



MIDDLE EAST TECHNICAL UNIVERSITY
NORTHERN CYPRUS CAMPUS

REGISTRATION GUIDE

2022-2023

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President's Message

Dear Students,

We would like to congratulate you upon your years-long efforts that paved the way for your study at METU, a university where most talented students will learn from the best academics and most inspiring professors who are leaders in their fields both within Turkey and around the world. Your education at METU covers a broad range of activities associated with science, art, sports and culture that will enhance your personal development. We encourage our students to participate in seminars, concerts, plays, movies, talks, a diverse array of social and intellectual activities that will be held throughout the year across the Campus so that they develop as individuals who have the capability to acquire sophisticated skills from the very beginning of their studies.

METU is a university where researchers pull out all the stops to produce new knowledge, translate research knowledge into practice and disseminate knowledge. It is a university committed to educating individuals who are concerned about and seek right solutions to issues on the national and global agenda; and who think freely and voice their thoughts and opinions freely. METU is a place where the enthusiasm and ideals of young people are nurtured and the possessors find opportunities that allow them to apply their ideals to life. Our campus is situated amongst trees and greenery in an area that used to be called 'Central Anatolian steppe'. This beautiful forest was created by members of the METU community, who had a heartfelt commitment to the attributes that characterise METU's overall university culture.

METU occupies a privileged place in higher education. Its secret to success lies in innovative technologies integrated with its existing infrastructure, and with the University's core activities of research and education. The engine driving METU's success is its interdisciplinary approach to the core, embedded throughout the culture of the University, that promotes cross disciplinary interactions that provide exposure to new knowledge and offer new perspectives. Its approach to learning that promotes 'learning from one another, through collaboration' is another key to METU's success.

Online Orientation Program is being held to support you during your adaptation process to your new life at METU. A range of events, organized by the University, will be taking place to provide an opportunity for you to familiarize yourselves with the Campus, get acquainted with others and make new friends. These events will also give the newcomers another opportunity to meet the University's administration and faculty, as well as offering a wealth of information about student resources, campus life and academic process. I truly hope that you will keep your enthusiasm alive when adjusting to the new environment and throughout your four years of study. I also hope that you will actively participate in and fully benefit from the opportunities and educational programs offered at METU. It is only through enthusiasm and passion that you will contribute to the scientific and social wealth of METU.

Welcome, new METU students!

I wish you good health, success and happiness...

Prof. Dr. Mustafa Verşan KÖK

METU President

Campus President's Message

To our new International Students,

Welcome to the METU community. We wish you success in your studies here.

Middle East Technical University Northern Cyprus Campus (METU NCC) was established as a result of an invitation conveyed to METU in the year 2000 by the Government of the Republic of Turkey and the Turkish Republic of Northern Cyprus. It is a major higher education project financed by the Republic of Turkey and serves not only the Turkish students but also the international community. METU NCC enjoys full academic and administrative support from METU in Ankara.

Our graduates are entitled to receive the METU diploma undersigned by the METU President and enjoy the worldwide recognition and prestige of the METU diploma in job markets and graduate admissions. METU took the top spot across Turkey in the Research Universities Performance Monitoring Index Rankings 2020 based on a broad range of strengths, for the fourth year in a row, and continued to hold the place of the best university by being ranked the first in the list of TÜBİTAK's Entrepreneurial and Innovative University Index 2021, for the second successive years. On a global scale, METU was ranked first among all universities in Turkey in the list of QS EECA Rankings 2022 that includes top universities in Emerging Europe and Central Asia. We believe this has much to do with the great accomplishments of our now around 145.000 alumni from more than countries all over the world. METU NCC provides an excellent learning environment for all undergraduate and graduate students. Our academic staff includes colleagues coming from 14 different countries, and they all received their PhD degrees from the leading universities in the world. Currently, our student to faculty ratio is 20, and the average classroom size is only 19. The faculty are deeply engaged in undergraduate teaching, and they are always available to students outside the classroom as well. In other words, we provide personalized education to our students. The emphasis on close student-faculty interaction, when considered together with the academic qualifications of our faculty, clearly puts METU NCC in a very favourable position not only in Turkey and TRNC but also among the universities worldwide.

