





ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

DEPARTMENT OF BUSINESS ADMINISTRATION

Registration Guide for First-Year Students

Please read the instructions presented in the slides carefully

Register for the courses BEFORE you contact your advisor for approval

Academic Advisor

Each student has an assigned academic advisor. The academic advisor is responsible from guiding you throughout your four-year education in terms of all registration- and department-related matters.

Please find your academic advisor by clicking on the link below:

http://ba.metu.edu.tr/en/system/files/fall_2020_advisor_list.pdf



Registration for Courses

PLEASE FOLLOW THE INSTRUCTIONS BELOW DURING THE COURSE
REGISTRATION PERIOD:

1. At the Department of Business Administration, the course load per semester is 5 courses.

All first-year students are required to register for the following courses:

BA1101	(3121101)	Fundamentals of Business	Section 1
BA1103	(3121103)	Business Practice Workshop	Section 1, 2, 3 or 4
BA1201	(3121201)	Principles of Behavioral Sciences	Section 1
BA1401	(3121401)	Financial Accounting	Section 1
ENG101	(6390101)	English for Academic Purposes I	
MATH117	(2360117)	Calculus I	
TURK101	(6420101)	Turkish I*	
IS100	(9010100)	Introduction to Information Technologies and Applications	

*For foreign students only, any 1 of the following set:

TURK101	(6420101)	Turkish I
TURK105	(6420105)	Turkish I
TURK201	(6420201)	Elementary Turkish



Course Schedule

2. The course schedule for Fall 20 is available at the Department of Business Administration's web page:

http://ba.metu.edu.tr/en/system/files/fall_2020_course_schedule_undergraduate.pdf

Please note that the course schedule available at the oibs.metu.edu.tr site is NOT APPLICABLE.

- Also, please note that classes meet for two 75-minute sessions each week at the Department of Business Administration. This is true for all courses whose codes start with 312xxxx.
- Courses taken from other departments, such as MATH, ENG, TURK, or HIST, will meet for three 50-minute sessions each week.

Watch out for time conflicts!!!!



Registration Process

3. Registrations take place in two steps:

STEP 1: Using your METU username and password, you will log on to the registration program and "add" all the required courses listed on Slide #3.

STEP 2: You need to get your advisor's approval; otherwise, your registration will not become official.

During the approval process, your advisor will be able to see your registered courses from an advisor screen and if everything is in order, s/he will approve your registration.

You may reach the registration program at the following link:

<http://register.metu.edu.tr>



IS 100

4. Regarding the IS 100 Course:

If you are NOT exempted from the IS 100 course, you need to register for the course during the registrations.

- You may find detailed information about the IS 100 course at the following link:

<http://ii.metu.edu.tr/is100/>



TURK 101

5. Regarding the TURK 101 Course:

You may add any section of the course as long as it does not create a time conflict with your other courses.

Please note that your advisor will not approve your registration if there is a time conflict between any of your courses (yes, even when the conflict is for only 5 minutes!!!!)

- You may find detailed information about the TURK 101 course sections at the following link (Choose Department: Turkish Language/Türk Dili):

http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php



ENG 101

6. Regarding the ENG 101 Course:

You may add any section of the course as long as it does not create a time conflict with your other courses.

Please note that your advisor will not approve your registration if there is a time conflict between any of your courses (yes, even when the conflict is for only 5 minutes!!!!)

- You may find detailed information about the ENG 101 course sections at the following link (**Choose Department:** Modern Languages (English)/Modern Diller (İngilizce)):

http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php



MATH 117

7. Regarding the MATH 117 Course:

*The MATH 117 course meets for four 50-minute teaching sessions and one 50-minute recitation (problem solving) session each week.

*All BA first-year students are required to attend the same teaching session at the following times:

Tuesdays 08:40 – 10:30

Thursdays 08:40 – 10:30

*In addition, all BA first-year students are required to also attend either one of the following recitation hour sessions:

Section 21 or 22 or 23 or 24

During registrations, please register for either one of the recitation sections listed above. This will automatically place you in Section 2 of the MATH 117 course and the registered recitation hour section. **(Please see the next slide...)**



MATH 117

7. Regarding the MATH 117 Course:

When choosing your recitation hour section, you should make sure that the section you choose does not create a time conflict with your other courses.

Please note that your advisor will not approve your registration if there is a time conflict between any of your courses (yes, even when the conflict is for only 5 minutes!!!!)

- You may find the weekly schedule for the sections at the following link (Choose Department: Mathematics/Matematik):

http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php



BA 1103

8. Regarding the BA 1103 Course:

You may add any section of the course (1 or 2 or 3 or 4) as long as it does not create a time conflict with your other courses.

Please note that your advisor will not approve your registration if there is a time conflict between any of your courses (yes, even when the conflict is for only 5 minutes!!!!)

- The sections of the course are shown on the course schedule available at the BA web page:

https://ba.metu.edu.tr/en/system/files/fall_2020_course_schedule_undergraduate.pdf



**ENJOY THE SEMESTER AND DO NOT
HESITATE TO CONTACT YOUR ADVISOR
WHENEVER YOU HAVE A QUESTION!**



