

Registration Principles

Below are the regulations and departmental principles that must be followed in course registrations:

1. Students who receive an FF, FD, W, or U grade in a course, or those who failed to enroll in a course that they were supposed to take in previous semesters, must retake the course **in the earliest possible** semester.
2. The normal course load for first-year students in the Department of Mechanical Engineering is 5 courses per semester, while the normal course load for students in other years is 6 courses per semester. Students cannot alter the prescribed course load in their first semester of enrollment. According to the university's undergraduate regulations, the course load that determines the maximum allowable number of courses per semester is the course load of the semester with the highest number of courses during the entire undergraduate program of each department. Courses that do not contribute to the grade point average (GPA) should not be considered in the calculation of the maximum number of courses or in the calculation of course load increase. Accordingly, for all students in the Department of Mechanical Engineering, the course load for increasing course load is considered "6 courses per semester." The minimum course load for students in any semester is three credit-bearing courses. In exceptional cases, this load may be reduced with the approval of the academic advisor and the relevant department head. Students who meet the graduation requirements by the end of the enrolled semester are exempt from the minimum course load condition. For students who have fallen behind in their regular program and wish to complete their courses or retake courses to improve grades, the course load may be increased by one course for students with a minimum GPA of 2.00, and by a maximum of two courses for students with a minimum GPA of 2.50, upon the approval of their advisor.
3. Students may repeat courses in which they previously received a passing grade, provided that they retake the course within the three semesters following the semester in which they passed. Regardless of the previous grade, the final grade obtained in the repeated course will be valid.
4. A course with a W grade must be repeated. Some students, in an effort to improve their grades, may choose to take a course they previously passed or take a new course in addition to their regular program, and may later withdraw from the course during the semester. A W grade is considered equivalent to an FF grade in that it does not affect the GPA. Therefore, it must be replaced by a passing grade in a subsequent semester.
5. Extra courses taken outside the regular program may only be registered under the NI status. The status of a course taken under the NI status cannot be changed within the same program. Therefore, it should be reminded that courses taken under the NI status cannot be substituted for other courses within the registered program.
6. It is NOT mandatory to retake a course that was taken under the NI status and failed. However, if desired, courses taken under the NI status may be repeated once, in the same status. A maximum of two courses may be taken under the NI status in a single semester.

General Information Regarding Registration and Approvals

1. Detailed information about registrations can be found at <http://oidb.metu.edu.tr/kayit-hakkinda-genel-bilgiler>.
2. Due to the amendment made to Article 11 of the ODTÜ Student Registration and Admission Regulations by the University Senate's decision on April 22, 2008 (decision number 2008/7-1), students who do not complete the registration process during the registration period will not be able to register during the add/drop period. Therefore, students who will renew their registration must complete their registration procedures before classes begin during the registration period. Otherwise, they will lose their student status by remaining unregistered.
3. The registration program will check course load and will not allow students to exceed the maximum course load.
4. Students on probation will not be allowed to register for a course they have not previously taken, according to the program's regulations. However, it is permitted to take another elective course to replace a previously taken elective course. In such cases, it is mandatory to specify in the registration system which course is being replaced by the new elective.
5. The registration program will check the "prerequisite" and will not allow registration for courses that do not meet the prerequisites.
6. Replacement for courses with the same code will be automatically performed during registration. For courses with different codes, the student will perform the "replacement" operation during registration.

Students on Probation

1. Students whose cumulative GPA is below 2.00 for two consecutive semesters are defined as probationary (Probation) students.
2. Probationary students are not allowed to take courses they have not previously taken or for which they received a W grade. These students must retake the courses in which they previously received FF, FD, NA, or U grades.
3. Probationary students, with advisor approval, may take another elective course within the curriculum, in the same category/type, in place of an elective course they have previously taken. In justified cases, the Department Head's recommendation will be reviewed by the relevant Faculty Board. The minimum course load rule specified in the Undergraduate Regulations does not apply to probationary students.
4. In order for probationary students to be considered successful, their GPA must be at least 2.00 in the following semester.

Prerequisites for Undergraduate Courses

1. The registration system will perform a "prerequisite" course check. If the prerequisites are not met, the system will not permit registration for the course.
2. In order for students to enroll in ME 407 and ME 410, they must be classified as fourth-year students. Fourth-year status is defined as having no more than 12 credits remaining for graduation. According to the new rule, which will apply starting from students who began their first year in the 2018-2019 academic year, in addition to being classified as fourth-year students, students must have successfully completed all the courses required in the first and second years of the department's curriculum to be eligible to take ME 407 and ME 410.