METU Northern Cyprus Campus, the first overseas campus of a Turkish University, is especially keen to develop a truly international profile of both the academic staff and the student body. We have students from 47 countries all around the world.

Like everywhere in the world, the 2020-2021 academic year was a challenge for METU NCC. At the start of the 2021-2022 academic year, the COVID-19 pandemic continued to cause massive disruptions to universities. Generally, however, our university acted in an efficient manner during an extraordinary year framed by a global pandemic and strict measures designed to prevent the spread of COVID-19. We found new ways to connect, stay connected and take care of our campus community from a distance, to address immediate needs to ensure student success. In addition, we collaborated with the national public health institutes to pool resources and to help the greater community cope with the new realities society faces. And all these efforts have facilitated much of our COVID-19 response. In a similar vein, our students and staff demonstrated great innovation and creativity as traditional classes have shifted to online hybrid environments.

This brochure gives information about registration, English language requirements and other procedures required of international students at METU Northern Cyprus Campus.

Prof. Dr. Mehmet T. Zeyrek
Campus President

Steps to Reach and Settle Down at METU NCC

Turkish Transit Visa

All flights to Northern Cyprus are connecting flights via Turkey. Therefore, depending on your nationality, you may need a TRANSIT VISA for the Republic of Turkey. Our support officer Miss Linda (linda@metu.edu.tr) will give all the necessary information once you receive an acceptance.

We strongly recommend that you get your plane tickets from Turkish Airlines due to the direct connection possibilities with Ercan Airport.

How to Travel to Northern Cyprus and METU NCC

In order to find detailed information on how to reach North Cyprus by air or by sea please refer to the following website:

<http://ncc.metu.edu.tr/campus-life/transportation>

Transportation from Ercan Airport to Campus is provided by KIBHAS bus services. Ticket price is approximately 6 USD (105 TL). Schedule of this bus service is provided at the above given website. As an alternative, taxis are available at the airport and Kyrenia and Famagusta harbors (it is approximately 60\$). From the airport and Kyrenia harbor, the travel time to campus is 1.5 hours approximately, from the Famagusta harbor approximately two hours. We strongly recommend you to arrive at the Campus between **February 5th -7th, 2023**. Please fill Arrival Information Form from the following website:

<http://oryantasyon.ncc.metu.edu.tr/karsilama/>

When You Reach the Campus

Upon arrival at the campus, you will be allocated a room in METU NCC dormitories. New students are not obliged to stay at METU NCC dormitories (alternative renting options are available in Kalkanlı and Güzelyurt); however, freshmen are strongly recommended to stay on campus during their first year for convenience.

METU NCC Dormitories

The fee paid by the student for the first semester includes accommodation for one semester in a 4-person room. If you would like to change your dorm you need to send an email to nccdorms@metu.edu.tr

You can reach room options and detailed information about the Dormitories from the following link:

<https://ncc.metu.edu.tr/accommodation/dorm-and-room-options>

Documents you need for dormitory registration

- 2 passport type pictures

Registration

Registration will be done at the Registrar's Office which is located at the Administration Building of the Campus.

You MUST come to the Registrar's Office on the Campus on **February 8th, 2023** between 09:00 - 12:00 hrs. This means that you have to arrange your flight so that you are on Campus before this date. Once you come to the Registrar's Office, you will be given a document that carries your student ID number that enables you to take the English Proficiency Examination unless exempted.

