

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 website interface for the SGH Warsaw School of Economics. The header includes the school's logo and name, and a navigation menu with options: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted), STAFF SECTION, and COMMON SECTION. A left sidebar contains an INDEX with categories: REGISTRATIONS (with sub-links for calendar, cart, courses, groups, and preferences), SCHEDULE, REGISTRATIONS FOR EXAMS, MY STUDIES (with sub-links for tests, grades, applications, rankings, stipends, mobility, surveys, payments, diplomas, and mlegitymacja), and MEETINGS. The main content area features a grid of 12 service tiles, each with an icon and a brief description: Tests, Final grades, Applications, Rankings, Scholarships, Student Exchange, Surveys, Payments (model FK), mLegitymacja, Course schedule, and Jednorazowe kasowanie.

Registration for subjects:

3rd phase – subscription to launched classes until limit reached

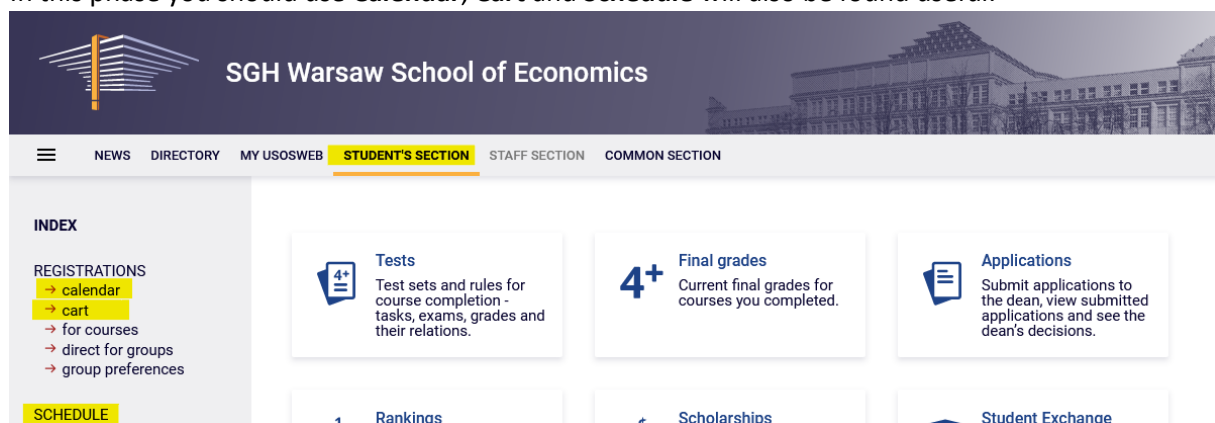
In this phase all students take part, including for the first time those, who didn't took part in first stage of declaration (preferences). During the 3rd phase you can subscribe to launched classes until limit reached (on „first-come first-served” basis).

During this phase all subjects launched in the upcoming semester will be available, but some places in the groups will already be taken by the students registered in previous stages/phases. It may happen that in the beginning of this phase some of the subjects can have full seat limit. For the students places up to established **upper limit** of seats are available.

In this phase the registration is carried on „first-come first-served” basis (rankings and bonuses don't matter). Until the end of the phase, there is a possibility to declare and retract request for subscription for classes. After the phase will close, there will be no possibility to remove classes from the schedule.

There is no possibility to unsubscribe from classes, which will be in the **Cart** in the beginning of the phase (subjects declared in previous stages/phases of declaration).

In this phase you should use **Calendar**, **Cart** and **Schedule** will also be found useful:



The screenshot displays the website interface for the SGH Warsaw School of Economics. At the top, the school's logo and name are visible. Below the header, a navigation bar includes links for NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted), STAFF SECTION, and COMMON SECTION. On the left, an INDEX sidebar lists REGISTRATIONS with sub-links for calendar, cart, for courses, direct for groups, and group preferences, and a SCHEDULE link. The main content area features a grid of service tiles: Tests (with a 4+ icon), Final grades (with a 4+ icon), Applications, Rankings, Scholarships, and Student Exchange.

