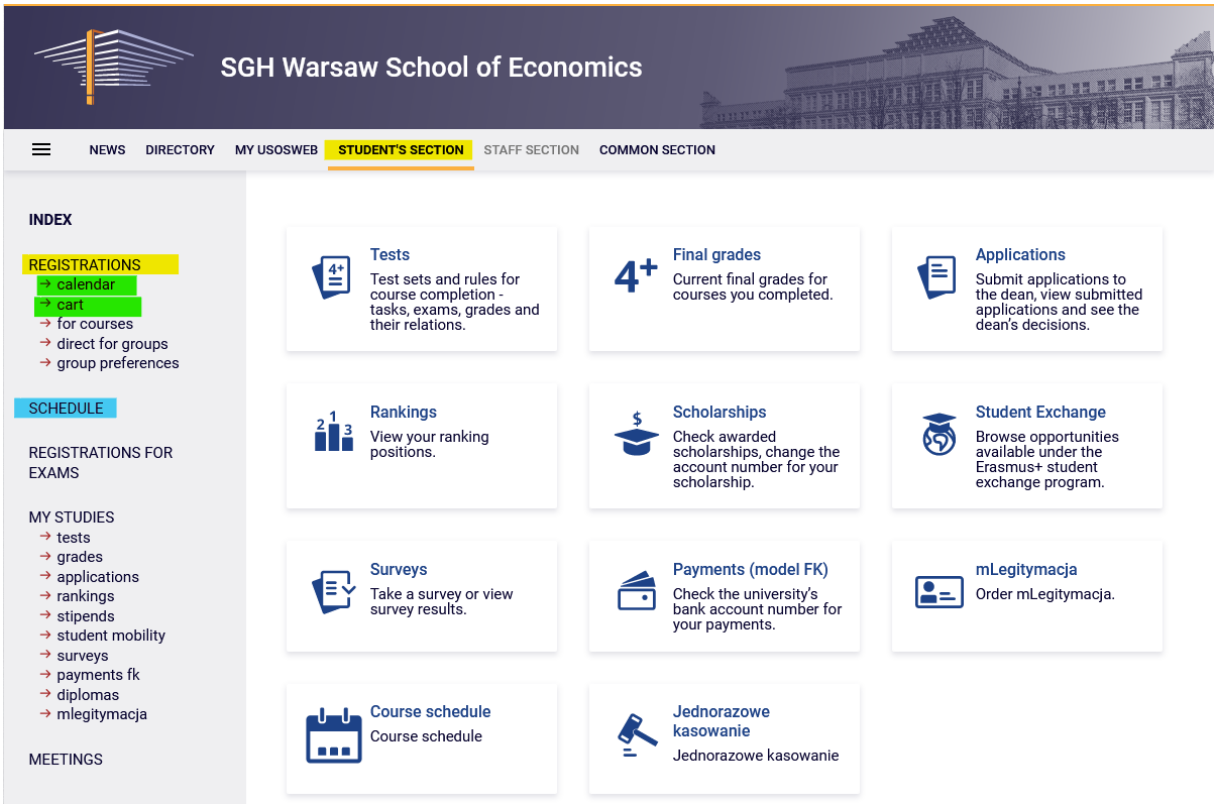
Basic information concerning all turns of registration

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).



Registration for subjects:

3rd phase – subscription to launched classes until limit reached

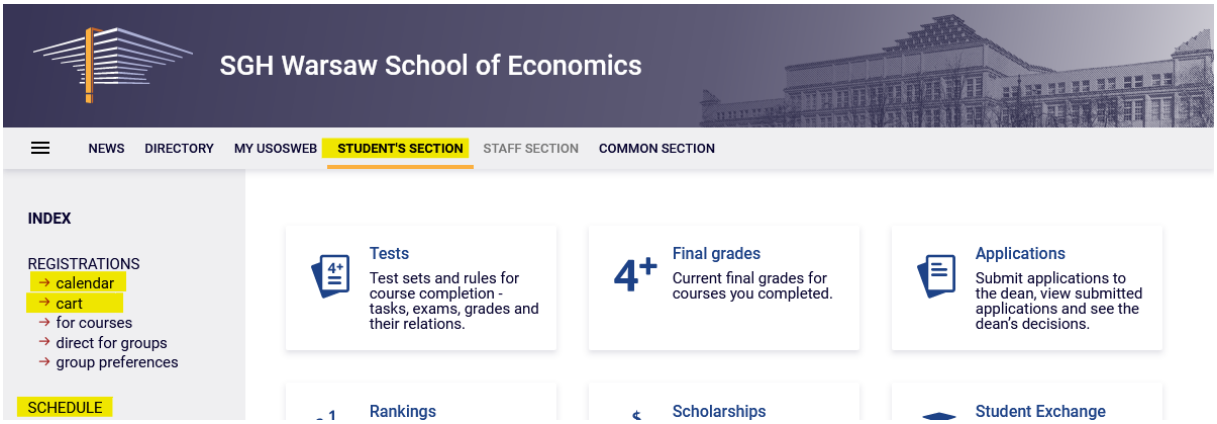
In this phase all students take part, including for the first time those, who didn't took part in first stage of declaration (preferences). During the 3rd phase you can subscribe to launched classes until limit reached (on „first-come first-served" basis).

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.

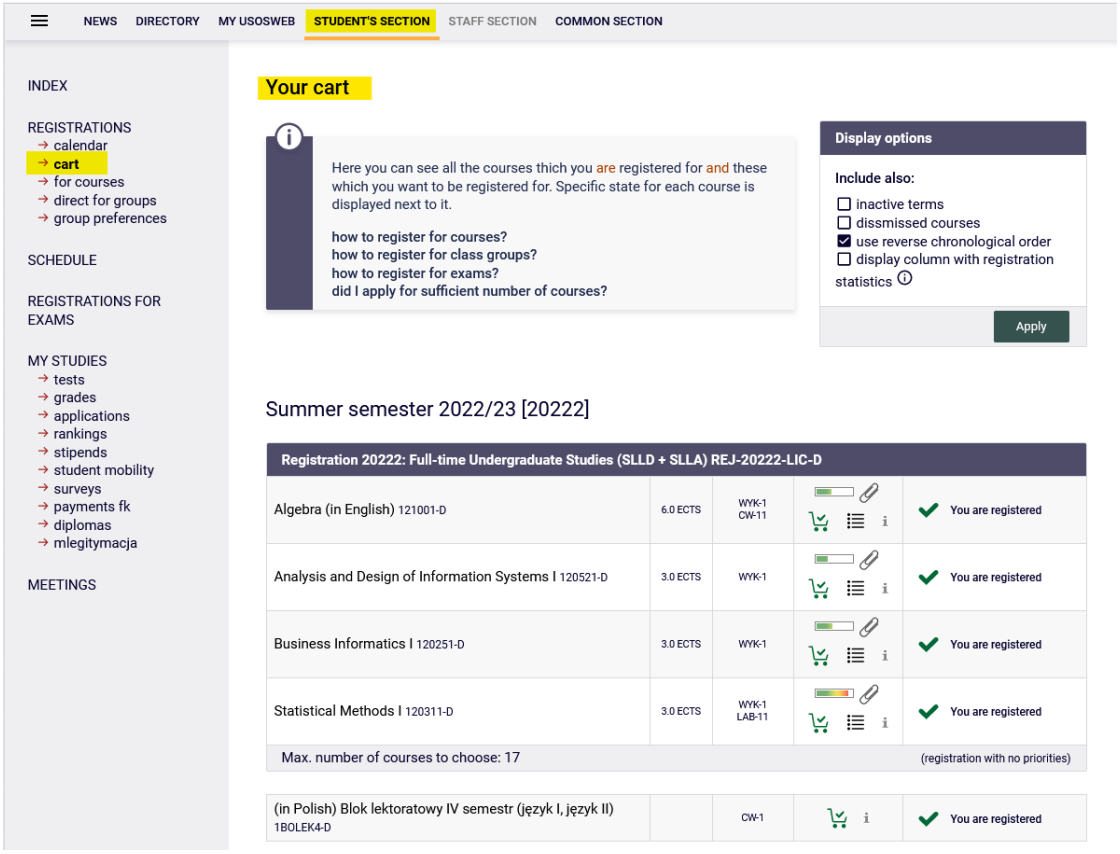
In this phase the registration is carried on „first-come first-served" basis (rankings and bonuses don't matter). Until the end of the phase, there is a possibility to declare and retract request for subscription for classes. After the phase will close, there will be no possibility to remove classes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

