





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

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

BA 1502 (3121502)	Business Statistics	Section 001
ADM 1102 (3101102)	Introduction to Law for Managers	Section 001
ECON 122 (3110122)	Principles of Macroeconomics	Section 001
ENG 102 (6390102)	English for Academic Purposes II	Any section
MATH 118 (2360118)	Calculus I	Section 24 or 25
TURK 102 (6420102)	Turkish II	Any section

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

TURK102 (6420102)	Turkish II
TURK106 (6420106)	Turkish II
TURK202 (6420202)	Intermediate Turkish



Course Schedule

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

https://ba.metu.edu.tr/en/system/files/spring_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 have failed the IS 100 course during the Fall 2021 semester, 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 102

5. Regarding the TURK 102 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 102 course sections at the following link (Department: Turkish Language/Türk Dili):

http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php



ENG 102

6. Regarding the ENG 102 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 102 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 118

7. Regarding the MATH 118 Course:

*The MATH 118 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 and Thursdays 08:40 – 10:30, FZ 09

*In addition, all BA first-year students are required to also attend either one of the following recitation hour sessions:

Section 24 (Fridays 10:40 – 12:30, G 209)

OR

Section 25 (Fridays 10:40 – 12:30, EA 207)

During registrations, please register for either one of the recitation sections listed above. This will automatically place you in Section 2 of the MATH 118 course and the registered recitation hour section. **(Please see the next slide...)**



MATH 118

7. Regarding the MATH 118 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



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



