INFORMATION FOR STUDENTS <u>WHO BEGIN THE FIRST GRADE</u> IN THE 2024-2025 FALL TERM

COURSES TO BE TAKEN

ADM 1121 Introduction to Politics I – Course code 3101121

You will add the course manually on SAIS. You will register to Section 6 – a virtual section created for administrative purposes. Normally, the course is given in 5 sections (groups). Assignments to the sections will be done and announced on Monday (Sep 30), by surnames and will be announced by email and on the department's website. You will do the section changes during add-drop period and get your advisor's approval.

ADM 1323 Society and Culture – Course code 3101323

Sections are determined by surname. You will add the course manually on SAIS.

ADM 2401 Principles of Law – Course code 3102401

Sections are determined by surname. You will add the course manually on SAIS.

ENG 101 English for Academic Purposes I – Course code 6390101

Students need to add this course in the registration system by selecting any section that fits their schedule. <u>It is very important to add the course early</u>, as the capacities are filled immediately. Course program information of Sections can be accessed at https://oibs2.metu.edu.tr/View_Program_Course_Details_64/ by selecting Modern languages-English and course code. If the capacities of all eligible sections are full, the announcements on the Modern Languages website should be followed: <u>mld.metu.edu.tr</u>

MATH 125 Basic Mathematics – Course code 2360125

The course will come automatically registered. It has Regular Class Hours + 2 Hours Recitation. You will look registered to section 1. For Recitation Hours, you will have been assigned (automatically) to one of the sections, 13 or 14. If it does not come assigned, you will manually add your section, by surname: section 13 (AA-IZ), or 14 (JA-ZZ)

TURK 101 TURKISH I – Course Code 6420101

Students need to add this course in the registration system by selecting any section that fits their schedule.

TURK 105/201/202 (For Non-Citizens – <u>Upon the exam</u>) – 6420105, 6420201, 6420202

The course to be taken will be determined upon the result of the Turkish language exam you took (delivered by the department of Turkish Language). Please check your exam result first! (and determine which course is to be taken accordingly)

Students need to add the course in the registration system by selecting any section that fits their schedule. Section course program information can be accessed at https://oibs2.metu.edu.tr/View_Program_Course_Details_64/ by selecting the Turkish language and course code.

IS 100 Introduction to Information Tech. and Applications (Non Credit)

The course will be automatically added. It will be completely online.

For the online courses, you can access the online meeting links through the respective course pages at odtuclass.metu.edu.tr.

INFORMATION ABOUT THE REGISTRATION PROCESS AND ADVISOR APPROVAL FOR THE 1ST GRADERS

Interactive registrations will be on 25-27 September, and the add-drops during 7-11 October 2023, at http://register.metu.edu.tr. The registration program will be made available to 1st grade students as of 12:00 on the first day of registration.

Students need **a user code** and **password** to enter the registration system. Student passwords can be obtained from METU User Account Management after university enrollment. User code is the last digit of your student number with an "e" in front of it (eg. e111222).

On the registration page, the compulsory courses that students must take appear already registered. For the courses that need to be added, **the numeric code** (course code), **the group number** (section) of the relevant course is entered and the **"add"** operation is made. For the courses that need to be dropped, the box in front of the relevant course is marked and the **"drop"** process is done. To change the section of a course, the box in front of the relevant course is checked and the **"change section"** process is done.

For Advisor Approval, there is a "Request Registration Approval" button on the interactive registration interface. After completing the 'add-course' process, the students will press this button to send their registration information to the Advisor Approval Program. **Students who do not request advisor approval by using the "Request Registration Approval" button will not be able to receive advisor approval. Registration is deemed to have not taken place unless the advisor approval is received. Registration and advisor approval program will be closed at 17:00 on the last day of registration. Until then, approval can be given.**

By using the Advisor Approval Program, advisors will be able to view students who require registration approval and give their registration approval without the need for a student password. After the approval, the student will be automatically sent an e-mail saying "Your registration has been approved" by the system.

If the advisor wishes to communicate with the student requesting approval regarding the registration process, the Advisor will be able to send an e-mail with the subject "Registration Confirmation Correction Process" to the relevant student by using the "Request for Correction" button in the interface of the Advisor Approval Program. In this way, the student will be able to make the necessary changes and send an approval request from the interactive registration program to his advisor. At the end of the process, the student will have completed the registration and advisor approval procedures without having face-to-face interaction with the advisor.

If students have questions or problems related to the registration process, they should direct them to their advisors. Students should also follow the announcements to be sent to their METU email accounts, and from our website (padm.metu.edu.tr) during the registration.

If a change is required after the advisor approval process is completed, the approval must be cancelled by contacting the advisor. **After making necessary changes in the registration program, another request must be sent to the advisor for approval.**