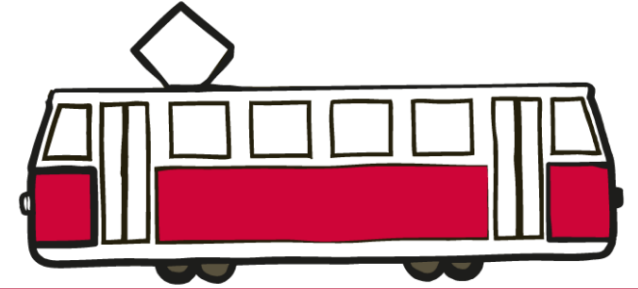




# VIDEO TUTORIAL FOR EXCHANGE STUDENTS



# COURSE REGISTRATION IN SIS

# COURSE REGISTRATION IN SIS

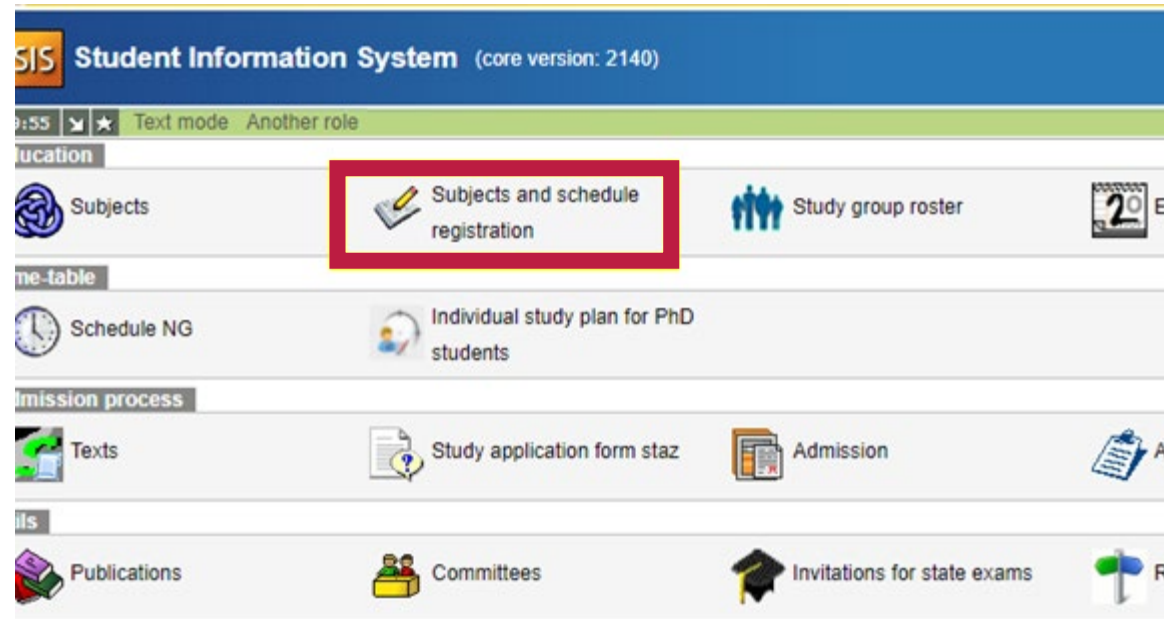
- When and Where
- Settings
- Course Registration Step by Step
- FAQs
- Add & Drop Period
- Hot Tips



