

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 [Study information system \(SIS\)](#). I may re/set the password on the website of [Central authentication service \(CAS\)](#).
- 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)

Subjects and schedule registration (version: 293)
Faculty of Social Sciences, 2014/2015, winter semester, enroll to 2. year

59:37 Enrolled **Enroll (study plan)** Enroll (my own) Validation Waiting list Settings

Filter:
Year and semester: 2014/2015, winter semester [Change]
Recommended study year: ---
 Show only courses with available capacity
 Show also courses, that I cannot enroll ?
Show: only courses from actual faculty
 courses from all faculties
Show

Show study plan via tree **Do**

Code	Title	Odkazy	Capacity	Recommended study year	Begins	1st sem.	2nd sem.	Eurocredits 1/2 sem.	Teacher
<input checked="" type="checkbox"/> JJB226	Strategy and Financial Management of Marketing I	[courses] [schedule]	1 / 62		winter	2/0	Ex	5/0	JUDr. Petr Majerik
<input type="checkbox"/> JJB228	Commercial Management	[courses] [schedule]	1 / 62		winter	2/0	Ex	4/0	Ladislav Báča + Ondřej Obluk
<input type="checkbox"/> JJB231	History and Theory of Public Relations	[courses] [schedule]	1 / 62 / (63)		winter	2/0	Ex	5/0	PhDr. Denisa Hejlová, PhD. + Doc. PhDr. Jan Halada, CSc.

Enroll

- I will click on **Enroll**. (3)

Schedule item selection

Subject: **Specialised German I** (JLB013)
 Academic year: **2014/2015**
 semester: **winter**

Capacity	Paralell	Week	Day	Hour	Classroom	Teacher
Practicals						
<input checked="" type="checkbox"/> 0/1	04		Mon	8:00 - 10:00	J3014	Mgr. Dagmar Křenková, Ph.D.
<input type="checkbox"/> 0/1	05		Mon	10:00 - 12:00	J3014	Mgr. Dagmar Křenková, Ph.D.
<input type="checkbox"/> 0/1	06		Thu	16:15 - 18:15	J3014	Mgr. Dagmar Křenková, Ph.D.

Enroll selected schedule items

- 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 lístky zapsány.
- Cy: 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)

 **Subjects and schedule registration** (version: 293)
 Faculty of Social Sciences, 2014/2015, winter semester, enroll to 2. year

58:29     Enrolled Enroll (study plan) **Enroll (my own)** Validation Waiting list Settings

- 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).

Filter:

Faculty: Faculty of Social Sciences

Year and semester: 2014/2015, winter semester [\[Change\]](#)

Guarantee: --- [?](#)

Subject code: JJM245 **1.** ←

Title contains: [?](#)

Show only courses with available capacity:

Show: 20 results per page

Search **2.** ←

Code	Title	Odkazy	Capacity ?	Begins	1st sem.	2nd sem.	Eurocredits 1/2 sem.
<input checked="" type="checkbox"/> JJM245	Introduction to visual communication	[courses] [schedule]	0 / 20	winter	1/1	MC	4/0

Results 1-1 of 1 **3.**

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.



- Schedule items enrolled:
- Tut: Mon 10:00 - 12:00, J3014

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).

Validation:

Year and semester: 2014/2015, winter semester [Change]

Last request date: You didn't request any validation.

Last validation date: You didn't request any validation.

2. ← → Refresh result ▶ Validation request 1.

Don't press the **Validation request** button uselessly (it has effect only after changes in registration). If you're waiting for results of validation, you can check the current condition by using the **Refresh result** button repeatedly.

- 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.

Validation:

Year and semester: 2014/2015, winter semester [Change]

Last request date: 09.09.2014 12:39

Last validation date: 09.09.2014 12:39

Last validation result: **No errors found**

Last change in registration: 08.09.2014 15:03

Refresh result ▶ Validation request

Don't press the **Validation request** button uselessly (it has effect only after changes in registration). If you're waiting for results of validation, you can check the current condition by using the **Refresh result** button repeatedly.

- *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**.