Course Credit Transfer for Previously Taken Courses

Regardless of the grade received, if a different coded course is taken to replace a previously completed course, a credit transfer process must be performed. Below are some examples that require a credit transfer:

<u>Old Course</u>	<u>New Course</u>	
MATH 157	MATH 119	(Course code was changed in the program)
ME 415	ME 425	(Student is taking a new TE course)
PSY 100	GERM 201	(Student is taking a new NTE course)

1. The credit transfer process must be completed at the beginning of the semester and before receiving a grade for the relevant course through the registration system.
2. Course credit transfers for courses with the same code will be performed automatically. No further action is required for these. For courses with different codes, the system provides a "REPLACEMENT" option. The student will enter the course they wish to take, and if they want it to be credited in place of a previously taken course, they must click the "REPLACEMENT" box. The system will display the courses the student has previously taken, and the student will select the course they want to replace.
3. The credit transfer process can only be carried out through the registration system at the beginning of the semester and during the add/drop period. Outside of these times, a decision from the Faculty Board is required to perform a credit transfer.

Creation of the Semester Course Schedule

1. Undergraduate, graduate, and doctoral students will prepare a program consisting of courses determined in consultation with their academic advisors.
2. Detailed, up-to-date, and valid information about the courses in this program can be accessed from the OIBS page number 64. After selecting the relevant department and semester on this page, the courses offered by that department will be listed. By selecting the relevant course and clicking the "Course Info" button, all information about the course will be displayed, including all groups, schedules, classrooms, the instructor, and the course eligibility criteria (department, surname, etc.).
3. The system performs a course conflict check. Course schedules with conflicts may be approved during the initial registration, but no approval will be granted for conflicting courses during the add/drop period.

NTE and FE Status Courses

1. The updated list of courses to be taken in the 4th year that will be accepted as NTE (Non-Technical Elective) can be viewed at <https://muhfd.metu.edu.tr/tr/teknik-olmayan-secmeli>.
2. A student may take a course under FE (Free Elective) status. However, this course must not be the equivalent of a course the student has previously taken or is required to take within the department.
3. NTE and FE courses must be at least 3 credits.

IMPORTANT: In order for a student to graduate, their transcript must include only 2 NTE and 1 FE course. If the student has taken more courses, appropriate credit transfers must be made during the course enrollment process. Failure to complete the credit transfer on time may result in problems during graduation. It is not possible to graduate with excess courses.

Multi-Group Courses

1. For courses with codes ME2XX and ME3XX, the surname criterion is applied. The registration system has been designed to allow each student to register for the group specified in this guide based on their surname in the department's multi-group courses. Students who cannot register for the same group due to taking courses from previous semesters or elective courses must submit a petition to register for a different group.
2. Students who need to change groups due to conflicts that cannot be resolved within the registration system timeframe must first register for their assigned group. Afterward, they should fill out a group change form and submit it to the Department of Student Affairs by the last working day of the registration week.
3. For students enrolled in ME 4XX courses with TE status, the deadline for submitting the petition has been extended. These students must submit their requests by Friday of the week the courses begin. Petitions submitted for reasons other than ME 4XX courses will not be considered for review.

4th Year Technical Elective (TE and RE) Courses

1. The quotas for TE (Technical Elective) and RE (Restricted Elective) courses are limited to a maximum of 50 students. Students will register for the desired TE and RE courses under the guidance of their academic advisors. These registrations will be finalized during the add/drop period based on the selection criteria determined by the course instructor. Therefore, it is recommended that students consider the course acceptance criteria when selecting their courses. Participation in the first class of the TE and RE courses they have registered for will be considered as part of the course acceptance criteria.
2. The number of TE and RE courses that students may register for cannot exceed the normal number of TE and RE courses they are required to take. In other words, students cannot register for more TE and RE courses than necessary, considering the possibility that they may not be able to enroll in the desired courses due to quota limits. It is essential for academic advisors to strictly enforce this rule for the proper registration of TE and RE courses.
3. Based on the decisions made at the Department Council meeting on June 2, 2004, and approved at the Faculty Council meeting on September 15, 2004, the following changes will be effective starting from the first semester of 2004-2005 academic year:
 - a. Starting from the 4th year, our undergraduate students must select at least one technical elective course related to heat and fluid topics from a designated design course pool. This pool consists of the following courses: ME 403, ME 405, ME 421, ME 426, ME 437, ME 476, ME 481, ME 492, and ME 496.
 - b. According to our curriculum, students may take only one technical elective course from other departments within the Faculty of Engineering, subject to specific rules. To take a course from another department, students must submit a petition to the Department of Student Affairs by the end of the registration week (Friday) of each semester. Students who wish to take a technical elective course outside the department can view Appendices I and II, which are available at the end of the registration guide on the department's website.

Appendix I: Courses that cannot be taken as technical electives: These courses are not suitable to be taken as technical electives from other departments.

Appendix II: Equivalent technical elective course groups: Only one course can be taken from the group. If you have not taken the equivalent course, no petition is required for the courses listed under other departments.

Taking ME 5XX Coded Graduate Courses as Undergraduate Technical Electives (TE)

Students may take **at most** one graduate-level course from the Department of Mechanical Engineering (excluding ME 510 and ME 521) with the ME 5XX code during their undergraduate studies, as a 4th-year TE (Technical Elective) course, provided they have the approval of the course instructor and the consent of their academic advisor.

