

# Registration in USOSweb – subscription for the seminar Undergraduate Studies

Basic information concerning all turns of registration

You need to login to the website <https://usosweb.sgh.waw.pl/>

Next you need to go to **STUDENT'S SECTION**, in which all further declaration steps take place.

Depending on the specifics of each turn we use:

- **Calendar** (it shows all available registrations for the student, from which you move to the proper turn of declaration: subject, seminar, field of study – only Undergraduate Studies);
- **Cart** (shows subject for which the student is subscribed at the moment);
- **Schedule** (besides the current student's schedule, it shows up-to-date changes in subjects during registration).

The screenshot shows the USOSweb website interface for the 'STUDENT'S SECTION'. The header includes the SGH Warsaw School of Economics logo and navigation tabs: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION**, STAFF SECTION, and COMMON SECTION. The main content area is divided into a left sidebar and a main grid of service tiles.

**INDEX**

- REGISTRATIONS**
  - calendar
  - cart
  - for courses
  - direct for groups
  - group preferences
- SCHEDULE**
- REGISTRATIONS FOR EXAMS
- MY STUDIES
  - tests
  - grades
  - applications
  - rankings
  - stipends
  - student mobility
  - surveys
  - payments fk

**Main Grid of Services:**

- Tests**: Test sets and rules for course completion - tasks, exams, grades and their relations.
- Final grades**: Current final grades for courses you completed.
- Applications**: Submit applications to the dean, view submitted applications and see the dean's decisions.
- Rankings**: View your ranking positions.
- Scholarships**: Check awarded scholarships, change the account number for your scholarship.
- Student Exchange**: Browse opportunities available under the Erasmus+ student exchange program.
- Surveys**: Take a survey or view survey results.
- Payments (model FK)**: Check the university's bank account number for your payments.
- mLegitymacja**: Order mLegitymacja.

Subscriptin to the seminar

After choosing **STUDENT'S SECTION** tab you should go to **Calendar**:

The screenshot shows the SGH Warsaw School of Economics website. The top navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION' (highlighted), 'STAFF SECTION', and 'COMMON SECTION'. A left sidebar contains an 'INDEX' with categories: 'REGISTRATIONS' (with 'calendar' highlighted), 'SCHEDULE', 'REGISTRATIONS FOR EXAMS', and 'MY STUDIES'. The main content area features a grid of nine service tiles: 'Tests', 'Final grades', 'Applications', 'Rankings', 'Scholarships', 'Student Exchange', 'Surveys', 'Payments (model FK)', and 'mLegitymacja'.

In **Registration calendar** the Subscription to seminar will be available (subscription are made separately for each mode of study):

The screenshot shows the 'Registration calendar' page. It features an information icon and a text box stating: 'These list includes all registrations related to you. If you think that some registrations are missing, contact your dean's office - maybe you didn't get proper access rights as a result of some mistake?'. Below this, it says 'Full list of all registrations is available in the News section →'.

The screenshot shows a registration entry for a seminar. The title is 'Registration for seminar 20222: Full-time Undergraduate Studies (SLLD + SLLA) [SEM-2022-LIC-D]'. Below the title is a button 'show courses related to this registration →'. The entry itself is a table with several columns: a status column showing 'in progress, 1 hour 2 min til end' and dates '2023-01-23 00:00 - 2023-06-13 21:00'; a description column 'Direct registration for groups - application queues mode [description]'; a 'Subscription for bachelor seminar' column; a column with navigation icons (up, down, left, right, refresh, check); and a 'Go to registration' button.

Choosing option **Go to registration** will allow you to submit the request to be subscribe to seminar with chosen supervisor.

Visual after going to registration (list of all seminars available to choose from – due to the specifics of USOS system described as subject):

Courses in registration  
Registration for seminar 20222: Full-time Undergraduate Studies (SLLD + SLLA) SEM-20222-LIC-D

[← go back to the registration calendar](#)

**FILTRY**

Show courses in  
 Polish

Show basic courses  
 Show major courses  
 Show major elective courses  
 Show mandatory courses for the next semester  
 Show free choice courses

Search according to a course code:   
Search according to a course title:

Show only these courses which I am able to register for **i**

**Apply**

show course groups in separate column  
 show brief course description under each row  
 show terms and registration carts  additional information about registration and classes **Change settings**

Elements 1..30 of 543  Show options

Course code	Course title ^	Course title in Polish	Key	Actions
			20222	
190001-0006-D	Bachelor's Seminar - Adam A. ....	Seminarium licencjackie - Adam A. ....		Course page →
190001-0047-D	Bachelor's Seminar - Adan	Seminarium licencjackie - Adan		Course page →
190001-1512-D	Bachelor's Seminar - Adan. ....	Seminarium licencjackie - Ada. ....		Course page →
190001-1024-D	Bachelor's Seminar - Adan	Seminarium licencjackie - Adan ..		Course page →
190001-1507-D	Bachelor's Seminar - Adan	Seminarium licencjackie - Adan		Course page →

In the declaration all bachelor seminars offered for given academic year are available. Due to the big number of offers, to find the seminar conducted by the chosen supervisor it is best to use the search box writing the name of the teacher in **Search according to a course title**:

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Registration for seminar 20222: Full-time Undergraduate Studies (SLLD + SLLA) SEM-20222-LIC-D