Documents you need for registration*

- Original High School Diploma and Transcript attested by Turkish Embassy
- Original Exam Result Documents
- IELTS / TOEFL / PTE Academic original reports (if available)
- Equivalence Letter (A letter certifying that your High School Diploma is equivalent to a Turkish High School Diploma). This document can be obtained from the Turkish Embassy in your country, from the Ministry of Education in Ankara-Turkey or from the Ministry of Education in Lefkoşa (Nicosia)/ Northern Cyprus. In order to apply for this letter, you should submit your original high school diploma as well as its Turkish translation and your transcript showing all the courses you have taken during your high school education.
- Photocopies of your passport pages containing identification information.
- Passport Size Photos: 2 (4.5cm x 6cm size) photos taken within the last 6 months.

*: We would like to inform you that it is compulsory to bring your original high school diploma and certificates to be able to enter TRNC.

Students with incomplete registration documents

Registration is only possible if you submit all required documents. If your registration documents are not complete, you need to bring the missing documents until the deadline **(April 8th, 2023)**.

Students who would like to be exempted from certain courses

Students who have already taken certain courses from METU, METU-NCC or another equivalent university may apply to be exempted from these courses if they pass the English Proficiency requirements.

Health Insurance

The Campus has a Medical Center for the primary healthcare of students. The cost of medical treatment and hospitalization in the Turkish Republic of Northern Cyprus increased considerably in recent years. Intensive examinations and simple operations may cost several thousand dollars. Therefore, it is obligatory to enroll in the Health Insurance System of the Turkish Republic of Northern Cyprus, especially for the cases that cannot be handled at the Campus Medical Center. This health insurance covers clinical examination, total medical treatment in case of operations or hospitalization and dental operations such as tooth removal or filling. You should purchase one by paying the necessary fee before registration.

Residence Permit

After arriving at TRNC, you have to acquire your “Student Residence Permit” in one-month time (the announcement will be made to let you know when and where to apply. Obtaining a Student Residence Permit is mandatory by law for all students studying at TRNC. Once you complete in campus registration you should visit <https://permissions.gov.ct.tr> for your Resident Permit Application. If you have any questions regarding procedure you should contact the Student Satisfaction Office (nccsso@metu.edu.tr) on campus.

Failure to obtain a Student Residence Permit may result in deportation from the island eventually.

English Examinations

FOR THOSE COMING FROM A NON ENGLISH SPEAKING COUNTRY

The medium of instruction at METU NCC is English. You need to be proficient in English to begin your undergraduate program. All students are to take the English Proficiency Exam if they:

- are not nationals of English-speaking countries,
- do not hold a valid TOEFL, IELTS or PTE Academic exam result (**Please note that scores are valid for two years only!**),
- have not attended and graduated from English-medium secondary education institutions in an English-speaking country.

What steps do I need to follow?

If you are yet to complete your English Proficiency requirement (those who do not hold a valid international exam score, such as TOEFL, IELTS or PTE Academic) please follow the steps below:

Step 1: Take the English Proficiency Exam, February 9th, 2023, 10.00 a.m (TRNC Local Time): (Face to Face Exam)

The exam will be administered in the P building. You must have an ID with a recent photo (ID card, driver's license or passport). Also, you must bring a pencil and an eraser with you. You must be at the exam hall **at 9.15 the latest**. You will be sent an email **prior to the exam**.

Step 2: Check English Proficiency Exam Results:

By **18:00 on February 9th, 2023**, results will be accessible at <https://student.metu.edu.tr>.

Step 3: Objecting to Exam Scores:

You cannot object to the "multiple choice" parts. You can object to your score by **February, 10th, 2023 14:00 p.m.** You must fill in an online petition form (log into METU NCC intranet with your METU credentials. Then go to "REQUESTS" and then "STUDENT FORMS". Fill in the "EPE REASSESSMENT FORM" and submit it. If you have problems logging into the intranet, then you may collect a student petition form from the SFL department secretary and submit your petition to Cemaliye İzdag, SFL department secretary.)

