



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**

Revised 09.02.2026

# Academic Advisor

Please find your academic advisor in the list below:

[https://ba.metu.edu.tr/en/system/files/spring\\_2026\\_advisor\\_list.pdf](https://ba.metu.edu.tr/en/system/files/spring_2026_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 second-year students are required to register for the following courses:

BA 2204 (3122204)	Human Resource Management	Topal
BA 2206 (3122206)	Organization Theory	Wasti Pamuksuz
BA 2802 (3122802)	Principles of Finance (Section 1)	Güner
BA 2802 (3122802)	Principles of Finance (Section 2)	Ayaydın Hacıömeroğlu
ENG 211 (6390211)	Academic Oral Presentation Skills	Staff
XX XXX (XXXXXXX)	Free Elective	Staff
HIST 2202 (2402202)	Principles of Kemal Atatürk II	Staff

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

HIST2202 (2402202)	PRINCIPLES OF KEMAL ATATURK II
HIST2206 (2402206)	HISTORY OF THE TURKISH REVOLUTION II



# Course Schedule

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

[https://ba.metu.edu.tr/en/system/files/2025-2026\\_spring\\_ba\\_course\\_schedule\\_undergraduate.pdf](https://ba.metu.edu.tr/en/system/files/2025-2026_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 #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

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 is at the following link:

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



# Free Elective

You may add any course from any METU department as a free elective except PSY-1410, ADM-4416, 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!

