

Course Registration Guidelines & Advisor Approval

Last update: 22nd September 2026

Dear Students,

The course registration period is about to begin. Please read all official announcements sent by your advisor, the Department and the Registrar's Office carefully. To ensure a smooth registration and advisor approval process, please carefully review the following instructions and regulations organized by priority.

Baseline: Everything you need to know and strictly follow is described in detail in the METU Undergraduate Rules and Regulations! Check:

<https://oidb.metu.edu.tr/en/middle-east-technical-university-rules-and-regulations-governing-undergraduate-studies>

1. Registration & Advisor Approval Deadlines (Crucial)

- **Approval Request Deadline:** Registration will take place between **September 23 and 25, 2026**. You must send your registration approval request via the system before the deadline. Do not leave your approval request to the last minute so that your advisor has sufficient time to check your schedule and request corrections if needed. Please read all announcements and emails from your supervisor.
- **Finalizing Registration:** Remember that adding courses to your list does **NOT** mean your registration is complete; you **must** send an approval request to your advisor, wait and see if you get the approval or if your advisor declines your request and ask for a change in your course list. Remember that you do not get automatic approvals but it is up to the advisor's decision.
- **Leave of Absence (Semester Leave):** If you plan to take a semester leave with an official excuse, **you must still complete your semester registration first**. Please consult your advisor beforehand.

2. General Rules & Curriculum Compliance

- **Check the BIO / GENE Curriculum (Catalog):** Before selecting your courses, carefully review the Major curriculum to verify which must and elective courses you need to take this semester. (Education section under <https://bio.metu.edu.tr/>)
- **Irregular Course Loads:** If your course list contains irrelevant courses, an excessive course overload, too few credits, or unexpected deviations from your curriculum, **your approval request may be rejected**. If you have an exceptional situation, better to consult your advisor first. If there is a problem and you do not fix it in time, your registration will fail.
- **Not Located Courses & Technical Issues:**
 - If a course you have completed or registered for appears under "Not Located" in your curriculum, you must contact the Registrar's Office (Öğrenci İşleri Daire Başkanlığı) to have it placed into the relevant semester/category.

- For general system or technical registration issues, contact the Registrar's Office. For department-specific categorization issues, contact the Department Student Affairs.
- For course capacities and prerequisite overrides, contact the respective course instructor directly.

3. Replacement, Extra Courses and NI (Not-Included) Status

- If you intend to replace a previously taken course in the same category with a new one, **you must make this substitution during the course registration week while adding the course, not later.**
- According to a new decision by the Department of Maths, the students who receive a grade of "NA" in MATH 119, MATH 120, MATH 117, MATH 118, MATH 219, and MATH 260 **will not be permitted to register for the irregular-term** offering of that course.
- **Curricular vs. Extra Electives:** You may take extra technical or non-technical elective courses beyond the curriculum requirements. According to the department's decision, you must register them under **NI (Not-Included)** status. Extra courses **will not** be included in your cumulative GPA (cGPA) calculation.

In short, students must either add extracurricular technical and/or non-technical courses under NI (not-included) status, or replace them at the beginning of the semester with another course they have previously taken from the same category.

4. Technical Elective (TE) Guidelines

- **BIO/GENE Requirement:** Departmental regulations require BIO students to complete a minimum number of technical electives with **BIO or GENE** codes (at least 4 throughout your undergraduate education).
- **Approved Non-Departmental Technical Electives:**
 - **Faculty of Science:** Programs coded 230, 234, 236, 246
 - **Faculty of Engineering:** Programs coded 56X, 57X
 - **Graduate School of Informatics:** Programs coded 90X, 91X
 - **Graduate School of Natural and Applied Sciences:** Programs coded 85X, 86X, 87X, 88X
 - **Institute of Marine Sciences:** Programs coded 95X
 - *Note: Vocational school courses with 79X codes are strictly NOT ACCEPTED.*
- **Troubleshooting TE Additions:**
 - If you meet the criteria determined by the offering department and the program code is among those listed above, but you cannot select it as a technical elective, email the course code and justification to **Emine İlgi** (ilgi@metu.edu.tr) to have it defined.
 - **Capacity Tip:** If there is a risk of the course capacity filling up while waiting for the category definition, add the course as a **Free Elective** first. Once the department updates the category, you can switch it to Technical Elective without losing your seat.

5. Non-Technical Elective (NTE) Guidelines (Especially for 2nd Year Students)

- **Eligible Departments:** Non-technical electives must be selected from humanities-related departments in the Faculty of Arts and Sciences (e.g., Sociology, Psychology) or other non-science faculties/departments (e.g., Architecture, Education, Fine Arts).
- **How to Check the Approved NTE List:**
 1. Log in to student.metu.edu.tr.
 2. Select "**View Student Course Categories (178)**".
 3. Click "**Course Type**" and select "**Major**".
 4. Under "**Course Category**" in the side window, select "**Non-technical**".
 - If an eligible course offered by an appropriate department is not listed under this category, contact ilgi@metu.edu.tr to request its addition.
- **High Demand:** Elective quotas fill up very quickly across the university; plan your alternative options in advance.

6. New Regulation Regarding Summer Practice Courses:

Summer practice courses are offered during the fall and spring semesters, but they **will no longer be offered during the summer school**. So please DO take the course before your graduation semester.

7. Specific Instructions by Academic Year

For 2nd Year Students:

- Most of you will be registering for your first Non-Technical Elective. Please strictly follow the steps above to make sure your course satisfies the NTE criteria.

For 3rd Year Students:

- Third and fourth-year students need to register for several technical elective courses. Ensure your selections align with your graduation requirements (checking both departmental BIO/GENE courses and approved inter-faculty electives).
- **Biochemistry option: BIO 353 vs. BIO 307 & BIO 308**
 - The standard curriculum requires BIO 353 (Biochemistry).
 - Alternatively, you may take the two-semester sequence: BIO 307 (Biochemistry I) and BIO 308 (Biochemistry II).
 - If you choose the two-course option, **you must take both BIO 307 and BIO 308**; taking only BIO 307 is not an option. BIO 307 must be added as a **must course** in place of BIO 353. The following semester BIO308 will be added as a technical elective.
 - *Note: If you have previously taken BIO 353 and later decide to pursue the two-course sequence, you may substitute BIO 307 for BIO 353 and then add BIO 308.*

For 4th Year Students:

- Fourth-year students with a CGPA of 2.75 or higher are eligible to take the **Special Project** courses. The courses will be listed with zero capacity during the regular registration period. Students who wish to take the course are expected to find a host laboratory during this time. Once accepted, the laboratory supervisor must email the course instructor with the student's name, ID number, and program to have them added to the course list. Students must then officially register for the course during the Add/Drop period.
- Courses from which the grades FF, FD, NA, U, or **W** are earned must be repeated, except for courses with NI status. Therefore you **should not withdraw any courses during your last semester** because you cannot replace it.
- Students in graduation status who have to complete their summer practice in the summer of the last year must register for the course in the spring semester. For these students, the "Incomplete" (I) grade period will be extended, and their grades will be submitted at the end of the summer school. Students in this situation must complete their internships before the deadline of the summer school letter grade submission; otherwise, no grade can be assigned.