Step 4: Take the Online English Placement Exam February 9th, 2023, open between 18:00-23:59 (TRNC Local Time):

If you don't pass the English Proficiency Exam, which will be held on February 9th, 2023, you should take this one so that you can be placed in the appropriate group for the English Preparatory Program.

You can take the test on **February 9, 2023**, between **18:00 and 23:59**. (TRNC Local Time). Please note that the system will shut down automatically at **23:59** (sharp).

The placement exam consists of two separate assessments termed Test 1 (lower-level, easy) and Test 2 (more challenging - higher level), respectively. Please be informed that you won't be permitted to take Test 2 if you can't pass Test 1.

Please be informed that the students who did not pass the online placement exam will be required to join the English Preparatory Program beginning in October 2023 since there are no Beginner and Elementary groups during the Spring semesters Please note that if such is the case, you will be sent an email.

What is the passing score for the English Proficiency Exam?

The passing score is 59.5 out of 100 (69.5 for Teaching English as a Foreign Language Program, 64.5 for Business Administration SUNY Joint Program).

What are the contents of the English Proficiency Exam?

For details about the contents of the exam, please click "Sample Exam Questions" at <https://ncc.metu.edu.tr/sfl/general-information-about-epe> (Please be reminded that the exam question types may be updated, make sure to check the sample questions link two weeks prior to the exam)

Can I get exempted from the English Proficiency Exam?

Minimum scores required for obtaining exemption from the English Language Preparatory Program are: TOEFL IBT: 75, IELTS: 6.0 (overall band), PTE Academic: 55. These exam results **are valid for two years** from the exam date. Please note that TEFL Program and Business Administration SUNY Joint Program require higher scores. You will find more information on acceptable examinations and equivalent scores on our webpage:

<http://ncc.metu.edu.tr/sfl/general-information-about-epe/>

The exam results must be submitted to the Registrar's Office during document registration.

Should I take the Placement Exam?

Students who fail the English Proficiency Exam will study in the Preparatory Program. Once you receive your English Proficiency Exam result, check your score. If it is below 59.5 (69.5 for Teaching English as a Foreign Language Program, 64.5 for Business Administration SUNY Joint Program), you will have to take the English Placement Exam. There are different proficiency levels (e.g. Pre-Intermediate, Intermediate etc) in the English Preparatory Program. To be able to be placed in the right level, you need to take this exam.

You should take Placement Exam if you:

- do not hold a valid TOEFL, IELTS or PTE Academic exam result (**Please note that scores are valid for two years only!**),
- are not nationals of English-speaking countries,
- have not attended and graduated from English-medium secondary education institutions in an English-speaking country.

FOR THOSE COMING FROM AN ENGLISH SPEAKING COUNTRY / HOLDING A HIGH SCHOOL DIPLOMA FROM AN ENGLISH SPEAKING COUNTRY

ENGL 101 Exemption Exam: February, 09th 2023 at 14:00 (TRNC Local Time)

What is ENGL 101?

ENGL 101, Development of Reading and Writing Skills I, is a 4-credit must course for all first-year students (except for those studying at the Teaching English as a Foreign Language Program) starting their undergraduate programs.

Do I have to take the ENGL 101 exemption exam?

No. ENGL 101 Exemption Exam **is not compulsory!** Students who are not willing to take the exam, can take the ENGL 101 course in the first semester of their first year.

Who can take the ENG 101 exemption exam?

If you are coming from a country where English is considered an official language or if you have a valid high school diploma from an English speaking country, **you can** take the ENGL 101 Exemption Exam.

What are the contents of the ENG 101 exemption exam?

You will be sent an email (both METU and the email recorded in the system) regarding the details of the test.

How will I take the ENG 101 exemption exam?

The exam will be **face-to-face**. You will be sent an email (both METU and the email recorded in the system) regarding the details of the test.

How will I learn the results of the ENG 101 exemption exam?

Results will be sent as an email (both METU and the email recorded in the system).

What is the score for ENGL 101 exemption?

