





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. Your academic advisor is responsible for guiding you throughout your four-year education in terms of all registration- and department-related matters.

Please find your academic advisor in the list below:

[https://ba.metu.edu.tr/en/system/files/fall 2023 advisor list.pdf](https://ba.metu.edu.tr/en/system/files/fall_2023_advisor_list.pdf)

It is helpful to familiarize yourself with the METU Rules and Regulations Governing Undergraduate Education (<https://oidb.metu.edu.tr/tr/orta-dogu-teknik-universitesi-lisans-egitim-ogretim-yonetmeligi>) as it covers almost all issues faced by students during their education.



# Registration for Courses

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:

BA1502	(3121502)	Business Statistics	Section 1
BA1103	(3121103)	Business Practice Workshop	Section 1, 2, 3 or 4
BA1401	(3121401)	Financial Accounting	Section 1
BA1201	(3121201)	Principles of Behavioral Sciences	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 international 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 is available at the Department of Business Administration's web page:

[https://ba.metu.edu.tr/en/system/files/fall\\_2023\\_course\\_schedule\\_undergrad.pdf](https://ba.metu.edu.tr/en/system/files/fall_2023_course_schedule_undergrad.pdf)

The course schedule available at the oibs.metu.edu.tr site is NOT APPLICABLE.

- Most departmental classes (with codes starting with 312) meet for two 75-minute sessions each week.
- Courses taken from other departments, with course codes beginning with MATH, ENG, TURK, or HIST, will meet for at least three 50-minute sessions each week.

Watch out for time conflicts!!!!

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!!!!)



# Registration Process

## 3. Registrations take place in two steps:

**STEP 1:** Using your METU username and password, 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 approval request 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. IS 100 :

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

Detailed information about the IS 100 course at the following link:

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



# TURK 101

## 5. TURK 101 :

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

Detailed information about the TURK 101 course sections can be found 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. ENG 101 Course:

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

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. MATH 117:

- 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 and Thursdays 08.40 – 10.30
- All BA first-year students are required to also attend the following recitation hour sessions, according to student surname:
  - AA-JZ (Section-21), KA-ÖZ (Section-23), PA-ZZ(Section-24)
  - Fridays 10.40 –12.30

Register for the correct recitation sections listed above. This will automatically place you in Section 2 of the MATH 117 course and the registered recitation hour section. (Continued on the next slide...)



# MATH 117 (continued)

## 7. MATH 117:

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

The weekly schedule for the sections can be found 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. BA 1103:

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.

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\\_2023\\_course\\_schedule\\_undergrad.pdf](https://ba.metu.edu.tr/en/system/files/fall_2023_course_schedule_undergrad.pdf)



**ENJOY THE SEMESTER!**



