

FAQs Online pre-departure meeting 1st February 2022

Academic Information **CAS, SIS, Faculty Email, ...**

Q: Since today I am not able to lock into SIS or CAS. I changed my password and was able to lock in earlier this day. It says there are too many students logged in already but I haven't been able to log into CAS either do you know what I could do?

IO: Unfortunately yesterday started our registration for courses for our home university students - this might cause the shutdown of the SIS. We hope that as of tomorrow everything will be ok.

Q: To log into SIS, do we use our email as a username or the ID number?

IO: To log into SIS you use your personal ID number as a username.

Q: Is it possible to check now how many non-exchange students already enrolled for a course so that we can look for alternatives if it is overbooked?

IO: this is not possible to find out until the registration is open for you.

Q: Sis is currently down due to high demand, will there be a future issue?

IO: We hope not.

Q: Do we immediately sign up for all courses for the whole semester (so me as Erasmus student should sign up for courses with a total of 30 EC because that's on my learning agreement?)

IO: Yes, you should enroll for all courses as soon as possible because there is no guarantee that the courses you want to study will be available later on.

Q: Some of the courses I'm interested in have no schedule available, does this mean they are not available? Will we be able to check the schedules before enrolling?

IO: the schedule should be available in the syllabus. If it is not, please ask/ email the professor.

Q: When I log into SIS I see two profiles, which one should I select?

IO: Please choose the profile stating Faculty of Social Sciences, CU

Q: I did not notice the email with login information and did not manage to change the password within 5 days. Can you send me new login info?

IO: Write to your IO coordinator and let them know about this problem. They will help you.

Q: Is the registration starting on the 4th at 12.00 for every course - regardless of the faculty? Because I got my LA approved and it included courses at both the faculty of social sciences and humanities

IO: Every faculty can have a different starting date. FSV UK 4th February, Faculty of Arts and Faculty of Humanities 7th February

Q: Are the 30 ECTS a hard limit?

IO: The IO will discuss it with everyone who will overregister the limit.
For Freemovers the 30 ECTS is a hard limit.

Q: If we already have SIS from last year Erasmus, should we just log in and use as before?

IO: yes, log in with your login data and just choose another profile

Q: There is no picture of me in CAS. How do I upload one or is it even important?

IO: It is not so important, but when being photographed for your student card, the picture will be displays in SIS as well..

Q: Hi! If 2 of the courses we chose are overlapping, can we still enroll both of them ? And maybe, follow one of them online afterwards ?

IO: Please, choose different ones.

Q: Is it possible to pick courses in SIS which are totally different of my learning agreement ? If we do so, we will have to do another learning agreement ?

IO: If your home university is ok with it, you can do it. Then you can do a new Learning agreement or you can do Changes to Learning Agreement.

Q: In SIS, when I go to select the tab for registering for courses, I do not see the summer 2022 semester as an option for registering. Is this because registration period has yet to open?

IO: it will be allowed, once the registration period is open.

Q: if i cannot take the courses in my learning agreement could it be a problem for Charles university?

IO: It mostly depends on your home university. So if they are ok with it, we have no problem either.

Q: Hello ! In which building does will happen the orientation week ?

IO: It will be held in the Institute of Economic Studies, Opletalova 26, Prague 1

Q: Yesterday I tried to log in my email with the same login data as in CAS, but Google says me that my password is not correct. Who do I need to contact in this situation?

IO: Please, look at the presentation in pdf as we included a little step by step instructions what to do in such case.

Q: One of my courses was erased from my Learning Agreement by coordinator from Charles University. Later, when I emailed you, you told me course is still available. So I wanted to ask, if I can still try to register for that course?

IO: Yes, you can try to register for that course.

Q: Can we synchronize the google calendar from the uni account with a different google account? That way I could have all my calendars in one place

I don't publically use the name I registered with for university; is there a way I could request a name change on the google account (since the setting is currently disabled)?

IO: We will try to find it out for you.

Q: So if my credits are gonna be around 27 is it okay or should I add another subject?

IO: 27 credits are perfectly ok.

Q: So you mentioned that the Erasmus+ students must take at least 51% of their courses at FSV - does this include all courses from the faculty or is it courses from a specific department. In SIS it says that I'm currently enrolled at the department of public and social policy. Does this mean that 51% of my courses should be from this specific department?

IO: Erasmus+ students must obey the rule minimum of 51% of the courses must be by FSV UK (whatever institutes)

Erasmus+ ICM students must obey the rule minimum of 51% of the courses must be by the institute of FSV UK with which they have agreement. Your IO coordinator can tell you which institute it is.

