

Vital Information for BIO and GENE First Year Students

Important web pages and communication channels

- IMPORTANT: Familiarize yourselves with the official rules and regulations of METU**
(<http://oidb.metu.edu.tr/en/academic-rules-and-regulations>)
- Follow the academic calendar (<https://oidb.metu.edu.tr/en/academic-calendar>) and official announcements (<https://bio.metu.edu.tr/biology>, <https://bio.metu.edu.tr/molecular-biology-and-genetics>)
- University catalog: <https://catalog.metu.edu.tr/>

Curriculum

Each semester, you **MUST** register for all of the catalog-listed courses for that semester.

- Please find the curriculum for **BIO** students: <https://bio.metu.edu.tr/en/major>

In addition to the “must courses”, BIO students must pass 10 technical and 2 non-technical elective courses.

- Please find the curriculum for **GENE** students: <https://bio.metu.edu.tr/en/major-0>.

In addition to the “must courses”, GENE students must take 7 technical and 2 non-technical elective courses.

Some courses may have prerequisites. To be able to take the course, you must have received a passing grade from all prerequisite courses. Please check them.

For **technical elective** courses, you should successfully complete them between your 2nd and 4th years.

- BIO** students must select **AT LEAST 4**, and **GENE** students must select **AT LEAST 3** technical elective courses with BIO or GENE codes. The rest can be selected from Math and Science Departments, Engineering Faculty, or Institutes such as Informatics or Marine Sciences.

For non-technical electives, you can take courses offered by the humanities-related departments (e.g., Sociology or Psychology) of the Faculty of Arts and Sciences or other non-science faculties or departments (e.g., Architecture, Education, Fine Arts).

- To find out our department's most up-to-date "non-technical elective courses" list, please follow the steps here: 1) Login with "student.metu.edu.tr", 2) Select "view student course categories (178)", 3) Click "course type", 4) select the "major" option and then 5) Click on "course category" in the side window, 6) Select the "Non-technical" button.
- If a course is not listed as "Non-technical", please email ilgi@metu.edu.tr to have it in that category.

Letter Grades

Letter	Points	Description
AA	4.0	Passing grades
BA	3.5	
BB	3.0	
CB	2.5	
CC	2.0	
DC	1.5	Minimal passing grades
DD	1.0	
FD	0.5	Failing grades
FF	0.0	
NA	0.0	
S	—	Satisfactory (passing, noncredit)
U	—	Unsatisfactory (failing, noncredit)
I	—	Incomplete; there is a remaining task/exam that you need to take before getting a grade
W	—	Withdrawn; you officially withdrew from the course
EX	—	Exempt

Standing

GPA : *Grade Point Average*

Weighted average of letter grade points for one semester.

CGPA: *Cumulative Grade Point Average*

Weighted average of letter grade points for all courses you have taken since the first semester.

CGPA ≥ 2.0	*	... and GPA ≥ 3.5	High Honor
		... and GPA ≥ 3.0	Honor
		... and GPA ≥ 2.0	Satisfactory
	... and GPA ≥ 2.0		Sufficient
CGPA < 2.0	... or GPA < 2.0		Fail
	... for two succeeding semesters		Probation

* If at least 3 courses are taken and all have passing letter grade ...

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Courses and Grades

- **To graduate**, your CGPA should be at least 2.00, and you must not have a failing grade (FD or FF). Expected duration of BIO and GENE programs is 4 years. The maximum duration of graduation is 7 years.
- If your CGPA ≥ 3.00 at the end of first year, you may apply to a **double-major** program. If CGPA ≥ 2.50 , you can apply to a **minor** program. Check the *academic calendar* for the application period for these programs.

