

Psychology Department Undergraduate Program Curriculum and Registration Guidelines

The information provided below outlines the procedures that apply each year. For procedures that may vary by course or semester (e.g., increasing course capacity), students should follow the announcements on the Department website and consult their academic advisors.

1. During registration weeks, students are expected to follow announcements and instructions from their academic advisors as well as announcements posted on the Department website, and to comply with their advisors' guidance.
2. As long as there is available capacity in the courses, students are expected to register for courses in accordance with the semester sequence specified in the curriculum.
3. **PSY1010 General Psychology** and **PSY1410 Understanding Social Behavior** are service courses and are not offered to students majoring in Psychology.
4. The curriculum implemented by the Psychology Department since 2020 includes **compulsory courses** (both departmental and non-departmental), courses categorized as **Restricted Electives** (also referred to as Required Group courses), **departmental electives**, **free electives**, and **non-departmental electives**. The Department curriculum, the semester-by-semester distribution of Restricted Electives, the list of courses under each Restricted Elective category, and the list of departmental electives are available at:
<https://psy.metu.edu.tr/tr/mufredat-2020-guz-itibariyle>
5. Students who transfer from the English Preparatory Class to the Department during the mid-academic year may take the following compulsory Psychology courses listed under the second semester of the first year: **PSY1012 Fundamentals of Psychology** and **PSY1020 Ethics in Research and Practice of Psychology**.
6. The non-departmental compulsory courses (with credit) specified in the curriculum are **BIO106, SOC109, ENG101, ENG102, and ENG211**. The non-departmental compulsory (non-credit) courses are **TURK101, TURK102, IS100, BA100, HIST2201, and HIST2202**.
7. The course designated as **Non-Departmental Elective (from the Department of Philosophy)** in the first semester of the first year of the undergraduate curriculum must be taken from the Department of Philosophy. Students may take any course offered by the Department of Philosophy. This course may be completed at any time before graduation.
8. The course designated as **Non-Departmental Elective (from Econ/Math/Science/Engineering)** in the second semester of the first year of the undergraduate curriculum must be taken from one of the Departments of Economics, Mathematics, Physics, Chemistry, Biology, Molecular Biology, or Engineering, and must carry the course code of one of these departments (similar to a Technical Elective). Students may take any course offered by these departments. This course may be completed at any time before graduation.
9. The **Restricted Elective (RE)** groups are defined as follows:
 - a. **Restricted Elective (Required Group) 1:** Courses in the Experimental/Cognitive areas
 - b. **Restricted Elective (Required Group) 2:** Courses in the Social/Developmental areas
 - c. **Restricted Elective (Required Group) 3:** Courses in the Clinical/Health areas
 - d. **Restricted Elective (Required Group) 4:** Courses in the Work (Industrial and Organizational)/Traffic areas
 - e. **Restricted Elective (Required Group) 5:** Courses in the applied areas corresponding to RE areas 3 and 4

10. Taking Restricted Elective courses in the semesters in which they are listed in the curriculum facilitates students' curriculum planning; however, these courses may be completed at any time before graduation.
11. Courses listed under the Restricted Elective groups are also designated as **Departmental Electives**. Students may assign the course category according to their individual curricular needs. These courses may also be taken under the **Free Elective** category.
12. Students are advised to check the category assigned to a course in the registration system before registering for it. In some cases, a course in a particular area may not be designated as a Restricted Elective in a given semester (e.g., if the course is being offered for the first time), or it may not initially be designated as a Departmental Elective during the first registration week. For example, if there are only a limited number of courses with limited course quotas in a particular area, those courses may initially be designated in a way that gives priority to students who are required to take them under the Restricted Elective category during the first week of registration. They may then be opened to all Department students during the Add-Drop period.
13. **Workshop** courses, **Field Practice** courses, and non-compulsory statistics/methods courses are not taken under the Restricted Elective categories. They may be taken under the **Departmental Elective** or **Free Elective** categories.
14. Any course that may be taken as a Departmental Elective or Non-Departmental Elective may technically also be taken as a **Free Elective**.
15. Unless otherwise announced, increases in course capacity are made during the Add-Drop period upon the request of the instructor teaching the course. Students should follow announcements on the Department website regarding course capacity increases.
16. Many Workshop courses have a capacity of zero during the first registration week. Students should follow the announcements on the Department website regarding the application process for these courses. Students who are granted the right to enroll in a Workshop course should add the course during the Add-Drop period.
17. During the first week of registrations, courses taken in excess of the curriculum requirements are not approved. For example, if a student is required to take three Departmental Elective courses in a given semester but has registered for four Departmental Electives, the registration will not be approved. Students may add additional courses they wish to take during the Add-Drop period, subject to available capacity.
18. Courses taken in excess of the curriculum requirements may be taken with **NI (Not Included)** status; however, in the Psychology Department, such courses may also be taken for a grade. Although these courses appear to be outside the curriculum (i.e. not located courses), graded courses are included in the student's GPA.
19. If students have courses that they previously took and received a **W, NA, FD, FF, or U** grade (not located courses), they need to retake or replace these with the newly taken appropriate courses / course categories. The process of having these courses replaced and having them counted toward the curriculum must be completed before graduation.
20. Course replacement should be carried out **through the registration system** whenever possible. The replacement of courses other than compulsory courses is not automatic and must be initiated by the student through the appropriate command in the system. For example, if a student previously took a course under the **Restricted Elective 4 (RE-4)** category and received an FF in that course, the student must take another RE-4 course. However, if the new course has a different course code, the previously taken RE-4 course