Q: I don't publically use the name I registered with for university; is there a way I could request a name change on the google account (since the setting is currently disabled)?

IO: You need to be registered under your official name (stated in your ID)

Q: If SIS is down at the moment, how can I register for the cultural workshop next week since I would like to join?

IO: The SIS will work again soon

Q: Maybe it's a little off-topic, sorry for that, but I would like to ask you if I should have received something via regular post.

I remember there was something I should have received at my home address but I have received anything, is it an issue?

IO: If you are an EU student everything was sent by email from the European Office CU. If you are a visa student then documents (confirmation of acceptance, accommodation voucher...) were sent by general post.

Q: I took the intensive Czech course during these previous weeks and they give 7 credits once you have completed it. But does this course have a subject code or is it separate?

IO: This course is outside the curriculum and will not be in your SIS nor in your Transcript of records you receive from FSV UK.

Q: Google calendar won't let me access the academic calendar you sent because it says I don't have access. Can this be fixed? I already tried requesting access.

IO: You will need to send an email to your IO coordinator who will assist you in solving the problem.

Q: Is the language tandem a sort of practice period? Are languages besides Czech paid as well?

IO: The best way to find all the information about the course will be in SIS - module "Subjects" Look for JLB116.
No, it is not paid.

Q: Hi I need to confirm my arrival date for my home university with the STATEMENT OF HOST INSTITUTION document. When will this be available?

IO: Please book a spot for the collecting your confirmation in SIS

Q: We can register for the pick up of arrival confirmation already now, right? As well as for the Karolinum tour in SIS? I don't see where, but maybe I just need glasses

IO: in SIS - module Exam dates (see the printscreen)

Exam dates (version: 196)
Registration for 2021/2022 winter

59:52 My dates Register Final Exams

Filter:

Show: Dates of examination
 Non-study events
Type: all courses
Faculty: Faculty of Social Sciences
Department: The Language Centre (23-KJP)
Course: Academic English I - JLM001
Teacher: ---
Properties: only future
 only the free ones
 noneducational events of my faculty

* no data found

| | Capacity | Name | Date |
|--------------------------|----------|---|--------------------------|
| Register | 17/75 | Collect your Confirmation of Stay/Arrival Certificate at the IO | 09.02.2022 12:00 - 17:00 |
| 09.02.2022 17:00 | 25/35 | Cultural workshop with Jessica | 09.02.2022 17:00 - 18:30 |
| Register | 2/75 | Collect your Confirmation of Stay/Arrival Certificate at the IO | 10.02.2022 12:00 - 17:00 |
| 11.02.2022 09:30 | 33/39 | Karolinum Guided Tour | 11.02.2022 09:30 - 10:30 |
| Register | 26/200 | Czech history with Dr.Hornát | 11.02.2022 12:30 - 14:00 |

Q: I have logged into CAS and SIS perfectly, although I don't yet have my student email. How can I go about accessing it?

IO: Yesterday we sent a login email to everybody, if you have not received it, please let your IO coordinator know.

Q: When looking up the schedule I could see a time for lecture and a time for practice. By practice you mean seminars? And we have to sign up for both right?

IO: Yes, please register for both a lecture as well as a practical/ a seminar.

Q: When I made the registration of subjects for the LA, the schedule was not specified in the courses and neither if it will be done online or in person. Where will it appear detailed in SIS?

IO: It should be stated in every syllabus. Plus your IO have sent you an email with the forms of classes at each institute.

Q: I can't log in to my faculty mail. When i type the email it tells me it was not found!
IO: Please see follow step by step guide

FACULTY EMAIL - LOGIN

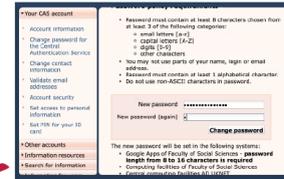
go to google - gmail



it can happen that your password seems invalid, if this is your case go to cas.cuni.cz and log in



after your login, click on Change password for the Central Authentication Service and just type your existing one



Then go back to your google - gmail, type the password and you should be able to log in

Q: You mentioned several times, but are these courses available/join online or in just face to face? (language)

IO: These courses are supposed to be face to face. But it depends on the current pandemic situation.

Q: I've seen there are two options to register for the confirmation of arrival, should we check one in specific or are both the same?

IO: Yes, both are the same, so one is enough.

Q: The tandem Language mentioned before it doesn't have indication if it is for incoming students or what. Can we enroll on it?

IO: Yes, you can. It is JLB116

Q: To get the email from the university we have to enter CAS?

IO: Every student has to be enrolled in CAS. You need your student personal number.