

## COURSES REGISTRATION STEP BY STEP

1. Open the [SIS](#) and login to your profile. (You can always change your password in [CAS](#)).
2. Click on **Subjects and Schedule Registration**.

The screenshot shows the main menu of the SIS system. The 'Education' section contains three items: 'Subjects', 'Subjects and schedule registration' (highlighted with a red arrow), and 'Study group roster'. The 'Time-table' section contains 'Schedule NG' and 'Individual study plan for PhD students'. The 'Admission process' section contains 'Texts', 'Study application form staz', and 'Admission'. The 'Utils' section contains 'Committees', 'Invitations for state exams', and another 'Invitations for state exams'.

3. Click on **Enroll (my own)**.

The screenshot shows the 'Subjects and schedule registration' page (version: 347) for the Faculty of Social Sciences, 2019/2020, winter semester, enroll to 1. year. The page has a navigation bar with buttons for 'Enrolled', 'Enroll (study plan)', 'Enroll (my own)' (highlighted with a red arrow), 'Validation', 'Waiting list', and 'Settings'. Below the navigation bar is a yellow warning box: 'Testing environment - Testing environment - Testing environment. Data in this database are refreshed every 1st and 15th day of every month with the data from the production environment.' Below the warning box is a filter section: 'Filter: Year and semester: 2019/2020, winter semester [Change]'. A message below the filter says: 'There are no enrolled courses for actual academic year'.

4. Select **Faculty of Social Sciences, 2019/2020, winter semester**. 1. In the field **Subject code**

The screenshot shows the search results page. The filter section is expanded, showing 'Faculty: Faculty of Social Sciences', 'Year and semester: 2019/2020, winter semester [Change]', 'Guarantee: ---', 'Subject code: jlb100' (highlighted with a red arrow), 'Title contains: ---', 'Education language: ---', 'Free capacity: ', 'Show only courses with available capacity: ', and 'Show: 20 results per page'. Below the filter is a 'Search' button. Below the search button is a table with the following data:

Code	Title	links	Capacity	Begins	1st sem.	2nd sem.	Eurocre
JLB100	Czech as a Foreign Language I	[courses] [schedule]	0 / 45 / (60)	both	0/6	Ex	6/0

Below the table is a 'Results 1-1 of 1' section with an 'Enroll' button (highlighted with a red arrow).

- enter the specific code. 2. Click on **Search**. 3. Select the course and click on **Enroll**.

5. Some of the courses can have lectures and seminars (practicals) in different time slots. In this case you will have to **select the parallel** that fits your schedule and then click on **Enroll**.

Schedule item selection						
Subject: Economics I (JEB003)						
Academic year: 2019/2020						
semester: winter						
Capacity	parallel	Week	Day	Hour	Classroom	
<b>Lecture</b>						
<input checked="" type="radio"/> 0/86	1		Wed	9:30 - 10:50	O314	
<b>Practicals</b>						
<input type="radio"/> 0/27	2		Wed	12:30 - 13:50	O314	
<input type="radio"/> 0/59	1		Wed	14:00 - 15:20	O206	
<input checked="" type="radio"/> 0/x	3		unscheduled			
<input type="checkbox"/> Enroll selected schedule items						

## Frequently asked questions

### I. What to do when the course is full? – register on a Waiting list

In case the maximum capacity of a course has been reached, you may register on the waiting list of a given subject. If a place becomes available and you are the next in line, you will be automatically registered for the course.

<input checked="" type="radio"/>	JLB013	Specialised German I	[courses] [schedule]	1 / 1 / (3)	winter	0/3	C		2/0
<input type="radio"/>			[courses] [schedule]	0 / 60 / (80)	winter	0/3	C		2/0
<input type="radio"/>			[courses] [schedule]	0 / x	winter	0/3	C		2/0
<input type="radio"/>	JLB027	Specialised Russian I - upper levels	[courses] [schedule]	0 / x / (20)	winter	0/3	C		2/0
<input type="radio"/>	JLB029	Spanish for Political Sciences, International Studies, Sociology, Economics, Journalism and Mass Communication I	[courses] [schedule]	0 / 25 / (25)	winter	0/3	C		2/0
<input type="radio"/>	JLB039	Specialised Russian I - lower levels	[courses] [schedule]	0 / x / (25)	winter	0/3	C		2/0
<input type="checkbox"/> Enroll									

### II. How to change the parallel lecture or seminar? Go to Enrolled classes and click on this icon.

Subjects and schedule registration (version: 347)										
Faculty of Social Sciences, 2019/2020, winter semester, enroll to 1. year										
59:14	Home	Back	Star	Print	Enrolled	Enroll (study plan)	Enroll (my own)	Validation	Waiting list	Settings
Schedule										
Testing environment - Testing environment - Testing environment										
Data in this database are refreshed every 1st and 15th day of every month with the data from the production environment.										
• please request for a validation										
Filter:										
Year and semester: 2019/2020, winter semester [Change]										
Eurocredits										
	Semester	limit		Range		Code	Title			
		win.	sum.	win.	sum.					
	winter	4		1/1	Ex	---	JJB148	Audiovisual Interpreting the Reality		
	winter	3		0/3	C	---	JLB033	German I		
	winter	6		2/0	Ex	---	JMMZ094	Introduction to History, Politics and Society of Eastern Europe		
	winter	13								
	summer		0							

### III. How to drop the course?

Go to **Enrolled** and click on this icon



Subjects and schedule registration (version: 347)  
Faculty of Social Sciences, 2019/2020, winter semester, enroll to 1. year

59:47 | Enrolled | Enroll (study plan) | Enroll (my own) | Validation | Waiting list | Settings

Schedule

Testing environment - Testing environment - Testing environment  
Data in this database are refreshed every 1st on 15th day of every month with the data from the production environment.

please request for a validation

Filter:  
Year and semester: 2019/2020, winter semester [Change]

Eurocredits					
Semester	limit	Range		Code	Title
		win.	sum.		
winter	4	1/1	Ex	JJB148	Audiovisual Interpreting the Reality
winter	3	0/3	C	JLB033	German I
winter	6	2/0	Ex	JMMZ094	Introduction to History, Politics and Society of Eastern Europe
summer	13				
summer	0				

### IV. Where can I find my schedule?

In **Enrolled** you can go to **Schedule** directly.

Subjects and schedule registration (version: 347)  
Faculty of Social Sciences, 2019/2020, winter semester, enroll to 1. year

59:47 | Enrolled | Enroll (study plan) | Enroll (my own) | Validation | Waiting list | Settings

Schedule

Testing environment - Testing environment - Testing environment  
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please request for a validation

Filter:  
Year and semester: 2019/2020, winter semester [Change]

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Semester	limit	Range		Code	Title
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winter	6	2/0	Ex	JMMZ094	Introduction to History, Politics and Society of Eastern Europe
summer	13				
summer	0				

Or from the **main page** click on **Schedule NG**

**Education**

- Subjects
- Subjects and schedule registration
- Study group roster
- Exam dates
- Summary of exam results

**Time-table**

- Schedule NG
- Individual study plan for PhD students

**Admission process**

- Texts
- Study application form staz
- Admission
- Admission requirements
- Life-Long Education progr

**Utils**

- Committees
- Invitations for state exams
- Invitations for state exams
- Rozcestník

**Noneducational agenda**

- Resource search
- Central catalogue
- E-resources Portal
- Moodle (E-learning)
- iForum

**Others**

- Accreditation
- Bookmarks
- Číselníky 3
- Harmonogram
- Who is Who
- Fees and petitions
- Graduation
- List of advisors
- File manager
- Scholarships