Repeating courses:

- Must Courses for, which the letter grades FF, FD, NA, U, W have been earned, must be repeated. Other elective courses within the curriculum may be taken instead of those, which are to be repeated, on condition that these courses fall into the same category / type and are approved by the advisor.
- Courses from which the letter grade DD or above has been earned may be repeated within the three consecutive semesters following the semester in which the courses were taken. This provision is not applicable to students in probation, and those who have passed all their courses for graduation but do not have the required GPA. Be aware that not all courses may be eligible for repeating if you had a passing grade due to class capacity. There is no time restriction for repeating failed courses.
- The grade earned in the repeated course is the valid grade regardless of the previous grade.
- If your CGPA < 2.0 for two back to back semesters, then you will be on **"probation"** in the following semester. If you are on probation, then you can enroll *ONLY* to the courses that you have taken before (excluding those with W grade), until you manage to increase your CGPA above 2.00.

Academic advisors

- Each student is assigned an academic advisor. Please find the name of your advisor on METUSIS. Feel free to approach your advisor for advice during their office hours.
- When contacting your advisors and tutors by e-mail, always write the subject, your name, surname and student ID.

Registration period

- During the **Registration Days** (see **Academic calendar**), you will register for the courses that you will be taking through the website: <https://register.metu.edu.tr/>
Make sure that all courses that you will attend are selected.
- You need to first register for your courses and then request approval. Then, your advisor will approve registered courses online. The **approvals** should finish **BEFORE THE REGISTRATION PERIOD ENDS**. If not, your status will appear as "unapproved," and you will not appear on class lists. Check to make sure you got the approval from your advisor. If you have to do a last minute registration, make sure your advisor knows about this by e-mail so as not to miss the deadline for approval.
- **In the first year**, you will only take Must Courses. Those are normally automatically included on your registration page. If not, you need to add them individually.
- Students should read **Syllabus page** of each course before adding the course.
- Be aware that some elective courses are more popular. So you need to be quick to register them or the course capacity will be full.
- Any problem specific to a certain course, especially the course capacity, should be directed to the course instructor.
- If you cannot choose the correct course category (technical vs non-technical), inform the departmental secretarial office for student affairs and your advisor.

Add/drop period

- After first week of each semester, there is an Add/Drop period (see **Academic calendar**), when students can add new courses and drop those previously chosen. Again the latest changes should be approved by the advisor. Beware that if an approval is missing after the Add/Drop period, you cannot take the course. If you haven't changed your courses, you do not need add/drop approval.

Student affairs secretary

- Ms. Emine İlgi (email: ilgi@metu.edu.tr, room no: Z20).

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Leave of Absence

Students may be granted leaves of absence with the decision of the administrative board based on obligations related to **health, military service, education** in an institution of higher education in Turkey or abroad, or **financial and familial obligations**. Please consult your advisor first as soon as you start to consider a leave of absence.

Students can be granted leave of absence by the Department also for participating in **Erasmus program only after completing the third year**. Please consult your advisor and the Department's Erasmus coordinator once you start to plan for an Erasmus activity for further regulations.

SUPPORTIVE OFFICES of METU

Disability Support Office

The Disability Support Office provides students with special needs equal access to the facilities and services of our university and to create an environment supportive of disabled students' academic, social, personal, and vocational development. For this reason, we attempt to develop solutions specific to each student's special condition.

The office provides services based on academic and social accommodations for all students with disabilities. ●Visual disability, ●Hearing disability, ●Speech and language disorders, ●Mobility and physical impairments, ●Attention deficit and hyperactivity disorder, ●Specific learning disability (Dyslexia, dyscalculia etc.), ●Chronic health problems (Diabetes, asthma, cancer etc.), ●Psychiatric disorders (Bipolar disorder, schizophrenia etc.), ●Autism spectrum disorders, ●Short-term disability conditions (Accidents, post-surgical process etc.). To obtain support, the students should have a certificate from an authorized institution showing the disability situation and this certification should have been approved by the METU Medical Center. The office embraces the principle of confidentiality.

If you need support or any special arrangements for your courses and exams, for accessing facilities and other services due to your sight, hearing, motion, or chronic troubles; about any issue regarding your university life; or if you would like to be informed about any of these topics, contact the office for a solution.

