International Student's Registration Checklist

Step 1 :

Please activate your university e-mail address from
https://useraccount.metu.edu.tr/index.php?lang=EN check your university e-mail address daily,
because it is **the primary** communication channel between METU NCC and students.

After activating your user account, you should apply for a **METU NCC student identity card** from the
following link electronically until **September 29, 2020** the latest**.**

http://cardinfo.metu.edu.tr/

You may want to add your METU email account to your mobile devices. The instructions can be found
at http://faq.cc.metu.edu.tr/groups/e-mail-programs.

Step 2:

Due to the pandemic, the document registration process will be online. Students **should** fill the
registration form and upload the form to the application system on **September 30th, 2020**. The form
will be sent to your email address that you stated during your application.

Step 3:

A. **FOR THOSE COMING FROM A COUNTRY WHOSE OFFICIAL LANGUAGE IS ENGLISH:**

If you are coming from a country where English is considered an official language and you are not
required to take the English Proficiency Exam, you can take the ENGL 101 Exemption Test on
October 1, 2020. On the test day you will need to log in to odtuclass using your metu credentials.
When you log in you will see ENGL 101 Exemption Exam which has been defined for you. When
you click on it you will see two items. One will be the exam questions and the other a turnitin link
to submit the exam after you have completed it.
The test session will be open between the hours 10:00 a.m and 2:00 p.m. You will be writing an
essay on a topic that will be given on odtuclass at 10:00 a.m and will have until 2:00 p.m to
submit it using the turnitin submission link again on odtuclass. You will be sent an email (both
metu and the email on the system) with the details

B. **FOR THOSE COMING FROM A COUNTRY WHOSE OFFICIAL LANGUAGE IS OTHER THAN
ENGLISH:**

If you are yet to complete your English Proficiency requirement, you must take the Online English
Proficiency Exam on **October 1, 2020. You must be ready to join the exam at 9.00 am**. **For security,
reasons latecomers WILL NOT be accepted!** You will need to make some preparations before the
exam. For this, you are strongly advised to follow the calendar below:

- **September 28, 2020 at 13.30 sharp:** Attend the live webinar at
  https://metu.webex.com/meet/kburak. To attend the session, download Cisco Webex
  Meeting. (Here's a link on how to join a Webex Meeting: http://bit.ly/stepstojoinwebex) Your
  instructor will be available online taking you through the required steps for the Online English
  Proficiency Exam and answer your questions. The session will last for about 30 mins.

    If you miss the webinar, make sure you do the following prior to the exam:

    *Download **"Safe Exam Browser"** on your desktop/laptop. You should have internet access

(**No tablets are allowed!**). You can get more information on "Safe Exam Browser" Download

at:

https://www.youtube.com/watch?v=_Ci-UpXtidw&feature=youtu.be

***Download "*Cisco Webex Meeting*" on your mobile phones.** (Make sure your phones have a working camera and internet access)

On September, 29, 2020: Check your **METU Mail** for the Cisco Webex Link. You will be sent an email by zgoren@metu.edu.tr. You will need this link to join the exam room.

- **By September, 30, 2020:** Make sure you have read and completed all the requirements before the exam. To double check that you have completed everything, watch the video at https://www.youtube.com/embed/X-mhM-IaANo?rel=0.

- **You must also read, understand and follow the documents at:**

- **EPE Procedures For Students (01 October 2020)**

- **SEB Mac download-ODTUclass (Safe Exam Browser)**

- **SEB Windows download ODTUclass (Safe Exam Browser)**

- **Troubleshooting for Students 1 October 2020**

These can be found at: https://ncc.metu.edu.tr/online-english-proficiency-exam

WE REGRET TO INFORM YOU THAT IF YOU FAIL TO ADHERE TO THE EXAM REGULATIONS AS EXPLAINED IN THE BOOKLET, YOUR EXAM WILL BE CANCELLED.

- **October 1, 2020, 9.00 am sharp**. Be ready to join the session. To see the exam questions, **from your desktop/laptop,** go to https://odtuclass.metu.edu.tr/ and login with your METU credentials (METU NCC email login name and password). To join the exam room, use the Cisco Webex meeting link provided by zgoren@metu.edu.tr from your **mobile phone.** (your phone and laptop should be fully charged). YOU CANNOT TAKE THE EXAM IF YOU FAIL TO JOIN EITHER ONE.

You may find example questions at: https://dbe.metu.edu.tr/prf/EpeKitapcigi.pdf

WE MAY NEED TO CONTACT YOU AFTER THE EXAM. PLEASE MAKE SURE TO CHECK YOUR METU MAIL INBOX ON A DAILY BASIS AFTER THE EXAM!

- **By October, 2020:** Results will be announced. Those who have failed will need to take the placement exam.
- **October 6-8, 2020:** If you haven't passed the English Proficiency Exam ,take the placement exam any time between **October 6-8, 2020.** The system will be automatically closed at 12.00 am on October 8, 2020. For this exam:

-Download Safe Exam Browser

-Login to ODTUclass with your METU credentials (metu email and password).

-For more information please watch the video at: https://www.youtube.com/embed/WTKWQXcRywg?rel=0

Step 5:

Take the MAT 100 Proficiency Exam on **October 5, 2020** *(except for English Prep. School students)*. The Registrar's office will notify you via email about details. The exam is not compulsory. Students can check their programs' curriculum if they need to take the MAT 100 proficiency or not.

https://ncc.metu.edu.tr/academic/undergraduate-programs

Step 6:

Complete the Online Course Registration & Advisor Approval between **October 7 - October 9, 2020.** (You can check the tab "Semester Detail" onSAIS (https://oibs.metu.edu.tr) Program 61, named Student Information, to view the names of your academic advisors on October 6th, 2020). Since it is your first year first semester, the courses will be automatically added to your student portal. However, you should meet your academic advisor online, and get his/her approval in order to complete your course registration. Students who do not take their advisor's approvals do not complete their course registrations. Your advisor will e-mail you by October 6th to confirm the scheduled meeting time slot with an online meeting link. It is IMPORTANT that you check your e-mail in the evening on October 6th. If you do not receive an e-mail from your academic advisor by 9 pm (Cyprus time) on Tuesday, October 6th, you may notify nccreg@metu.edu.tr.

Step 7:

Check https://cet.ncc.metu.edu.tr to check course details and time tables. In order to be able to login to CET, you have to use your METU NCC email login name and password.

Step 8:

Attend your classes from **October 12, 2020.** (the instructors will email you the details.)

Step 9:

Take CNG 100 Exemption Exam on **October 10, 2020** *(except for English Prep. School students)*. The Registrar's Office will notify you via email about details. The exam is not compulsory. Students can check their programs' curriculum if they need to take the CNG 100 proficiency or not.

Step 10:

2020-2021 Academic Year Fall semester will be fully online. Therefore, you do not need to come to campus. However, if you still decide to come, you should apply for a residence permit in Northern Cyprus. Details regarding the process can be found in the registration guide.

If you have any questions please send email to nccreg@metu.edu.tr