IS 100 Course

Starting from the 1999–2000 academic year, first-year students (excluding those who are exempted through an exam) are required to register for the IS 100 course. Indicating an intention to take the exemption exam does not constitute a valid reason to skip the course. Students who pass the exemption exam may drop the course during the ADD/DROP period. This course will be held for 2 hours per week in the computer laboratory.

OHS 101 and 301 Courses

Starting from the 2016-2017 academic year, all students who are placed in and begin their undergraduate programs in any department within the Faculty of Engineering at our university are required to take these courses. The course will be delivered online through ODTÜClass, and no exemption exam will be offered for this course. Furthermore, students will not be allowed to drop the course.

History Courses

Starting from the 2000-2001 academic year, History courses are offered only in the 2nd year: HIST 2201 is taught in the first semester, and HIST 2202 is taught in the second semester. For international students, HIST 2205 and HIST 2206 are offered instead. Students who receive a U grade in HIST 2201 may register for HIST 2202. However, students who have never taken HIST 2201 cannot enroll in HIST 2202.

Foreign Students

1. Students from Turkish-speaking communities in Turkish Republics and abroad, as well as Turkic and related ethnic groups, will take TURK 303, TURK 304, HIST 2201, and HIST 2202 courses without earning credits.
2. Other international students will take TURK 201, TURK 202, HIST 2205, and HIST 2206 courses without earning credits. International students who do not speak Turkish will not be offered TURK 303, TURK 304, HIST 2201, or HIST 2202. The History and Turkish language courses are mandatory courses in the undergraduate program and will not be counted as NTE (Non-Technical Elective) courses for international students.

Internship Registrations

1. Students will register for their summer internship (ME 300 or ME 400). Internship reports of students who do not register for the internship will not be considered for evaluation. **General information about internships can be found at <https://me.metu.edu.tr/summer-practice>.**
2. Students can discuss any internship-related issues with the department's student affairs office.
3. Students who are graduates but have not completed the ME 400 internship must add the course to their registration during their final semester.

Students Eligible for Graduation

It is recommended that the status of students eligible for graduation be carefully reviewed before receiving advisor approval. Any last-minute missing courses can delay the student's graduation. To graduate, students must have successfully completed all required credit courses in the undergraduate program, obtained passing grades in all the courses they have previously taken and those they will take in the final semester, and must not have any additional courses. The minimum required cumulative grade point average (CGPA) for graduation is 2.00.

APPENDIX: I**List of Courses Not Accepted as Technical Electives (TE):**

CHE 407	Process Control (3-0) 3
CHE 453	Computer Applications in Chemical Engineering (3-0) 3
CHE 473	Heat Transfer In Radiating and Combustion Systems (3-0) 3
CE 470	Intermediate Fluid Mechanics (2-2) 3
EE 443	Computational Methods in Electrical Engineering (3-0) 3
ES 401	Numerical Analysis in Engineering (3-0) 3
METE 417	Computer Applications in Metallurgy (2-2) 3
PETE 445	Transport Processes in Geosystems (3-0) 3

APPENDIX: II

The courses that are considered equivalent are listed below in groups. Only one course from each group can be taken as a technical elective.

Group 1	AEE 435 Propulsion Systems II (3-0) 3 ME 423 Gas Turbines and Jet Propulsion (3-0) 3
Group 2	AEE 443 Computational Fluid Dynamics (3-0) 3 ME 485 Computational Fluid Dynamics Using Finite Volume Method (3-0) 3
Group 3	AEE 469 Mechanics of Composite Materials (3-0) 3 METE 470 Composite Materials (3-0) 3 ME 451 Introduction to Composite Structures (3-0) 3
Group 4	CHE 423 Chemical Engineering Economics (3-0) 3 IE 440 Engineering Economy (3-0) 3 IE 441 Modeling in Engineering Economy (3-0) 3 MINE 424 Project Management in Mining (3-0) 3 ME 443 Engineering Economy and Production Management (3-0) 3
Group 5	AEE 463 Mechanical Vibrations (3-0) 3 ME 429 Mechanical Vibrations (3-0) 3
Group 6	CHE 454 Polymer Process Analysis and Design (3-0) 3 METE 460 Engineering with Polymers (3-0) 3 ME 455 Manufacturing of Polymeric Structures (3-0) 3
Group 7	CE 423 Advanced Mechanics of Materials (3-0) 3 ME 434 Advanced Strength of Materials (3-0) 3
Group 8	AEE 464 Application of Finite Element Analysis in Aerospace Structures (2-2) 3 CE 425 Introduction to Finite Elements (3-0) 3 ES 503 Finite Element Method (3-0) 3 ME 413 Introduction to Finite Element Analysis (3-0) 3
Group 9	ES 506 Reliability (3-0) 3 ME 444 Reliability in Engineering Design (3-0) 3
Group 10	METE 478 Nondestructive Evaluation of Materials (3-0) 3 ME 450 Nondestructive Testing Methods (3-0) 3
Group 11	IE 463 Quality Planning and Control (3-0) 3 ME 433 Engineering Metrology and Quality Control (3-0) 3
Group 12	AEE 483 Automatic Control Systems II (4-0) 4 ME 511 Modern Control (3-0) 3