





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 visit 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. Also, please note their office hours during the registration period:

http://ba.metu.edu.tr/system/files/advisor_list_f18.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 2018 is available at the Department of Business Administration's web page:

http://ba.metu.edu.tr/system/files/course_schedule_f18_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, 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:

Even if you are exempted from the IS 100 course, you still 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 (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 (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 13:40 – 15:30 in Room G 111
Thursdays 08:40 – 10:30 in Room G 111

*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 or 25

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 (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:

http://ba.metu.edu.tr/system/files/course_schedule_f18_undergraduate.pdf



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