[← go back to the registration calendar](#)

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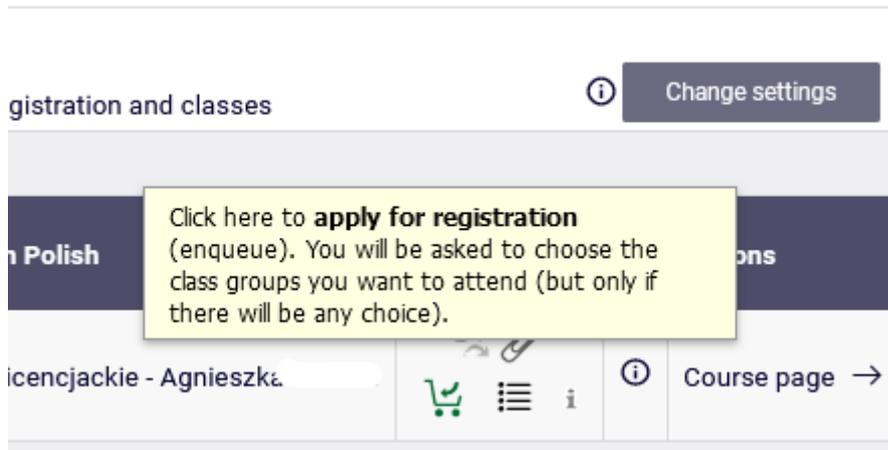
show course groups in separate column  
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Elements 1..1 of 1  Show options

Course code	Course title ^	Course title in Polish	Key	Actions
			20222	
190001-0003-D	Bachelor's Seminar - Agnieszka Alińska	Seminarium licencjackie - Agnieszka Alińska		Course page →

Elements 1..1 of 1  Show options

Request to be accepted for seminar is submitted by choosing the green cart icon:



Before subscription you can fill the boxes:

- **Comment for the Lecturer** – information/request, which you want to send to the supervisor
- and **Proposed thesis title**

Filling those boxes is not required by the system, but it can make easier for the supervisor when giving the decision.

**Bachelor's Seminar - Agnieszka . (2022) [190001-0003-D]**  
**Registration for seminar 2022: Full-time Undergraduate Studies (SLLD + SLLA) [SEM-2022-LIC-D]**

[← go back to course search results](#)

refresh
Change settings

show location of classes

If you want to change these settings permanently, edit your preferences in the [My USOSweb](#) menu.

Submit ask

Group	Possible position	Lower limit	Upper limit	Teacher	Group description	Time
Seminar						
1	3			Agnieszka .	(In Polish) [0003] Agnieszka	none

Comment for the Lecturer:

Test

4 / 300

Proposed thesis title:

test

4 / 300

Submit ask

After submitting the request the comment will show up:

**Bachelor's Seminar - Agnieszka (2022) [190001-0003-D]**  
**Registration for seminar 2022: Full-time Undergraduate Studies (SLLD + SLLA) [SEM-2022-LIC-D]**



Action completed successfully. Course was linked to program Management, Undergraduate, full-time. Refresh the page.

Request for subscription to the bachelor seminar in given semester can be send to only one supervisor. Until the supervisor’s decision, choosing different supervisor is not possible.

Seminars of other supervisors will be inactive – the cart icon will be grey:

Courses in registration

**Registration for seminar 2022: Full-time Undergraduate Studies (SLLD + SLLA) SEM-2022-LIC-D**

[← go back to the registration calendar](#)

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[|<](#) [<](#) Elements 1..30 of 543 [>](#) [>|](#)  Show options

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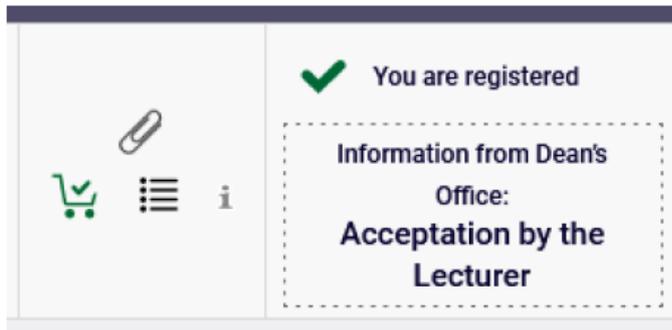
Sent request for subscription to bachelor seminar will be visible after going to **Cart**:

Accepting for the seminar requires the acceptance of the chosen supervisor. After sending the request for subscription to seminar, until the decision is made, there is a possibility to withdraw the request. To do that, you need to click on the red cart icon next to the chosen supervisor. In the next step, you can send the request to another supervisor by going to registration and repeating of the procedure.

In case of rejecting the request by the supervisor, in **Cart** next to seminar (where previously was the information about the submitted request for subscription) you will see information:

In that situation you should choose seminar again with different supervisor, by repeating the procedure of the request (by going to registration).

In case the request will be accepted by the supervisor, in **Cart** you will see information:



After subscription to seminar there is no possibility to delete it and the realization of seminar becomes mandatory in the semester, in which the seminar is declared.

The obligation to complete the seminar is understood to be the submission of the thesis no later than the last day of the second term of exam session of the semester in which the seminar is conducted.

**ATTENTION** – if the supervisor within the specified deadline (after the end of stage) will not resolve the request for subscription to seminar, it will be automatically rejected.