In the **Cart** it will be possible to check subscription to classes after previous phases (in case of student who will take part in declaration for the first time the **Cart** will be empty):

NEWS
DIRECTORY
MY USOSWEB
STUDENT'S SECTION
STAFF SECTION
COMMON SECTION

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
- diplomas
- mlegitymacja

MEETINGS

Your cart

i Here you can see all the courses which you **are** registered for **and** these which you want to be registered for. Specific state for each course is displayed next to it.

how to register for courses?
 how to register for class groups?
 how to register for exams?
 did I apply for sufficient number of courses?

Display options

Include also:

- inactive terms
- dismissed courses
- use reverse chronological order
- display column with registration statistics **i**

Apply

Summer semester 2022/23 [20222]

Registration 20222: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20222-LIC-D

Course Name	ECTS	Week	Status	Action	Registration
Algebra (in English) 121001-D	6.0 ECTS	WK-1 CW-11			✓ You are registered
Analysis and Design of Information Systems I 120521-D	3.0 ECTS	WK-1			✓ You are registered
Business Informatics I 120251-D	3.0 ECTS	WK-1			✓ You are registered
Statistical Methods I 120311-D	3.0 ECTS	WK-1 LAB-11			✓ You are registered
Max. number of courses to choose: 17					(registration with no priorities)
(in Polish) Blok lektoratowy IV semestr (język I, język II) 1B0LEK4-D		CW-1			✓ You are registered

Classes are also available in **Schedule**:

NEWS
DIRECTORY
MY USOSWEB
STUDENT'S SECTION
STAFF SECTION
COMMON SECTION

MY SHORTCUTS

SCHEDULE

CLASS GROUPS

USOSMAIL

STATEMENTS

PRIVACY PREFERENCES

USOSWEB PREFERENCES

<
>
today

Jun 5 – 11, 2023

week
month
day
list

	Mon 6/5	Tue 6/6	Wed 6/7	Thu 6/8	Fri 6/9	Sat 6/10	Sun 6/11
6am							
7am							
8am			8:00 - 9:40 Statistical Methods I				
9am							
10am	9:50 - 1:20 Blok lektoratowy IV semestr (język I, język II)						
11am							
12pm							
1pm							
2pm			1:30 - 3:10 Business Informatics I				
3pm							
4pm							
5pm							
6pm		5:10 - 6:50 Analysis and Design of Information					
7pm							

To subscribe to subjects after choosing to **STUDENT'S SECTION** you should go to **Calendar**, in which you will see the registration and the phase with information when it is open:

☰
NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION

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
- diplomas
- mlegitymacja

MEETINGS

Registration calendar

i 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?

Full list of **all** registrations is available in the [News section](#) →

Registrations for exams

[Go to registration](#) →

	Go to registration	(in Polish) Sesja 20212 (I termin) [description]	Direct registrations	✓
	Go to registration	(in Polish) Sesja 20212 (II termin) [description]	Direct registrations	✓

Preferences 20222: Full-time Undergraduate Studies (SLLD + SLLA) [PRE-20222-LIC-D]

[show courses related to this registration](#) →

✓	closed 2023-01-23 00:00 - 2023-04-30 20:00	⊘ Direct registration for groups - FCFS mode [description]	Preferences	▲ 🌐 17 📎 ✓
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Registration 20222: Full-time Undergraduate Studies (SLLD + SLLA) [REJ-20222-LIC-D]