The corresponding grade from one of the equivalent examinations (TOEFL, IELTS or PTE Academic) is also valid for exemptions with a grade of AA. Further details are available at: <https://ncc.metu.edu.tr/sfl/general-information-about-epe>.

Summary of Exam Requirements for Possible Cases

Cases	Placement	EPE	ENGL 101 Exemption Exam	Explanations
Students who: <ul style="list-style-type: none">are citizens of English-speaking countriesand have graduated from an English-medium secondary education institution in that country (should be proven with a valid document)			✓	<ul style="list-style-type: none">Eligible to start undergraduate programsCan take ENGL 101 Exemption Exam
Students who: <ul style="list-style-type: none">are citizens of English-speaking countries,graduated from an English-medium secondary education institution in that country (should be proven with a valid document),and have a *valid IELTS/TOEFL/PTE Academic result but does not meet the requirements for ENGL 101 Exemption			✓	<ul style="list-style-type: none">Eligible to start undergraduate programsCan take ENGL 101 Exemption Exam <p>*The corresponding grade from one of the equivalent examinations (TOEFL, IELTS or PTE Academic) is also valid for exemptions with a grade of AA. https://ncc.metu.edu.tr/sfl/general-information-about-epe.</p>
Students who: <ul style="list-style-type: none">are citizens of English-speaking countries,BUT graduated from a secondary education institution whose medium of	✓	✓		<ul style="list-style-type: none">Should take EPE in order to start as a first-year student

instruction is not English				
<p>Students who:</p> <ul style="list-style-type: none"> are citizens of English-speaking countries BUT graduated from a secondary education institution where English is not the medium of instruction, and have a *valid IELTS/TOEFL/PTE Academic result 			✓	<ul style="list-style-type: none"> Eligible to start undergraduate programs can take ENGL 101 Exemption Exam <p>*The corresponding grade from one of the equivalent examinations (TOEFL, IELTS or PTE Academic) is also valid for exemptions with a grade of AA. https://ncc.metu.edu.tr/sfl/general-information-about-epe.</p>
<p>Students who:</p> <ul style="list-style-type: none"> are not citizens of English-speaking countries, and do not have a *valid IELTS/TOEFL/PTE Academic result 	✓	✓		<ul style="list-style-type: none"> Should take EPE in order to start as a first-year student
<p>Students who:</p> <ul style="list-style-type: none"> are not citizens of English-speaking countries, and have a *valid IELTS/TOEFL/PTE Academic result 			✓	<ul style="list-style-type: none"> Eligible to start undergraduate programs but if they are willing to be exempted from ENGL 101 course, they should take EPE and get a minimum score of 84.5
<p>Students who:</p> <ul style="list-style-type: none"> are not citizens of English-speaking countries, and graduated from English-medium secondary education institutions in a non-English speaking country 	✓	✓		<ul style="list-style-type: none"> Should take EPE in order to start as a first-year student
<p>Students who:</p> <ul style="list-style-type: none"> are not citizens of English-speaking countries, BUT have graduated from English-medium secondary education institutions in an English speaking country 			✓	<ul style="list-style-type: none"> Eligible to start undergraduate programs can take ENGL 101 Exemption Exam

CNG 100 Exemption Examination

Is it possible to be exempt from CNG 100 course?

If you want to be exempted from the CNG 100 course you need to pass the CNG 100 Exemption Exam. If you obtain a high grade, you will be exempted from the CNG 100 course and your grade will appear as EX on your transcript. The minimum grade for being exempted is determined by the related academic authorities.

Who can take the CNG 100 exemption exam?

All students who have passed the English Preparatory Program requirements can take the CNG 100 Exemption Exam. You should register for the exam before you can take it. Detailed announcements will be made at our website. Please be informed that current English Preparatory Program students cannot take this exam.

How to register for the CNG 100 exemption exam?

You should follow your METU e-mails. Announcement for the exemption examination is announced by the Registrar's Office after registration. Registration to the CNG 100 Exemption Examination will be an online application. You will receive an announcement email for the application process.

