





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 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/spring\\_2024\\_advisor\\_list.pdf](https://ba.metu.edu.tr/en/system/files/spring_2024_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

**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:

BA100	(3120100)	Career Planning	
BA1101	(3121101)	Fundamentals of Business	Section 1
ECON122	(3110122)	Principles of Macroeconomics	Section 1
ADM1102	(3101102)	Introduction to Law	Section 1
MATH118	(2360118)	Calculus II	
ENG102	(6390102)	English for Academic Purposes II	
TURK102	(6420102)	Turkish II*	

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

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



# Course Schedule

The course schedule is available at the Department of Business Administration's web page:

[https://ba.metu.edu.tr/en/system/files/2023-2024\\_spring\\_ba\\_course\\_schedule\\_undergraduate.pdf](https://ba.metu.edu.tr/en/system/files/2023-2024_spring_ba_course_schedule_undergraduate.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

**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

If you have failed the IS 100 course during the Fall semester, you need to register for the course during the registrations.

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

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



# TURK 102

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 102 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](http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php)





# ENG 102

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 102 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 118

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 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:  
**(Section-24) or (Section-25)**  
**Fridays 10.40 –12.30**

Register for the correct recitation sections listed above. This will automatically place you in Section 2 of the MATH 118 course and the registered recitation hour section. **(Continued on the next slide...)**



# MATH 118

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)



**ENJOY THE SEMESTER!**