# COURSE REGISTRATION IN SIS - WHEN AND WHERE

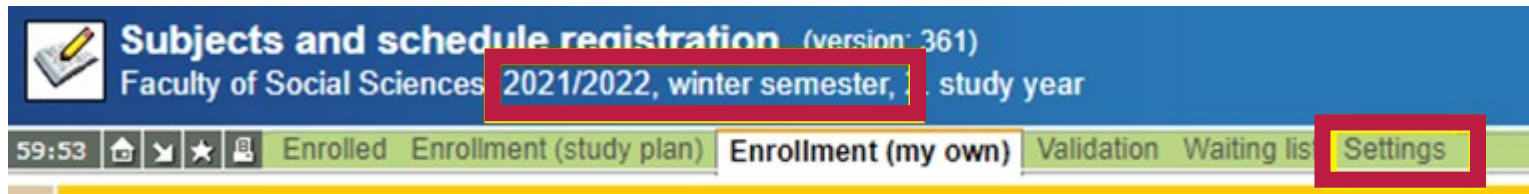
WHEN: Check the [Academic Calendar](#)

WHERE: in [SIS](#) - module **Subject and Schedule registration**

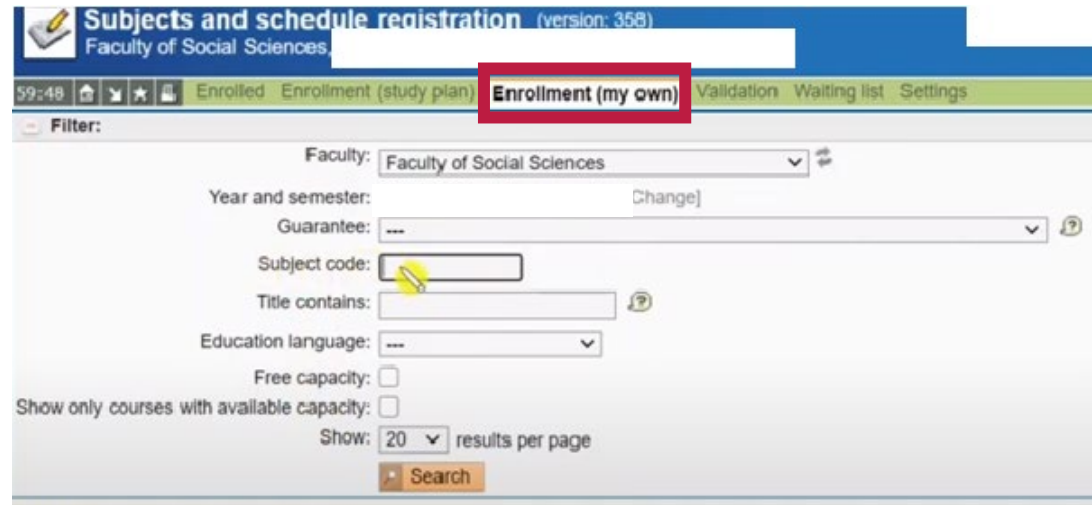


# COURSE REGISTRATION IN SIS - SETTINGS

- Check **the academic year and the semester**, can be changed in **Settings**.



- Go to **Enrollment (my own)** - search based on the subject code.



# COURSE REGISTRATION IN SIS – STEP BY STEP

- You will be allowed to **enroll only to courses available to incoming students.**

(Click on the course code to see the class.)

Faculty: Faculty of Social Sciences

Year and semester: 2020/2021, winter semester [Change]

Guarantee: [v]

Subject code: JLB100

Title contains: [?]

Education language: [v]

Free capacity:

Show only courses with available capacity:

Show: 20 results per page

Search

Code	Title	links	Capacity	Begins	1st sem.	2nd sem.	Eurocredits	1/2 sem.	Teacher
JLB100	Czech as a Foreign Language I	[courses] [schedule]	0 / 60 / (80)	both	0/6	Ex	6/0		Mgr. Edit

Results 1-1 of 1

Enroll

Subjects (version: 878)

Course, academic year 2020/2021

79:54 Search Teachers Departments Classes Classification View by plans Setup

Details

Nevíte si rady s předměty? Možná Vám pomůžou naše návody. V případě problémů se ujistěte, že máte modul nastaven do správného a

Advanced Data Analysis in MS Excel - JEB111

Title: Advanced Data Analysis in MS Excel

Guaranteed by: Institute of Economic Studies (23-IES)

Faculty: Faculty of Social Sciences

Actual: from 2020 to 2020

Semester: both

E-Credits: 3

hours per week, examination: 0/2 Ex [hours/week]

Capacity: winter:unknown / 250 (250) summer:unknown / unknown (250)

Min. number of students: unlimited

State of the course: taught

Language: English

Teaching methods: fulltime

Guarantor: Mgr. Petr Polák, M.Sc., Ph.D.