[show courses related to this registration](#) →

✓	closed 2023-03-06 09:11 - 2023-06-27 15:00	◆ Registration for course [description]	1st phase - unsubscribing from non mandatory courses	📎 ✓
✓	closed 2023-07-04, 10:00 - 20:35	⊘ Direct registration for groups - application queues mode [description]	2nd phase - subscriptions to groups based on ranking	▲ ▲ 17 📎 ✓
→	in progress, 21 minutes til end 2023-07-06 18:00 - 2023-07-11 06:00	⊘ Direct registration for groups - FCFS mode [description]	3rd phase - subscriptions to groups - the sooner the better	▲ 🌐 17 📎 ✓ Go to registration
☐	will start in 3 days 2023-07-15, 00:05 - 00:06	⊘ Direct registration for groups - FCFS mode [description]	3rd stage - subscription to groups - the sooner the better	▲ 🌐 17 📎 ✓
☐	will start in 3 days 2023-07-15, 00:07 - 00:08	⊘ Direct registration for groups - application queues mode [description]	Subscription with teacher's permission	▲ ▲ 17 📎 ✓

After **going to Registration**, you will see all subjects that have been launched and will be available in this phase:

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

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

SEARCH FILTERS

Show courses in

Polish English
 German

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 242 Show options

Course code	Course title ^	Course title in Polish	Key ⓘ	Actions
			20222	
121521-D	Business Cycle Analysis and Foreign Market Research	Business Cycle Analysis and Foreign Market Research		ⓘ Course page →
120310-D	Statistical Methods I	Metody statystyczne I		ⓘ Course page →
136081-D	A Review of Classic American Movies (CNJO)	A Review of Classic American Movies (CNJO)		ⓘ Course page →
120551-D	Accounting and Financial Reporting	Accounting and Financial Reporting		ⓘ Course page →
120550-D	Accounting and Financial Reporting	Rachunkowość i sprawozdawczość finansowa		ⓘ Course page →

Filters

In this phase time is of essence, so it is worth to use **filters** available in registration:

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

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

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

← go back to the registration calendar

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Show only these courses which I am able to register for [i](#)

Apply

If you want to find non-mandatory subject (elective or major subject or connected to other than the current field of study), you can use its name or code. When searching:

- by code, you should enter:
 - maximum of 6 digits (without the code of the lecturer – four digits after the dash),
 - first digits of the code – then the system will search all subjects, which begin with those numbers;
- by name, you can enter part of it – then the system will search all subjects, which include the phrase in its name

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

Described above search filters can be used also to search all subjects (basic, major and connected to current major). However, we suggest to use the available filters, which will facilitate the whole process.

When using the filters you should pay attention to the fact, that using some of them can give empty result (depending on the semester and current study plan).

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

← go back to the registration calendar

SEARCH FILTERS

Show courses in

Polish English German

Show basic courses

Show major courses

Show major elective courses

Show mandatory courses for the next semester

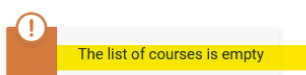
Show free choice courses

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



In case of realization of mandatory subject from each section, the list after filtering will be empty. In other case after choosing the correct filter the system will show subjects for realization. You should pay attention to the fact, that with the pair of alternative subjects, in case of finishing one of the subjects, the system will show the second one as subject for realization. According to the plan of studies it is not necessary to take both subjects.

Students of **International Economics** are obliged to do **both Theory of State and European Integration** (one as an basic course, on 4th semester, and the second as major, until the end of studies).

Students of **Management** are obligated to do complete following subjects **Management (110591)**, **Management (Seminar) (110601)** - those two are the same as Management (110641), and **Marketing (110481)** – two as basic subjects, third as major subject.

The filter **Show mandatory courses for the next semester** allows to search all subjects, which are required for the semester for which the declaration is taking place and which are listed as mandatory in the plan of studies for the semester (name and code).

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

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

SEARCH FILTERS

Show courses in

Polish English German

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..5 of 5 Show options

Course code	Course title ^	Course title in Polish	Key i	Actions
			20222	
110561-D	Accounting	Accounting		Course page →
110631-D	Finance	Finance		Course page →
110461-D	Macroeconomics I	Macroeconomics I		Course page →
110511-D	Microeconomics II	Microeconomics II		Course page →
110581-D	Statistics	Statistics		Course page →

If for the given semester in the requirements (according to the binding plan of studies) there are no specific subjects (name and code), and in the Schedule there is only languages/seminar and required ECTS amount from specific group of subjects, the search result with this filter will be empty.

