

## Course registration – frequently asked questions

### Where can I find courses offered by SGH?

Every spring, SGH publishes on the [Virtual Dean' Office](#) an academic offer for the next academic year (*Teaching programmes and study plans*). However, as courses at SGH open ON DEMAND, the offer is usually narrowed down (this specifically applies to elective courses) based on students' responses received during the first course registration stage, so called *Preferences*.

### Do all courses from the curricula open?

No, not all courses will run. For a course to be opened a certain number of students has to be registered. Students themselves during online course enrolment - 1st stage (called *Preferences*) decide which courses will open (most frequently selected ones).

### How do exchange students enrol for courses?

Exchange students, like all regular SGH students, for course registration use our online enrolment system: [Virtual Dean's Office](#)

### What does the registration look like?

Course registration consists of three major stages, with each being obligatory. The stages take place in the Virtual Dean's Office through the "Preferences" and "Course selection" tabs.

	1st stage - "Preferences"	2nd stage - course clashes, add & delete	3rd stage - finalization of course list
Fall term	May	August-September	within the first month of semester start
Spring term	November	January-February	

### Do I have to take part in all three stages of the course registration process?

**All international students are obliged to participate in each of the stages.**

However, if you miss the "Preferences" stage, you will not have any influence on "shaping" final course list. Also, you will be able to register for any courses only during the last stage (3rd stage).

### I did the first stage ("Preferences"), but my course list is empty now.

If after the "Preferences" stage all or some of your courses disappear, it means that they will not open. If your course does not open, check whether this course is offered by another instructor as one course might be offered by 2-3 instructors.

### What is a time clash (collision) and what should I do about it?

You cannot enrol for courses running at the same time. After the Preferences stage, the system shows time clashes in your schedule and obliges you to remove them. If you do not remove one of colliding classes, the system itself will delete all clashing pairs.

### **Can I change my course list in the second registration stage?**

The second stage allows students to modify their course choices. If you decide to add, drop, change courses, this is the stage to do so. Remember to save your changes each time you make any (move content of the "basket" to the "declaration card").

### **I try to add a course online, but the command is "no places on main list". What does it mean?**

It means that there are no spots available. You can register for the same course offered by another instructor, but if not possible, then via a request in USOSweb.

### **The registration process is over and the VDO is closed. Can I still add or delete any courses?**

Yes, you can do so only via a request in USOSweb. Each semester a deadline is set - please stick to it (usually within 4 weeks of semester commencement).

### **How do I register (add/drop course) via request in USOSweb?**

First, you need to receive approval from course instructor (by email). Then, you need to complete the form available in USOSweb (course code, course name, lecturer's name, reason). Your request will be considered by the Dean's office. Once the Dean agrees, you will have the course added or deleted in your Virtual Dean's Office account.

If your request is incomplete or submitted after deadline, it will be rejected.

### **I added/deleted a course, but I cannot see any change in my declaration card. What happened?**

If you add or delete a course, but do not confirm this (you need to click "yes" down the page to move "basket" to "declaration"), your changes will not be saved.

### **I'm a Bachelor student and I need to take a Master course. Can I register?**

Master students are not allowed to take bachelor level courses. Bachelor students (pursuing a 3-year long bachelor's degree) are not allowed to take master level courses. The only exception is students following a 4-year bachelor programme and only when doing their exchange at SGH in the last year of studies. Only they are allowed to register for master level courses (letter of support from home university required).

### **Study practically at SGH? Check out our course offer with companies.**

Please visit our website, get to know the selection criteria and application deadlines:

- [http://administracja.sgh.waw.pl/en/cpm/cems/courses\\_at\\_sgh/list/Pages/default.aspx](http://administracja.sgh.waw.pl/en/cpm/cems/courses_at_sgh/list/Pages/default.aspx)
- <http://firma.sgh.waw.pl/en/bas/education/Pages/default.aspx>

### **Useful links:**

- [Virtual Dean's Office \(VDO\)](#) – curricula available under "Teaching programmes & study plans", course registration platform available after logging in)
- [USOSweb](#) (course syllabuses, paper request submission to add/drop courses only in justified cases after VDO closes)

- [Undergraduate Dean's Office](#) – updates about courses, schedules
- [Graduate Dean's Office](#)