specific courses by the keywords that it may have.

Transcript

The student may use this section to view the transcript.

Grade Calculation

The student may use this section to recalculate the GPA or the credits if he takes another grade after he redoes the exam.

Weekly Schedule

It gives an overview of the weekly schedule and also may help to organize your time.

Exam Dates

The student may use this section to see when he will have the exams.

New Grades

The student may use this section to view the new grades that he has taken.

Personal Information

In this section the student may access his personal information, and change it where he can.

The screenshot displays the Sais Student Affairs Information System interface. At the top, there is a header with the EPOKA UNIVERSITY logo and the URL sais.epoka.edu.al. The date is Wednesday, 9 September, 2009, and there is a LOGOUT link. Below the header is a navigation menu with options: HOME, ACADEMICS, PERSONAL INFORMATION (selected), and HELP. On the left side, there is a sidebar menu with options: Personal Information (selected), My Settings, Messages, Academic Calendar, Contact Us, and Documents and Forms. Below the sidebar menu is a 'Print This' button. The main content area is titled 'Personal Information' and contains a table with the following data:

Name Surname:	
Student No:	
Gender:	Female
Nationality:	T.C.
Department:	ARCHITECTURE
Attendance:	Devam Ediyor
Tuition/Scholarship Student:	Ücretli
Date of Registration:	1 Eylül 2008
Reason of Registration:	EPOKA EXAM

Below the table is a 'Photo' placeholder. Underneath the table is a section titled 'Contact Information' with the following data:

Vergi Numarası:	- [Ekle]
Öğrenci Ev Telefonu:	5555555555 [Güncelle]

My Settings

In this section the student may change the language of the sais application, his password and the e-mail address.