What should you do if you are not successful in the CNG 100 exemption exam?

All students who are not successful in the CNG 100 Exemption Exam, are required to take this course. Not attending the course will lead to a NA grade. If you will not be able to attend the CNG 100 lectures you are recommended to drop this course on time.

How to register for a CNG 100 course?

You should interactively register for this course by choosing the eligible section.

Evaluation in CNG 100 course

Successful students will be given an S grade and unsatisfactory students will be given a U grade. Attendance is required. Students are given NA grades for not attending lectures for 4 or more weeks.

For detailed information on CNG100 content please refer to Appendix B.

The CNG exam will be online. Please note that you will receive an email regarding examination details.

Exam Date: March 04, 2023, 09:00 a.m. (TRNC Local Time)

Orientation

Orientation program will be conducted in a hybrid manner. It is crucial that all newcomers attend the organized orientation activities.

What is the Orientation Program?

The orientation program has been prepared to familiarize you with the campus and its facilities, and support you during your adaptation process. The program will be carried out by student services units and orientation leaders, and offer you an opportunity:

- To get to know the campus and Cyprus
- To meet staff members and new friends

During the orientation program there will be informative live colloquies, videos by staff and face-to-face social activities. Dates and details of the orientation program will be announced from the following page <http://ncc.metu.edu.tr/new-students>. Please follow for details and updates. The Orientation Program will take place between February 27th - 28th, 2023. We are looking forward to your involvement in the orientation program!

Orientation Leadership Project

The Orientation Leadership Project (OLP) has been carried out at METU NCC since the 2008-2009 Academic Year to run the orientation program effectively. The project is coordinated by Student Development and Counseling Center (SDCC) and run by orientation leaders. Orientation Leaders are undergraduate and graduate level METU NCC students who volunteered to assist you during the orientation program. These reliable senior-students will help to find answers to your questions about campus life. How to reach the leaders will be shared with you later.

Registration to Courses

Registration as a freshman (first year student): Students who have submitted acceptable English Proficiency examination reports like TOEFL or IELTS during registrations or students who are nationals of English-speaking countries or those who have attended and graduated from institutions of secondary education will be exempted from the Foreign Languages School or have successfully passed the English Proficiency Examination of METU NCC will be registered as a freshman.

Undergraduate students should complete their interactive registration between **March 1st and March 3rd, 2023**. Since it is your first year first semester, the courses will be automatically added to your student portal. However, you should get academic advisor's approval in order to complete your course registration. Students who do not take their advisor's approvals do not complete their course registrations. You can use SAIS (<https://oibs.metu.edu.tr>) Program 61 to view the details of your academic advisors on **March 1st and March 3rd, 2023. (Semester: 20222)**

Please, check details from the webpage below before **February 28th, 2023**.

<http://oim.ncc.metu.edu.tr>

You can check <https://cet.ncc.metu.edu.tr> for course details and time tables.

Starting Date for Courses

The English Preparatory Program's classes will commence on **27th March , 2023**, while the undergraduate programs' classes will commence on **March 6th, 2023**.

Appendix A: Code of Ethics, Attendance, Conduct of Disciplinary Rules

METU Northern Cyprus Campus Code of Ethics

One of the basic principles of Middle East Technical University is to develop humanitarian and moral values of its students for the good of society.

Within this context, the students of METU Northern Cyprus Campus are expected to adopt the following ethical values, and behave according to these principles:

1. Students must do all the work on their own
2. Students must not cheat or help others to do so
3. Students must not deceive the academic staff or help others to do so

Detailed information about code of ethics at METU NCC can be reached from:

<http://oim.ncc.metu.edu.tr>

Attendance

Students must attend their lectures, office hours and examinations. The instructors follow the students' attendance records closely.

