# 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 visit your advisor for approval

# Academic Advisor

Please find your academic advisor in the list below. Also, please note their office hours during the registration period:

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

| BA 2203 (3122203) | Organizational Behavior | Gökalp |
|---|---|---|
| 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 1 of the following set:**
HIST2202      (2402202)      PRINCIPLES OF KEMAL ATATURK II
HIST2206      (2402206)      HISTORY OF THE TURKISH REVOLUTION II

# Course Schedule

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

[https://ba.metu.edu.tr/en/system/files/spring_2023_course_schedule_undergraduate.pdf](https://ba.metu.edu.tr/en/system/files/spring_2023_course_schedule_undergraduate.pdf)

**Please note that** the course schedule available at the oibs.metu.edu.tr site is **NOT APPLICABLE**.

- Also, please remember 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 312xxxx.

- 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 #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

**4. Regarding the IS 100 Course:**

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.

- You may find detailed information about the IS 100 course at the following link:

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

# Free Elective

## 5. Regarding the Free Elective course:

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

The <u>only exceptions</u> are the PSY 1410 course (you may NOT take this course as a free elective) and the courses offered by the Department of Business Administration (courses that start with 312xxxx are NOT counted as free electives).

- Please note that your advisor will <u>not</u> 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 courses and their sections at the following link:

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

# ENJOY THE SEMESTER!