ATTENTION STUDENTS REGISTERIGN FOR CLASSES FOR THE LAST SEMESTER OF STUDIES

In case of the last semester in the Schedule there are no specific subjects included. During the declaration for this semester system will verify all subjects previously passed during the course of study and connected to your field of study. After choosing **Show mandatory courses for the next semester** filter, all previously not declared/passed major subjects (also those from alternative pairs of subjects, but if one of the subjects was passed than you don't need to declare the other subject) and all previously not declared/passed connected to your major subjects will be listed.

In case of realization in previous semesters the subjects connected to your major, which amount of ECTS together is minimum 15 ECTS points, you don't need to declare more subjects from this list.

On the last semester for the major subjects, it will be useful to use the filter:

SEARCH FILTERS

Show courses in

Polish English

German

Show basic courses

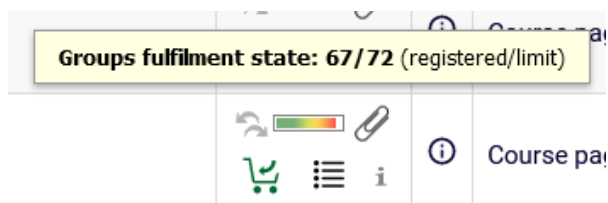
Show major courses

Show maior elective courses

The filter will allow you to search all previously not passed major subjects.

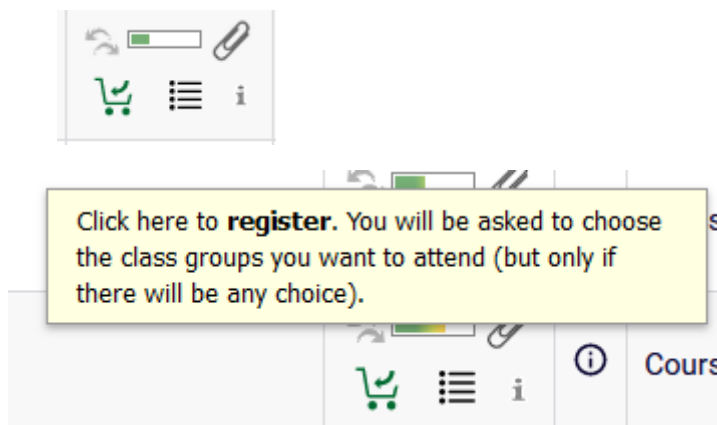
Registration for classes and resignation from the subject chosen in this phase

Next to each subject you can see a bar, which shows approximately filling of the group (no colour/green – a lot of free places, red – no places left). After pointing the bar you will see detailed information about filling of places in the group and the limit of seats for the subject.

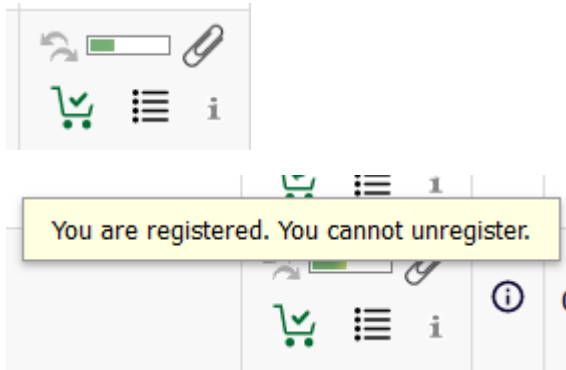


Subjects can have different marking of the cart icons, informing if there is possibility to subscribe to subject or not:

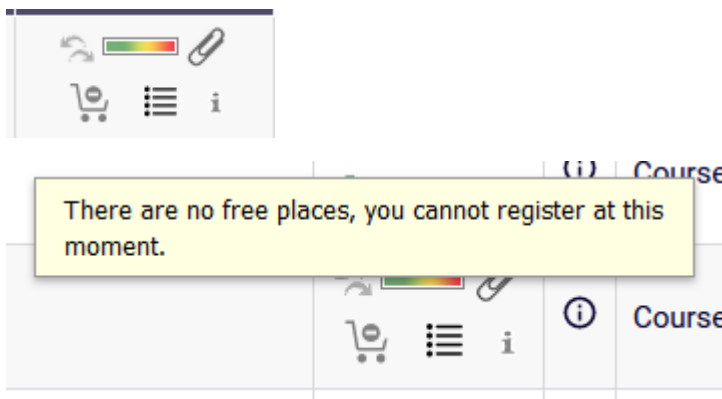
- possibility of subscription to subject with this cart:



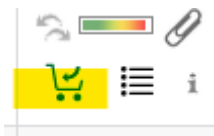
- lack of possibility of registration to subject with this cart, due to the fact that the student is already subscribed to this subject (subject is already in **Cart**):



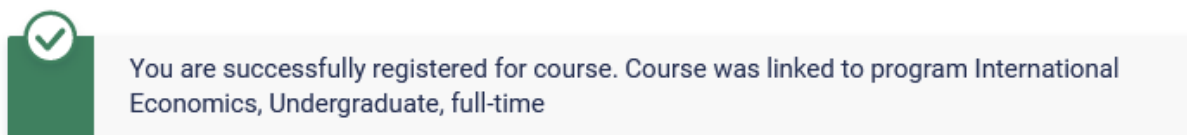
- lack of possibility of registration to subject due to filled limit of seats:



For the chosen subject you can subscribe by clicking the green cart icon:



If chosen subject has only one exercise group or one lecture and one exercise group, the request will be accepted at once and the confirmation of subscription will show:



If the subject has several groups, you should choose the specific one:

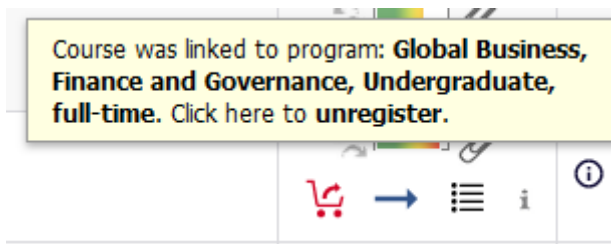
Register									
Group	Registered	Lower limit	Upper limit	Requests	Teacher	Group description	Time	Dedications	
Class									
11	17		20	0		(In Polish) [1330]	Thursday 11:40-13:20		
12	20		20	0		(In Polish) [1330]	Thursday 11:40-13:20		
13	19		20	0		(In Polish) [1330]	Thursday 13:30-15:10		
21	20		23	0		(In Polish) [1064]	Monday 17:10-18:50		
22	20		23	0		(In Polish) [1064]	Monday 17:10-18:50		
23	21		23	0		(In Polish) [1064]	Monday 19:00-20:40		
24	22		23	0		(In Polish) [1064]	Monday 19:00-20:40		
Lecture									
1	56		60	0		(In Polish) [1330]	Monday 11:40-13:20		
2	83		92	0		(In Polish) [1064]	Thursday 08:00-09:40		
Register									

If subjects consists from different class forms (i.e. lecture and exercise), then next to the exercise group number you can find information, with which lecture group it is connected with:

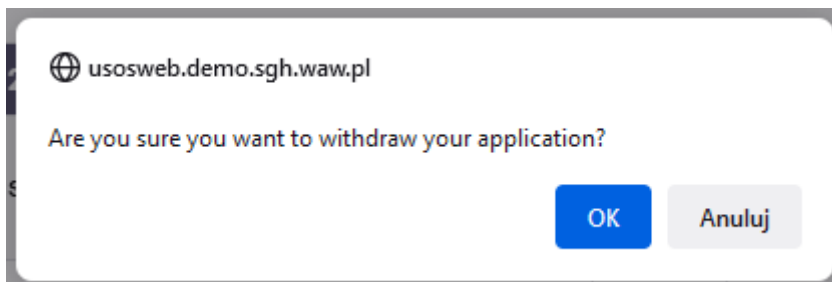
Registered	Group
17	11
20	15
19	13
20	21
21	22
23	23
22	24
20	2
84	2

Connected group: Lecture 1.

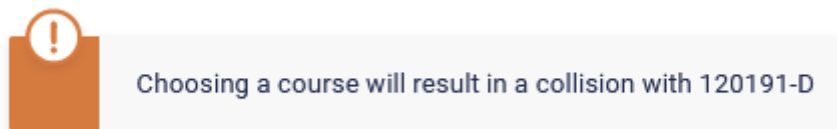
After successful registration the cart icon next to subject will turn red:



If you wish to resign from subject, you should click red cart icon and confirm the decision:



If you would want to subscribe for subject, which is in collision with other subjects from **Cart**, you will see the information:



All subjects for upcoming semester (chosen in this and in previous phases) are shown in **Cart**:

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NEWS
DIRECTORY
MY USOSWEB
STUDENT'S SECTION
STAFF SECTION
COMMON SECTION

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SCHEDULE

REGISTRATIONS FOR EXAMS

MY STUDIES

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- grades
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MEETINGS

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 did I apply for sufficient number of courses?

Display options

Include also:

- inactive terms
- dismissed courses
- use reverse chronological order
- display column with registration statistics ⌵

Apply

Summer semester 2022/23 [20222]

Registration 20222: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20222-LIC-D					
Algebra (in English) 121001-D	6.0 ECTS	WYK-1 CW-11			You are registered
Analysis and Design of Information Systems I 120521-D	3.0 ECTS	WYK-1			You are registered
Business Informatics I 120251-D	3.0 ECTS	WYK-1			You are registered
Capital Market 121501-D	3.0 ECTS	WYK-1			You are registered (your application has been accepted)
Corporate Finance 120191-D	3.0 ECTS	WYK-1			You are registered (your application has been accepted)
Product and Brand Strategies 130941-D	3.0 ECTS	WYK-1			You are registered (your application has been accepted)
Statistical Methods I 120311-D	3.0 ECTS	WYK-1 LAB-11			You are registered

Until the end of the phase it is possible to subscribe and unsubscribe from classes, which you would declare during the phase. After the phase will end, it will not be possible to unsubscribe from subjects.

Visual of Cart after the end of phase and migration of data:

☰
NEWS
DIRECTORY
MY USOSWEB
STUDENT'S SECTION
STAFF SECTION
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Apply

Summer semester 2022/23 [20222]

(in Polish) Blok lektoratowy IV semestr (język I, język II) 1B0LEK4-D		CW-1	i	You are registered
Algebra (in English) 121001-D	6.0 ECTS	WYK-1 CW-11	i	You are registered
Analysis and Design of Information Systems I 120521-D	3.0 ECTS	WYK-1	i	You are registered
Business Informatics I 120251-D	3.0 ECTS	WYK-1	i	You are registered
Capital Market 121501-D	3.0 ECTS	WYK-1	i	You are registered
Corporate Finance 120191-D	3.0 ECTS	WYK-1	i	You are registered
Product and Brand Strategies 130941-D	3.0 ECTS	WYK-1	i	You are registered
Statistical Methods I 120311-D	3.0 ECTS	WYK-1 LAB-11	i	You are registered

Subjects which will be left in **Cart** after 3rd phase will be mandatory for realization in upcoming semester.

In next stages there will be no possibility to unsubscribe from classes, which will be left in schedule after the end of 3rd phase of registration.