will not automatically be replaced/count toward the new RE-4 course. The student must perform this course replacement operation in the system.

21. When submitting course registration approval requests to their academic advisors, students should allow sufficient time for their advisors to provide feedback and for the students to make any necessary changes to their registrations. Otherwise, students may remain unregistered. In such cases, a late registration request must be submitted through a student petition.
22. If a student submitting a late registration request by petition was unable to register for the requested course through the system during the registration period and the course has subsequently reached its capacity, approval to register for that course will not be granted.
23. The **Student Petition** form required for late registration, course additions, course replacement, and similar procedures can be obtained from the Department website: <https://psy.metu.edu.tr/tr/belgeler-ve-formlar>
24. The following principles apply to the offering of **PSY4090 Summer Practice**:
 - a. The compulsory **PSY4090 Summer Practice** course is normally offered in the Fall semesters. It may be offered in the Spring semester for students with special circumstances. This course is not offered during the Summer School.
 - b. **PSY4090** is generally taken during the Fall semester of the fourth year. The compulsory internship is completed during the summer immediately preceding the semester in which the course is taken.
 - c. Students who wish to do so may complete their compulsory summer internship at the end of their second year and subsequently register for **PSY4090** in the Fall semester of their third year.
 - d. For students who have completed their summer internship but are unable to register for the course in the following Fall semester due to an approved semester leave (e.g., Erasmus), the course may be offered in the Spring semester.
 - e. Students who are expected to graduate at the end of the Spring semester but have not yet completed their summer internship may register for **PSY4090** in the Spring semester. At the end of the semester, a **Long Incomplete** grade is assigned for the course. Students complete their internships during the following summer. If they successfully fulfill the internship requirements, their Incomplete grades are converted to **S** at the end of the summer period, and their graduation procedures are completed.
 - f. Detailed guidance regarding both compulsory and voluntary internships is provided in a PowerPoint presentation available on the Department website. The forms that must be completed by students, Department internship coordinators, and host organizations are also available at: <https://psy.metu.edu.tr/tr/lisans-staj-programi>
25. Students subject to the Psychology Department's **old curriculum**, which was in effect before 2020 (<https://psy.metu.edu.tr/en/old-curriculum-2020-fall>), are required to take courses designated in accordance with Department Academic Board and Faculty Board decisions in order to complete courses included in the old curriculum that were not offered during their period of study. The course codes for compulsory courses in the old curriculum and their corresponding codes in the new curriculum are presented in the table below.

Old Curriculum Compulsory Course Code	Corresponding New Curriculum Course Code	Additional Terms
PSY101	PSY1011	
PSY113	PSY2101	
PSY102	PSY1012	
PSY116	PSY2102	
PSY217	PSY3150	
PSY221	PSY2301	
PSY251	PSY2401	
PSY281	PSY2201	If PSY2201 has not been offered by the department, then PSY4201 or PSY4203.
PSY200	PSY1020	
PSY214	PSY3102	
PSY222	PSY3301	
PSY252	PSY3401	If PSY3401 has not been offered by the department, then PSY4404.
PSY284	PSY2203	
PSY331	PSY3101	
PSY335	PSY3601	
PSY340	PSY3502	
PSY300	PSY4090	
PSY342	PSY3501	
PSY374	PSY3201	If PSY3201 has not been offered by the department, then PSY2202 or PSY2204.
PSY442	PSY4501	
PSY449	PSY4801	