





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:

https://ba.metu.edu.tr/en/system/files/fall_2023_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.

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

<i>BAS100</i>	<i>(3160100)</i>	<i>Seminar in Business Administration</i>	<i>Section 1</i>
<i>BAS121</i>	<i>(3160121)</i>	<i>Principles of Behavioral Sciences</i>	<i>Section 1</i>
<i>BAS142</i>	<i>(3160142)</i>	<i>Financial Accounting</i>	<i>Section 1</i>
<i>BAS152</i>	<i>(3160152)</i>	<i>Business Statistics</i>	<i>Section 1</i>
<i>ENG101</i>	<i>(6390101)</i>	<i>English for Academic Purposes I</i>	
<i>MATH117</i>	<i>(2360117)</i>	<i>Calculus I</i>	<i>Section 21, 23 and 24</i>
<i>TURK101</i>	<i>(6420101)</i>	<i>Turkish I*</i>	<i>Section 22</i>
<i>HIST2201</i>	<i>(2402202)</i>	<i>Principles of Kemal Atatürk I**</i>	<i>Section 41</i>
<i>IS100</i>	<i>(9010100)</i>	<i>Introduction to Information Technologies and Applications</i>	

***For international students only, any one of the following set:**

<i>TURK101</i>	<i>(6420101)</i>	<i>Turkish I</i>
<i>TURK105</i>	<i>(6420105)</i>	<i>Turkish I</i>
<i>TURK201</i>	<i>(6420201)</i>	<i>Elementary Turkish</i>

****For international students only, any one of the following set:**

<i>HIST2201</i>	<i>(2402202)</i>	<i>Principles of Kemal Atatürk I</i>
<i>HIST2205</i>	<i>(2402205)</i>	<i>History of The Turkish Revolution I</i>



Course Schedule

2. The course schedule for Fall 2023 is available at the Department of Business Administration's web page:

https://ba.metu.edu.tr/en/system/files/fall_2023_course_schedule_suny.pdf

Please note that the course schedule available at the oibs.metu.edu.tr site is APPLICABLE.

- *Also, please note that classes meet for two 75-minute sessions each week at of Business Administration. This is true for all courses whose codes start*
- *Courses taken from other departments, such as MATH, ENG, TURK, or HIST, 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 #4.*

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 registrations.

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

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



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 other courses.

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

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

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 recitation (problem solving) session each week.*

**All BA first-year students are required to attend the same teaching sessions 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 hour sessions:*

Section 21, 23 or 24 (Depends on your surname)

During registrations, please register for either one of the recitation sections will automatically place you in Section 2 of the MATH 117 course and the 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 does not create a time conflict with your other courses.

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

- 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



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



