





ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

DEPARTMENT OF BUSINESS ADMINISTRATION

Registration Guide for Second-Year Students

Please read the instructions presented in the slides carefully

Register for the courses BEFORE you contact your advisor for approval

Academic Advisor

Please find your academic advisor in the list below:

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

BA 2203 (3122203)	Organizational Behavior	Acar
BA 2601 (3122601)	Operations Management	Wasti Pamuksuz
BA 2701 (3122701)	Principles of Marketing	Karababa
BA 2801 (3122801)	Microeconomics for Business	Danıřođlu
XXXX	Free Elective	Staff
HIST 2201 (2402201)*	Principles of Kemal Atatürk I	Staff

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

HIST2201 (2402201) PRINCIPLES OF KEMAL ATATURK I

HIST2205 (2402205) HISTORY OF THE TURKISH REVOLUTION I



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

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 were not exempted from the IS 100 course last year OR if you did not pass the IS 100 course last year, you need to register for the course again this year during the registrations. The IS 100 course CANNOT BE DROPPED.

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

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



Free Elective

5. Free Elective courses:

You may add any course from any METU department as a free elective.

The only exception is the PSY 1410 course and courses offered by the Department of Business Administration (courses that start with 312xxxx).

Detailed information about courses and their sections can be found at the following link:

[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!