Teacher(s): Mgr. Dominika Ehrenbergerová, Mgr. Petr Polák, M.Sc., Ph.D., Mgr. Nikol Poláková, Mgr. Josef Svěda

Class: Courses for incoming students

- When satisfied with your choice, you can **enroll**.



# COURSE REGISTRATION IN SIS – STEP BY STEP

- If more slots available, **choose the most suitable** one for you.
- Some courses have lectures and practical. If so, you must **enroll in both**.

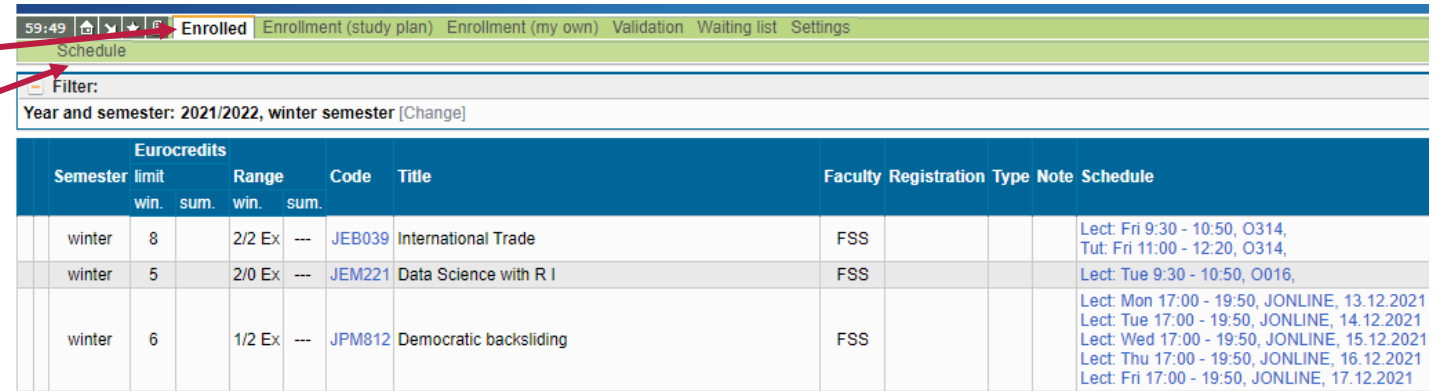
Capacity	parallel	Week	Day	Hour	Classroom	Teacher
<b>Practicals</b>						
<input type="radio"/> 0/14	2		Mon Thu	8:40 - 10:40 8:40 - 10:40	O601 O601	Mgr. Kristina Arsenjuková
<input type="radio"/> 0/15	1		Mon Wed	10:45 - 12:45 10:45 - 12:45	O601 O601	Mgr. Edita Frantesová
<input type="radio"/> 0/6	06		Mon Thu	15:10 - 17:10 15:10 - 17:10	O601 O601	Mgr. Ladislava Kotrbová
<input type="radio"/> 0/15	3		Tue Wed	8:40 - 10:40 8:40 - 10:40	O601 O601	Mgr. Kristina Arsenjuková
<input type="radio"/> 0/15	05		Tue Thu	10:45 - 12:45 10:45 - 12:45	O601 O601	Mgr. Edita Frantesová
<input type="radio"/> 0/15	4		Tue Thu	11:40 - 13:40 8:50 - 10:50	H020 H020	Mgr. Barbora Mazůrková

