





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_2024_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:

BAS181	(3160181)	Microeconomics for Business	Section 1
BAS321	(3160321)	Organizational Behavior	Section 1
BAS371	(3160371)	Principles of Marketing	Section 1
ENG211	(6390211)	Academic Speaking Skills	
BASXXX	(3160XXX)	Departmental Elective	



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_2024_course_schedule_suny.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 316xxxx.
- 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 #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 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 211 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



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



