





ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

DEPARTMENT OF BUSINESS ADMINISTRATION

Registration Guide for Third-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. 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 by clicking on the link below:

https://ba.metu.edu.tr/en/system/files/fall_2023_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 third-year students are required to register for the following courses:

<i>BAS181</i>	<i>(3160181)</i>	<i>Microeconomics for Business</i>	<i>Section 1</i>
<i>BAS324</i>	<i>(3160324)</i>	<i>Human Resources Management</i>	<i>Section 1</i>
<i>BAS371</i>	<i>(3160371)</i>	<i>Principles of Marketing</i>	<i>Section 1</i>
<i>ENG211</i>	<i>(6390211)</i>	<i>Academic Speaking Skills</i>	
<i>BASXXX</i>	<i>(3160XXX)</i>	<i>Departmental Elective</i>	



Course Schedule

2. The course schedule for Fall 2023 is available at the Department of Business Administration's web page:

https://ba.metu.edu.tr/en/system/files/fall_2023_course_schedule_suny.pdf

Please note that the course schedule available at the oibs.metu.edu.tr site is APPLICABLE.

- *Also, please note that classes meet for two 75-minute sessions each week at of Business Administration. This is true for all courses whose codes start*
- *Courses taken from other departments, such as MATH, ENG, TURK, or HIST, 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 #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>



ENG 101

6. Regarding the ENG 211 Course:

You may add any section of the course as long as it does not create a time other courses.

Please note that your advisor will not approve your registration if there is a between any of your courses (yes, even when the conflict is for only 5

- You may find detailed information about the ENG 211 course sections at the (Choose Department: Modern Languages (English)/Modern Diller*

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



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