Capacity	parallel	Week	Day	Hour	Classroom	Teacher
<b>Lecture</b>						
<input checked="" type="radio"/> 8/92	1		Wed	11:00 - 12:20	O109	PhDr. Mgr. Jiří Kukačka, Ph.D.
<b>Practicals</b>						
<input type="radio"/> 3/20	1		Thu	15:30 - 16:50	O016	Periklis Brakatsoulas + Mgr. Jan Štita, M.Sc. + PhDr. Mgr. Jiří Kukačka, Ph.D.
<input checked="" type="radio"/> 5/20	2		Thu	17:00 - 18:20	O016	Mgr. Jan Štita, M.Sc. + Periklis Brakatsoulas + PhDr. Mgr. Jiří Kukačka, Ph.D.

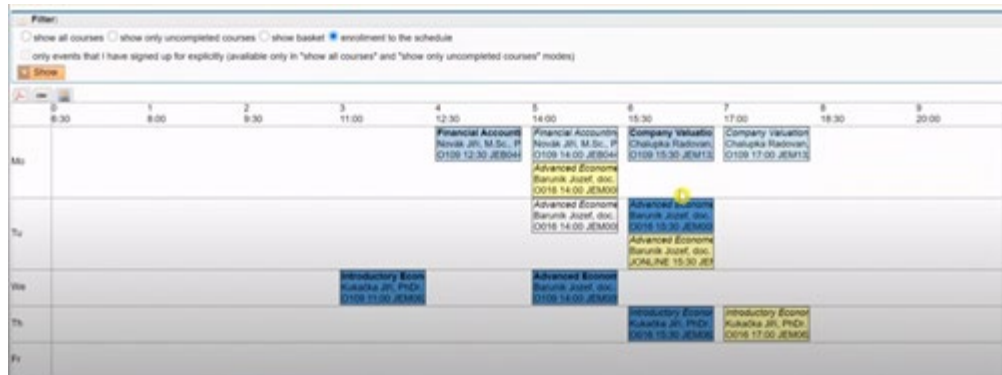


# COURSE REGISTRATION IN SIS – STEP BY STEP

- To see the list of enrolled courses, go to **Enrolled**.
- To see the graphic version, go to **Schedule**.



Eurocredits		Semester	limit		Range		Code	Title	Faculty	Registration	Type	Note	Schedule
win.	sum.		win.	sum.									
winter	8			2/2	Ex	---	JEB039	International Trade	FSS				Lect: Fri 9:30 - 10:50, O314, Tut: Fri 11:00 - 12:20, O314,
winter	5			2/0	Ex	---	JEM221	Data Science with R I	FSS				Lect: Tue 9:30 - 10:50, O016,
winter	6			1/2	Ex	---	JPM812	Democratic backsliding	FSS				Lect: Mon 17:00 - 19:50, JONLINE, 13.12.2021 Lect: Tue 17:00 - 19:50, JONLINE, 14.12.2021 Lect: Wed 17:00 - 19:50, JONLINE, 15.12.2021 Lect: Thu 17:00 - 19:50, JONLINE, 16.12.2021 Lect: Fri 17:00 - 19:50, JONLINE, 17.12.2021





# COURSE REGISTRATION IN SIS - FAQs

## What to do when the course is full?




- **Do not panic!** The registration period aprox. two weeks long.
- **Enroll** into the **waiting list**.
- **Make plan B** course selection – search for more courses.
- **Attend the first lecture/ seminar, talk to the professor.**





# COURSE REGISTRATION IN SIS - FAQs

## What is the maximum number of ECTS we can register for?

- 
- A student can **register for upto 30 ECTS** in average.
  - **Erasmus+ students** must take **at least 51 % of their courses** (or earn the same number of credits) **at the Faculty of Social Sciences UK.**
  - **Erasmus+ ICM students** should take **at least 51 % of their courses** (or earn the same number of credits) **at the institute where they were nominated to.**
  - **Erasmus+ and Erasmus+ ICM students, your study plan has to reflect all the changes.**

Your [IO coordinator](#) will sign it only after the add and drop period is finished.  
First have it approved by your home university.