Referring to Academic Rules and Regulations and other directories, please check the relevant web page:

<http://oim.ncc.metu.edu.tr>

Conduct of Disciplinary Rules

Disciplinary Procedures, enforced by the “Law of Higher Education” and applied at METU Northern

Cyprus Campus are publicized at the web address given below:

<http://oim.ncc.metu.edu.tr>

We kindly recommend our students to examine these rules carefully and be informed about disciplinary codes at METU NCC.

Appendix B: Content of the CNG 100 Course

Hardware

Definition of hardware; definition of PC components including mainboard, memory, hard disk, CPU, sound card, DVD, CDROM, and floppy disk; explanation of how PC components work; managing hardware problems.

Operating Systems: Definition of software and operating systems; definition of file and directory; file and directory management including saving, deletion, renaming, changing attributes and permissions in Windows and command prompt; file formats including exe, sys, bat, bmp, doc, xls, txt, pdf, xml, html and ppt; system files; how to search a file and directory; bits, bytes, kilobytes; how to set paths and class paths and explain their purpose; copying and pasting; explanation of human computer interaction subject and user interface components on Windows environment; explanation of how to change the display settings of monitors and control panel settings; health and safety in working with visual display units; definition of security terminology including firewalls, viruses and worms; setting a firewall; protect and restrict documents in Word, and Excel; computer maintenance including defragmentation, scanning disk, disk cleanup, startup programs.

Information Resources

Definition of information and computer literacy and their importance in our daily lives; definition of WAN, LAN, WWW, FTP, telnet, e-books, HTTP and explanation of how they work and how to use them; introduction to well-known digital information resources; how to use search engines and digital libraries effectively; introduction to shareware and freeware software packages.

Ethics

How to assess information summaries returned by the search engines; how to assess content; how to cite resources and introduction to well-known citation formats including Harvard and IEEE; importance of ethical/legal issues, copyrights, contracts and intellectual property rights and examples; plagiarism and academic integrity.

Document Processing

WordPad and notepad basics including fonts, paragraph formatting and tabs, find and replace; Microsoft Word basics including bullets and numbering, styles, formatting, columns, inserting textbox, inserting pictures, spelling and grammar, indexing, table and contents, header and footer, tracking changes, language settings.

Electronic Presentations

How to prepare a presentation using Microsoft PowerPoint; presentation techniques; how to combine different media; definition of multimedia; multimedia authoring tools including image and video editors; multimedia networks and media-on-demand; compression formats and standards for data, images, audio and video; web page design.

Data Analysis and Spreadsheets

Importance of data analysis; well-known functions including counting, summation, averaging, if blocks, finding maximum and minimum and standard deviation; how to prepare a professional looking table and its importance; how to interpret data by using techniques such as sorting and filtering; importing and exporting data in Excel; how to summarize data by using charts and graphs and how to make them professionally looking.

(OS Environment: Microsoft Windows 7 / 10, Office Tools: Microsoft Office 2013 / 2016)

Appendix C: Details on educational information new students

GPC 100 “First Year on Campus Seminar”

GPC 100 is a first-year student seminar designed to assist new students make a successful transition to the academic and social life of METU-NCC and thereby foster a sense of belonging to the university.

This course has six principle goals and seeks to:

- a. Acquaint you with METU NCC, its resources and your program of study;
- b. Give you an opportunity to meet with program faculty and upper class students;
- c. Encourage lifestyle choices that promote health and wellness;
- d. Increase self-awareness, help you in setting effective goals based on your priorities, and in managing your time effectively to fulfill these goals;
- e. Provide guidance to promote your academic and professional development;
- f. Promote engagement in the curricular and co-curricular life of the university.

GPC 100 First Year On Campus Seminar is a 1-credit course for first-year students designed to assist new students make a successful transition to the academic and social life of METU-NCC and thereby foster a sense of belonging to the university. The course is open only in Fall Semester. It is delivered through a combination of seminars/activities, small group reflection/discussion sessions, and social and cultural activities. For more information about GPC 100 please visit <https://ncc.metu.edu.tr/ogpdm/gpc-100-coordination>.