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	JLB013 Specialised German I	[courses] [schedule]	1 / 1 / (3)		winter	0/3	C		2/0	M
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		[courses] [schedule]	0 / 60 / (80)		winter	0/3	C		2/0	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		[courses] [schedule]	0 / x		winter	0/3	C		2/0	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	JLB027 Specialised Russian I - upper levels	[courses] [schedule]	0 / x / (20)		winter	0/3	C		2/0	F
<input type="radio"/>	<input type="radio"/>	<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	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	JLB039 Specialised Russian I - lower levels	[courses] [schedule]	0 / x / (25)		winter	0/3	C		2/0	F

Enroll

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

• This is only registration on waiting list!

Schedule item selection

Subject: **Specialised German I (JLB013)**
 Academic year: **2014/2015**
 semester: **winter**

Capacity	Paralell	Week	Day	Hour	Classroom	Teacher
Practicals						
<input type="radio"/>	<input checked="" type="radio"/>					
1/1	04		Mon	8:00 - 10:00	J3014	Mgr. Dagmar Křenková, Ph.D.
<input type="radio"/>	<input type="radio"/>					
0/1	05		Mon	10:00 - 12:00	J3014	Mgr. Dagmar Křenková, Ph.D.
<input type="radio"/>	<input type="radio"/>					
0	This is only registration on waiting list!		tu	16:15 - 18:15	J3014	Mgr. Dagmar Křenková, Ph.D.

Enroll selected schedule items

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

! • You have chosen a full schedule item, this course will be enroll on waiting list.

i • Enter more detailed requirements for registration on the waiting list.

Filter:

Year and semester: 2014/2015, winter semester [Change]

Complete data to waiting list

Subject: **Specialised German I (JLB013)**

Selected schedule item: 14aJLB013x01

Academic year: **2014/2015**

semester: **winter**

Do kdy čekat: [dd.mm.yyyy hh:mm]

You haven't any note in waiting list

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

 **Subjects and schedule registration** (version: 293)

Faculty of Social Sciences, 2014/2015, winter semester, enroll to 2. year

56:40     Enrolled Enroll (study plan) Enroll (my own) Validation **Waiting list** Settings

- 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**.

Filter:								
Year and semester: 2014/2015, winter semester [Change]								
	Code	Title	How long waiting	Queue sequence	Changed		Schedule item	Queue sequence
	JLB013	Specialised German I	25.12.2014 14:00	1	BEHOUNKP 08.09.2014 16:00		14aJLB013x01	1

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

Filter:											
Year and semester: 2014/2015, winter semester [Change]											
Eurocredits											
	Semester	limit		Range		Code	Title	Faculty	Registration	Type	N
		win.	sum.	win.	sum.						
	winter	2		0/3	C ---	JLB013	Specialised German I	FSV	waiting	required/elective	
	winter	0 (+2)									
	summer		0								

CHANGE IN A PARALLEL CLASS/CANCELLATION OF A SUBJECT

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

Subjects and schedule registration (version: 293)

Faculty of Social Sciences, 2014/2015, winter semester, enroll to 2. year

59:54

Enrolled
Enroll (study plan)
Enroll (my own)
Validation
Waiting list
Settings

Schedule

- 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.

		Eurocredits				Code	Title
Semester		limit		Range			
		win.	sum.	win.	sum.		
		winter	4		1/1 MC	----	JJM245 Introduction to visual communication
winter		4					
summer			0				

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

Schedule item selection							
Subject: Specialised German I (JLB013)							
Academic year: 2014/2015							
semester: winter							
Capacity	Paralell	Week	Day	Hour	Classroom	Teacher	
Practicals							
<input checked="" type="checkbox"/>	1/1	04		Mon	8:00 - 10:00	J3014	Mgr. Dagmar Křenková, Ph.D.
<input checked="" type="checkbox"/>	0/1	05		Mon	10:00 - 12:00	J3014	Mgr. Dagmar Křenková, Ph.D.
<input type="checkbox"/>	0/1	06		Thu	16:15 - 18:15	J3014	Mgr. Dagmar Křenková, Ph.D.
	Change	selected schedule items					