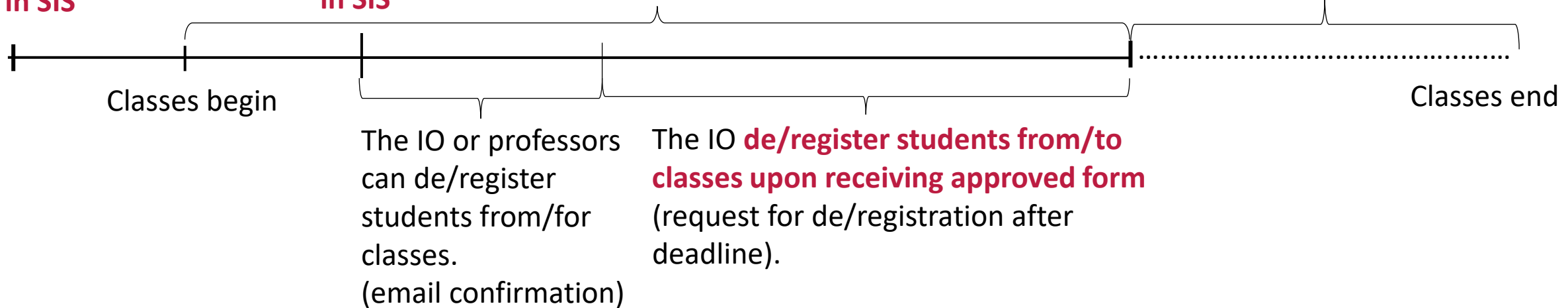
# COURSE REGISTRATION IN SIS – ADD & DROP PERIOD

**START** of the  
online course  
registration  
in SIS

**END** of the  
online course  
registration  
in SIS

The **ADD and DROP** period  
(period of 6 weeks from the  
begining of the semester)

No additional  
de/registration  
possible



**Friendly reminder!**

**A student can request additional deregistration of the course only if he/she hasn't started fullfiling any assignment.**



# COURSE REGISTRATION IN SIS – HOT TIPS

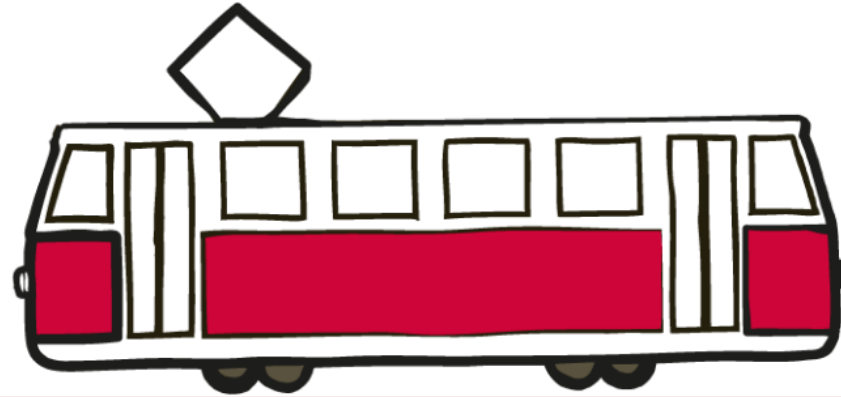


- Mark the start date and time of the Course Registration in your calendar or put a memo into your phone.
- Double check **you can log in SIS**.
- **Make a list of the courses** you want to register for **in advance**.
- **Course registration period can vary** per faculty.
- If you are experiencing **problems**, contact your IO FSV UK coordinator.
- Detailed information available [here](#).





FACULTY  
OF SOCIAL SCIENCES  
Charles University



IF YOU ARE PREPARED,  
YOU WILL NOT BE SURPRISED.