MAT 100 Pre-Calculus Course

MAT100 Pre-calculus course aims to provide students who have met English language requirements for the undergraduate programs a mathematical background for the courses. Students will be acquainted with basic mathematical concepts which are required for Calculus and other courses and they will be expected to have skills in describing the real-world problems as mathematical models. A successful student will:

- a. Become comfortable with the language of functions;
- b. Gain an understanding of polynomial, rational, exponential, logarithmic and trigonometric functions and ability to describe their graphs;

c. Be able to solve linear and quadratic equations and equations with exponential and logarithmic functions;

d. Gain problem solving skills analyzing the quantitative aspects of real-world problems and creating mathematical models.

Students will take this course during the first year of their undergraduate programs or if they fulfill the English language requirements, they can take this course in the summer term before the first year. Students who get a score of at least 50 at the Mathematics Proficiency Exam will be exempted from the MAT 100 course and enroll directly for the MAT 119 course. MAT 100 Proficiency Exam will be held on **February 27, 2023 09:00 a.m (TRNC Local Time)**. Details will be sent later regarding the exam.

Appendix D: Program and Course Codes

You will need the verbal and numeric codes of your department to use in various cases throughout the university. These codes are indicated below.

351	Business Administration (SUNY Dual Diploma Program)	BUSD
352	Economics	ECO
353	Business Administration	BUS
354	Political Science and International Relations	PSIR
355	Computer Engineering	CNG
356	Electrical and Electronics Engineering	EEE
357	Mathematics	MAT
358	Physics	PHY
359	Modern Languages (English)	ENGL
360	Chemistry	CHM
361	Turkish Language	TUR
362	History	HST
363	Statistics	STAS
364	Civil Engineering	CVE
365	Mechanical Engineering	MECH
366	Teaching English as a Foreign Language	EFL
367	Chemical Engineering	CHME
368	Educational Sciences	EDUS
369	Modern Languages (German)	GRM
370	Modern Languages (French)	FRN
371	Psychology	PSYC
372	Sociology	SOCL
373	Biology	BIOL
374	Petroleum and Natural Gas Engineering	PNGE

375	Art	ART
376	Computer Education and Instructional Technology	CTE
377	Philosophy	PHL
378	Guidance and Psychological Counseling	GPC
379	Architecture	ARC
380	Modern Languages (Chinese)	CHIN
381	Fine Arts	TEA
382	Environmental Engineering	ENV
383	Engineering Sciences	ESC
384	Aerospace Engineering	ASE
385	Modern Languages (Spanish)	SPN
387	Occupational Health and Safety	OCHS
388	Industrial Engineering	INE
389	Software Engineering	SNG

IMPORTANT NOTES

Online SFL Placement Test will be given at **18:00-23:59 (TRNC Local Time) on February 9th, 2023.** (Details will be announced via e-mail).

The English Proficiency Exam will be given at **10:00 (TRNC Local Time) on February 9th, 2023.** (Details will be announced via e-mail) (Exam will be held face to face).

English 101 Exemption Exam will be given at **10:00 (TRNC Local Time) on February 09th, 2023.** (Details will be announced via email) (Exam will be held face to face).

Online MAT Proficiency Exam will be on **February 27th, 2023, 09:00 a.m (TRNC Local Time).** (Details will be announced via e-mail).

CNG Exemption Examination will be on **March 4th, 2023 09:00 a.m (TRNC Local Time).** (Details will be announced via e-mail).

You should complete your course registration by obtaining the academic advisor's approval between **March 1st and March 3rd, 2023.**

You should make necessary course changes as add and drop between **March 13th and March 17th, 2023.**

The deadline for discount applications (To children of METU graduates / staff and siblings) is **March 17th, 2023.** For further information please check the link <https://ncc.metu.edu.tr/ro/fees>