- 📍 METU Library, Solmaz İzdemir Hall
- ☎ (312)210-7196
- ✉ engelsiz@metu.edu.tr

ODTÜ Center for Advancing Learning and Teaching (ODTÜ ÖGEM)

The center aims to support the development of learning and teaching activities at the university.

In the center, several activities are designed to help students to adapt to university life. Various support programs and individual and group counseling services regarding academic issues (academic success, procrastination, motivation, study skills, exam anxiety, etc.) are offered. In addition to these, student seminars are organized on various topics (efficient study methods, academic success, presentation anxiety, exam anxiety, effective communication, coping with negative emotions, romantic relationships, etc.) during a semester.

People interested in learning more about the services of the center are welcome to contact in person, via e-mail or by phone and make an appointment for an intake interview.

- 📍 Engineering Building(MM) 4th Floor Room No: 413
- ☎ (312)210-7175
- ✉ ogem@metu.edu.tr
- 🌐 ogem.metu.edu.tr

Unit for the Prevention of Sexual Harassment and Assault UPSH – CİTÖB

UPSH has been established on May 2016. UPSH collaborates with the colleagues from the Program of Gender and Women's Studies. It aims to contribute to the creation of an environment based on mutual respect and free from any kind of sexual harassment or assault; to foster personal, intellectual and academic development; to establish and run an effective support and empowerment mechanisms to encounter sexual harassment and assault; to carry training activities on prevention and prohibition of sexual harassment and assault as well as awareness raising activities on gender equality and the prohibition of any basic discrimination based on sex, sexual orientation and sexual identity.

Applications to the Unit can be made through e-mails or an official letter within an envelope (without the name of the applicant) to the Office of Documents and Archives.

- ✉ citob@metu.edu.tr
- 🌐 citob.metu.edu.tr

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Psychological Counselling and Guidance Center

PCGC – PDRM

PCGC is a student service unit, which gives psychological counseling and guidance services and psychiatric-psychological treatment at METU Medical Center.

PCGC's purpose is to help the students to develop in terms of mental, emotional, social at the highest level. In addition, some preventive workings are conducted about the students' problems that may arise in the process of learning.

Principles: ●All psychological meetings are kept as secret in the frame of ethics; ●The information about the patients cannot be shared with any person (including the patients' family) and institutions without the permission of the patients; ● PCGC have always respect for the individual differences; ●The patients always are venerable without looking their individual properties.

Program & Interviews: ●Communication and Conflict Resolution, ●Perfectionism, ●Emotional Relationship Models, ●Problem-Solving Skills, ●Time Management and Procrastination, ●Depression Coping Strategies.

Working Groups: Over a period of two hours, they give the chance of taking information and making application to the students and personnel with the groups of about 20 people. Some of working group titles: ●Gumption, ●Self-confidence, ●Organizing the information (and taking notes) methods, ●Coping with feelings of rejection and only stay.

Individual Interviews: They give the chance that the person shares her/his private problems or developmental problems with the professional psychologists in a safe environment. Together with the applicants, the targets for getting rid of the individual problems are determined and a collaborative study is carried out to reach those targets. If they need, we provide the applicants with interviewing another specialist or institution.

Group Counseling: After pre-interview, everybody can be a group member. Then, the applicants can understand their own interior, ways of life, relations with the groups of 8 - 15 people. Applications can also activate their own inner world and the relationships change.

Psychiatric Help: ●Psychosis, ●Affective Disorders, ●Neurotic Disorders, ●Psychosomatic Disorders, ●Personality Disorders. The disorders in the above are diagnosed, treated, and followed-up by psychiatrists.

Psychological Tests: PCGC may apply various psychological tests to give an opportunity to the patients to take sufficient information about the specialist if it is needed.

☎ (312)210-4968/4969 (patient admission)

✉ srmk@metu.edu.tr

🌐 srm.metu.edu.tr

(Modified from the leaflet of the Department of Physics.)