Subjects and Schedule Registration

GENERAL INFORMATION

- The so-called **pre-registration** is held in the period of an electronic registration. It enables a student to pre-register for individual classes and allows him/her to modify or cancel any subjects throughout the whole period of an electronic registration. Pre-registered subjects do not allow the students to register for examination dates and the instructors may not post the results of examinations.
- Upon the completion of an electronic registration the SIS Administrator shifts the subjects to the so-called **binding registration** in which it is no longer possible to modify or cancel the subjects. Any modifications to the subjects registration may be performed by a study officer only upon a written request approved by an instructor and vice-dean for student affairs.
- Any further information regarding the study plans are available at karolinka.fsv.cuni.cz

HOW TO REGISTER FOR SUBJECTS AND A SCHEDULE

- I will log into a <u>Study information system (SIS)</u>. I may re/set the password on the website of <u>Central authentication service</u> (CAS).
- I will select an icon of **Subjects and schedule registration** from the choice of applications found on the SIS homepage.
- The upper green toolbar will show two options of an electronic registration of subjects- (1) Enroll (study plan) enables to register for the subjects listed in the plan only, (2) Enroll (my own) enables the registration of any subject offered at Charles University (the faculty where the subject is offered has to permit the subjects registration). In the first stage (3 days) only required and required elective subjects may be registered through Enroll (study plan); it is the second stage which allows the students to register for other elective subjects through Enroll (my own).



Enroll (study plan)

- It enables the registration of required and required elective subjects of students in a credit study. (1) However, I will only register the subjects I intend to pursue in a given segment of studies.
- I will tick the subject in the check box. (2)



• I will click on **Enroll.** (3)



• I will use the check box to select a requested time of a subject and will again click on **Enroll**. (4)

Předmět zapsán - JLB013 Němčina odborná I

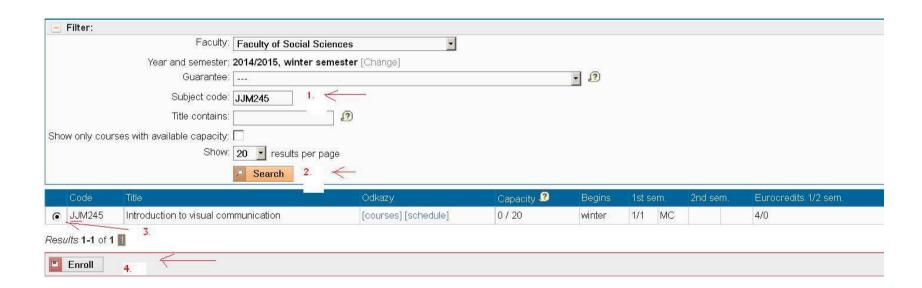
Rozvrhové listky zapsány:
Cv: Po 8:00 - 10:00, J3014

• I will make sure I have registered for the requested subject held in a requested time, and then I apply the same steps to register for the remaining subjects. In case the subject offers only one schedule item I skip the step (4) and am directly registered for the subject as well as a schedule item.

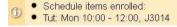
Enroll (my own)



- It enables the registration for elective subjects which are not clearly defined by a study plan. Furthermore, it enables an electronic registration to such students who do not have a study plan attached in the SIS (f.ex. a lifelong education or short-term study stays).
- I will locate a corresponding code for the subject I intend to register for as an elective subject and select its time in the schedule. I may use an application Subjects in the SIS to search for any subjects. If I fail to locate a subject, it might not be offered in the current academic year.
- I will insert the code of a registered subject in the text field **Subject code** (1) and click on **Search** (2). In case I have inserted all the conditions and the programme shows no results, I will try to insert fewer conditions, f.ex. the beginning of a subject code only, or an instructor, and so on. I will make sure the requested subject has been located, will use the check box to select it (3) and click on **Enroll** (4).



• I will make sure I have registered for the requested subject held in a requested time, and then I apply the same steps to register for the remaining subjects.



VALIDATION CHECK

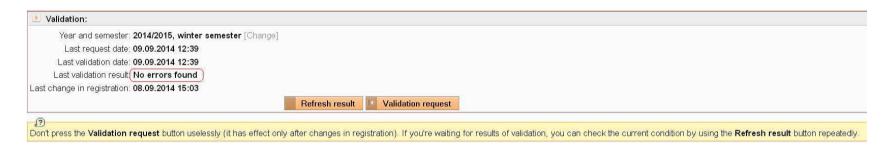
• Upon the completion of a registration I will make sure to perform a validation check of electronically registered subjects by clicking on **Validation** in the upper green toolbar.



- This sub-programme checks whether everything I have pre-registered for on the web corresponds to the set parameters (f.ex. I have to register for the subject X simultaneously with the subject Y, or on the contrary some subjects may not be registered simultaneously, exceeded capacity of a subject, and others).
- In case I have not performed the validation check and have registered for "incompatible subjects," none of such subjects will be registered when they are transferred into a binding registration.
- First I click on **Validation request** (1), and then on **Refresh result** (2).



- I do not press the **Validation request** uselessly; it is efficient once any changes have been made to the registration. If waiting for the results of validation, I may check the current condition repeatedly clicking on the **Refresh result** button.
- The result of validation should not find any errors when the subjects have been registered properly.



• Note: the students with no study plan attached (students in lifelong education, students on study stays) may read in the result that it was not possible to locate their required and required elective subjects. Nevertheless, such a message does not prevent a correct completion of subjects registration, provided no other error has been found.

REGISTRATION ON WAITING LIST

- In case the maximum capacity of a subject has been reached, I may register on **the waiting list** of a given subject. If a place becomes available and I am the next in line, I will be automatically registered for the subject.
- The registration on a waiting list is offered when the maximum capacity of a subject has been reached. To perform such a registration, tick the field next to the subject code and click on **Enroll.**



• If the subject has a schedule item, it is necessary to select a corresponding parallel class and again click on **Enroll**.



• Afterwards I will only set an expiry time for my registration on the waiting list and again click on Enroll.



You haven't any note in waiting list

• I may modify or delete my records on the waiting lists using a bookmark Waiting list.



• Here I may edit the records on the waiting list using the icon of a file with a pencil or delete the records with the icon of a file with a red no entry sign.



• A subject on the waiting list is marked the following way in the registered subjects.



CHANGE IN A PARALLEL CLASS/CANCELLATION OF A SUBJECT

• I will click on **Enrolled** in the upper green toolbar.



• In the list of registered subjects I will click on **the icon of a Schedule** in case I intend to select a different time of a seminar (parallel class) or **the icon of a file with a red no entry sign** if I intend to cancel the registration of a given subject.



• I will perform the changes selecting another schedule item and confirming the changes by clicking on **Change**.

