





ORTA DOĞU TEKNİK ÜNİVERSİTESİ  
MIDDLE EAST TECHNICAL UNIVERSITY

# DEPARTMENT OF BUSINESS ADMINISTRATION

## Registration Guide for Second-Year Students

Please read the instructions presented in the slides carefully

Register for the courses **BEFORE** you visit your advisor for approval

# Academic Advisor

Please find your academic advisor in the list below. Also, please note their office hours during the registration period:

[http://ba.metu.edu.tr/system/files/Spring\\_2020\\_Advisor\\_Office\\_Hours.pdf](http://ba.metu.edu.tr/system/files/Spring_2020_Advisor_Office_Hours.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 second-year students are required to register for the following courses:

BA 2101 (3122101)	Managerial Skills Laboratory I (For BA students who failed BA 2101 with an FD or FF grade)	Wasti Pamuksuz
BA 2204 (3122204)	Human Resources Management	Topal
BA 2206 (3122206)	Organization Theory	Wasti Pamuksuz
BA 2802 (3122802)	Principles of Finance (Section 1)	Güner
BA 2802 (3122802)	Principles of Finance (Section 2)	Ayaydın Hacıömeroğlu
ENG 211 (6390211)	Academic Oral Presentation Skills	Staff
HIST 2202 (2402202)	Principles of Kemal Atatürk II	Staff
XX XXX (XXXXXXX)	Free Elective	Staff

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

HIST2202           (2402202)           PRINCIPLES OF KEMAL ATATURK II  
HIST2206           (2402206)           HISTORY OF THE TURKISH REVOLUTION II



# Course Schedule

2. The course schedule for Spring 2020 is available at the Department of Business Administration's web page:

[http://ba.metu.edu.tr/system/files/Spring\\_2020\\_Course\\_Schedule\\_Undergrad.pdf](http://ba.metu.edu.tr/system/files/Spring_2020_Course_Schedule_Undergrad.pdf)

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

- Also, please remember 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 at least 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, you need to meet with your advisor in her/his office. While you are there, 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 by asking you to enter your METU password into a box that is available at the advisor screen.

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 were not exempted from the IS 100 course last year OR if you did not pass the IS 100 course last year, you need to register for the course again this year during the registrations. The IS 100 course CANNOT BE DROPPED.

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

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



# Free Elective

## 5. Regarding the Free Elective course:

You may add any course from any METU department as a free elective.

The only exceptions are the PSY 150 course (you may NOT take this course as a free elective) and the courses offered by the Department of Business Administration (courses that start with 312xxxx are NOT counted as free electives).

- 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 courses and their sections at the following link:

[http://oibs3.metu.edu.tr/View\\_Program\\_Course\\_Details\\_64/main.php](http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php)





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



