

INFORMATION ON THE TECHNICAL ISSUES FOR NEW STUDENTS

Important Websites:

Click [here](#) to reach contact information of our professors.

Click [here](#) to reach our FLE undergraduate programs and [here](#) for SUNY undergraduate program.

Click [here](#) to reach METU e-mail services.

Click [here](#) to reach our course management system, ODTUClass.

Click [here](#) to reach our student portal.

How do I get my user code and password?

The user code consists of the first six digits of your student ID with an *e* at the beginning. If your student ID is *1234567*, then your user code will be *e123456*. The student password can be obtained from [METU User Account Management](#) after the university registration.

When does the interactive registration take place?

Please see the [Academic Calendar](#) to learn when the interactive registrations and advisor approvals are done. In normal circumstances, the registration program is accessed at 9:00 to in-campus and at 14:00 to off-campus in the first day of interactive registration process, and access via VPN service will not be possible between 9.00 and 14.00. However, **the registration will be open to in-campus and off-campus at the same time due to the pandemic**. Please note that the date is the same for all students but the time changes according to the year you study in your department as in the following:

- i. 09:00 am: 4th Year Students
- ii. 10:00 am: 4th and 3rd Year Students
- iii. 11:00 am: 4th, 3rd and 2nd Year Students
- iv. 12:00 pm: 4th, 3rd, 2nd Year and 1st Year Students

What are the course types?

Must Course: obligatory courses you must take from FLE and EDS

Departmental Elective: courses you must take from FLE, but you can choose them among those available in the program

Non-Departmental Elective: courses you must take from other departments, not FLE

What do the codes next to the courses in the programs mean?

4500137

program course
code code

450 > Foreign Language Education (FLE)

454 > Educational Sciences (EDS)

639 > Modern Languages (ENG)

642 > Turkish Language (TURK)

240 > History (HIST)


430 > Computer Education and Instructional Technology (CEIT)

HOW TO REGISTER

1. In order to access the registration program, you will use your **user code** and **password**.
2. Open the following URL address: <https://register.metu.edu.tr/> where the registration takes place.
3. Write your user code and password in the boxes below.



4. Choose the suitable program type¹ and click the **Submit** button. After pressing the Submit button, you will see your academic information.



5. Must courses you are required to take in the Foreign Language Department are added by the registration system itself. However, you must check the following two:
 - i. Check your [Undergraduate Program](#)² on our website to see whether all the must courses you must take are added or not.

¹ A major degree is your core specialization, which is Foreign Language Education. If you apply for other degrees within university such as a minor or a double major, you must register both program types separately.

² Our undergraduate program changes depending on the year you started FLE. Please check your curriculum accordingly.

- ii. Check whether you are placed in the correct section according to the section lists³ published in the [announcements](#) on our department website.
6. If you are not in the section you are supposed to be, follow the steps in order to change the course section:
- i. Click on the circle near the course subject whose section you want to change.
 - ii. Enter your new section number into the section box,
 - iii. Click on the **Change Section** button,
 - iv. You will see that the section number has been changed.

METU Interactive Registration

Id Number : 1264340 Name : ARSLAN SERDAR
 Department : CENG Year : 72
 Sem no : 10 CumGpa : 3.36
 Standing : SATISFACTORY Paid Money : 310,00

Course Code	Course Name	Credit	Section	Category	Replace Course	Replace Sem
<input checked="" type="radio"/> CENG0600	PH.D. THESIS	0.00	15	MUST COURSE	0	0
<input type="radio"/> CENG0915	ADVANCED STUDIES	0.00	1	MUST COURSE	0	0

[Drop Course] [Replace Course] [Remove Replacement]

Change Course [Section / Category]

Course Section : Course Category : MUST

[Change Section]

Add Course

Course Code : Course Section :
 Course Category : MUST

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METU Interactive Registration

Id Number : 1264340 Name : ARSLAN SERDAR
 Department : CENG Year : 72
 Sem no : 10 CumGpa : 3.36
 Standing : SATISFACTORY Paid Money : 310,00

Course Code	Course Name	Credit	Section	Category	Replace Course	Replace Sem
<input type="radio"/> CENG0600	PH.D. THESIS	0.00	14	MUST COURSE	0	0
<input type="radio"/> CENG0915	ADVANCED STUDIES	0.00	1	MUST COURSE	0	0

[Drop Course] [Replace Course] [Remove Replacement]

³ Section lists are arranged according to the initials of your surnames. As these lists are arranged according to many considerations, you must obey them not to cause any problem in the programs.

- Although most courses of the department might be added by the system, you need to add the elective courses and must courses you must take from the Educational Sciences.
- To add a course, write the course code and its section, then choose the suitable category for the course, and click the Add Course button.

- If you have not seen any error message, you will see the courses being added in the main screen.

Course Code	Course Name	Credit	Section	Category	Replace Course	Replace Sem
CENG0600	PH.D. THESIS	0.00	15	MUST COURSE	0	0

- To finalize the registration process, you MUST click on the button called **Request Registration Approval** so that the request for approval along with the list of the added courses is sent to your advisor via the Advisor Approval Program. Students who do not request advisor approval by using the "Request Registration Approval" button will not be able to get advisor approval and will not be registered.⁴

⁴ Please note that the method **Request Registration Approval**, which enables you to get your advisor's approval online, has been activated due to the COVID-19 pandemic. In normal circumstances, the advisor approvals are done face-to-face during the office hours of your advisor.

11. Students who did their registrations during the Interactive Registration Period and do not want to make any changes do not need to use the registration program again.

IMPORTANT!!!

The interactive registration system adds the must courses of your department automatically. Let's assume that you are a freshman at FLE, who will study your very first semester. Recall from above that 450 is the FLE department's code. According to your curriculum [here](#), there are **TWO** FLE must courses listed as follows: Listening and Pronunciation (4500137) and Contextual Grammar (4500134). When the registration is activated, you will see these two courses added. What you should do is to check whether the system has placed you in the correct section for these two courses on the [announcement page](#) of the department in which the section lists and the course schedules are published at the beginning of each semester. If you are in the correct section, there is no problem. If you are not, please change the section of the problematic course. (If you see that the system somehow has not added these FLE must courses automatically, please add them on your own.)

After you have established your must courses at FLE, you should add the other courses on your curriculum. For instance, let's say that you first want to schedule the course Introduction to Education (4540200). To learn which department offers this course, go to the [student portal](#) and choose **View Program Details**. Check which department the first three digits in the course code, which is 454, corresponds to. You will see that the course belongs to the department of Educational Sciences. Go to the portal again and open **View Program Course Details**. Choose Educational Sciences from the department list and the appropriate semester to see the time slots of the available sections for Introduction to Education. Pick one section that will not overlap with your must courses at FLE and add the course accordingly.

Repeat this procedure for every other course on your curriculum such as Principles of Kemal Atatürk I or Language and Expression I etc.