





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

[https://ba.metu.edu.tr/en/system/files/fall\\_2022\\_advisor\\_list.pdf](https://ba.metu.edu.tr/en/system/files/fall_2022_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
BA1401	(3121401)	Financial Accounting	Section 1
ADM1102	(3101102)	Introduction to Law for Managers	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 one of the following set:

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



# Course Schedule

2. The course schedule for Fall 2022 is available at the Department of Business Administration's web page:

[https://ba.metu.edu.tr/en/system/files/fall\\_2022\\_course\\_schedule\\_undergraduate.pdf](https://ba.metu.edu.tr/en/system/files/fall_2022_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 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.

For the approval process, you need to send a message to your advisor via the registration page. S/he will be able to see your registered courses from an advisor screen and if everything is in order, s/he will approve your registration. Otherwise, s/he will send a message to your **METU e-mail** address and ask for corrections/changes. Once you complete these, you will send another message to your advisor via the registration page, 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](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](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 sessions 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 to the following recitation hour sessions:

### **Section 21**

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](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\\_2022\\_course\\_schedule\\_undergraduate.pdf](https://ba.metu.edu.tr/en/system/files/fall_2022_course_schedule_undergraduate.pdf)



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