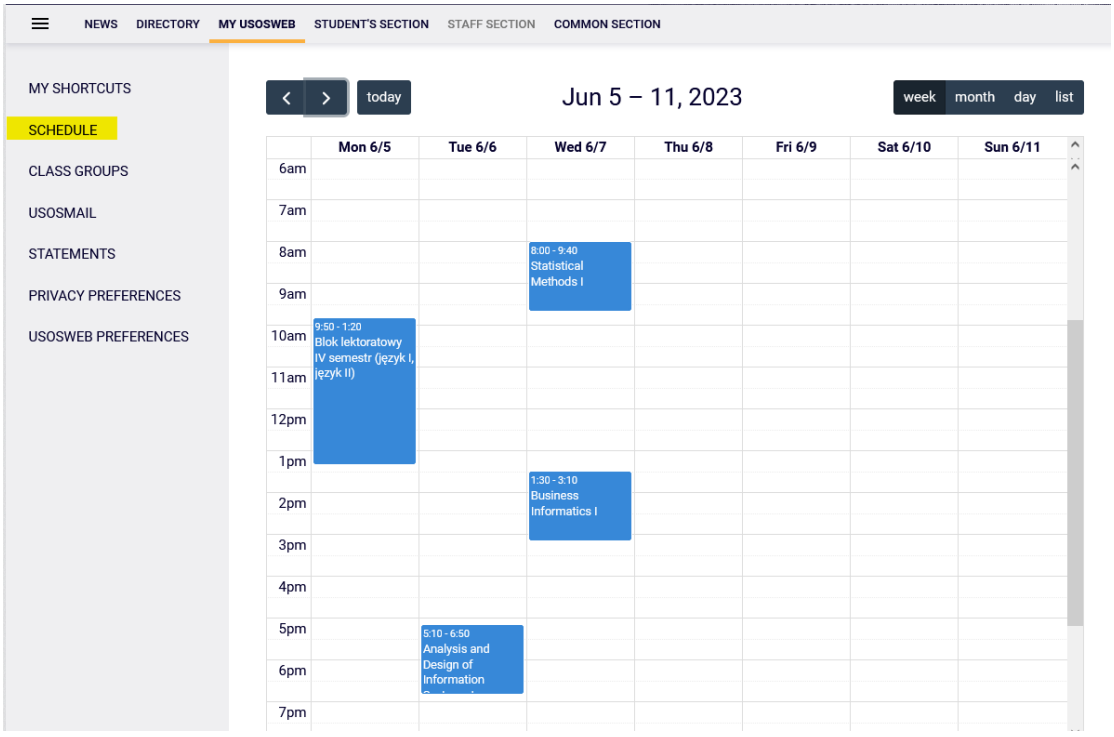
In this phase you should use **Calendar**, **Cart** and **Schedule** will also be found useful:



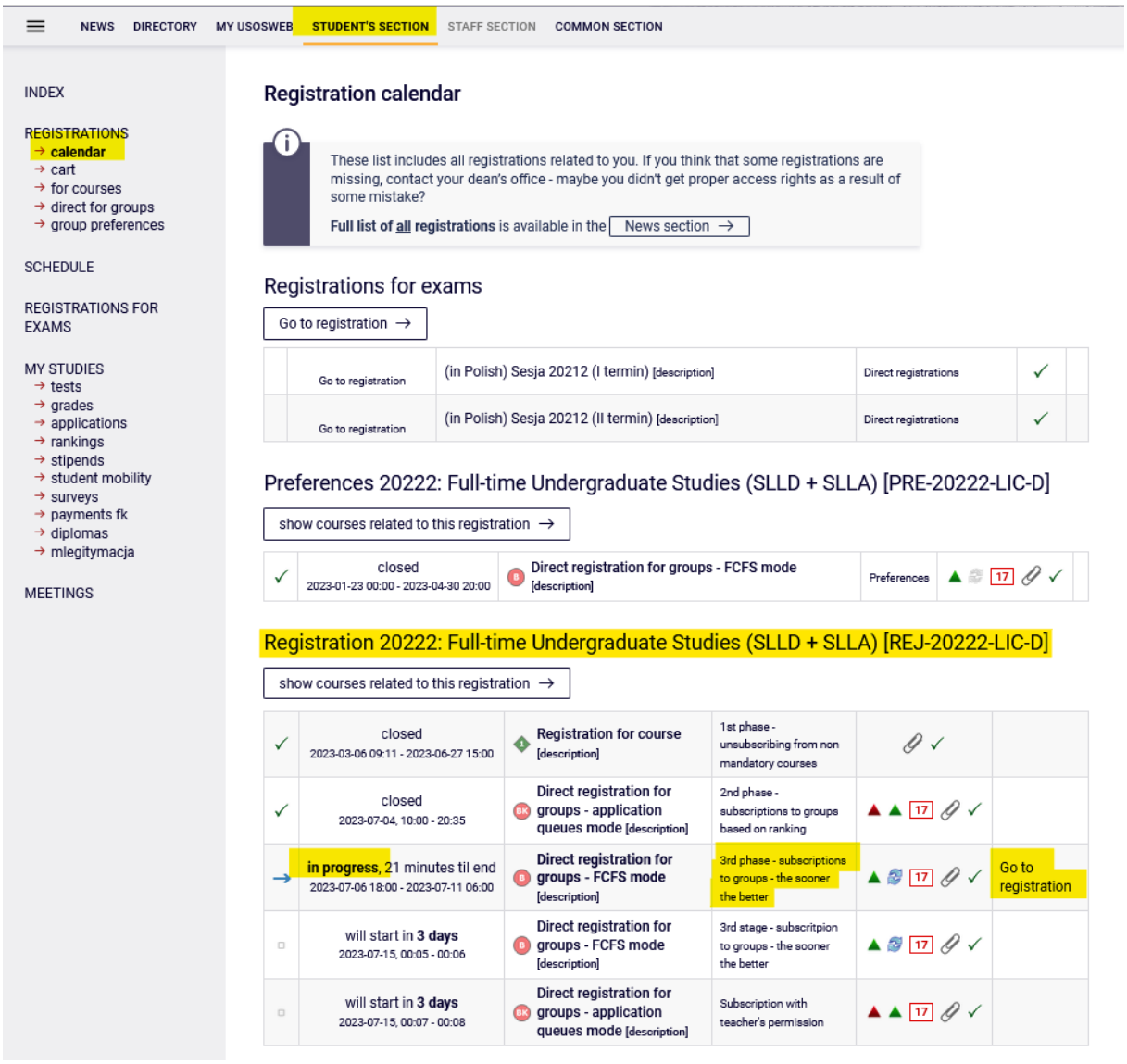
In the **Cart** it will be possible to check subscription to classes after previous phases (in case of student who will take part in declaration for the first time the **Cart** will be empty):



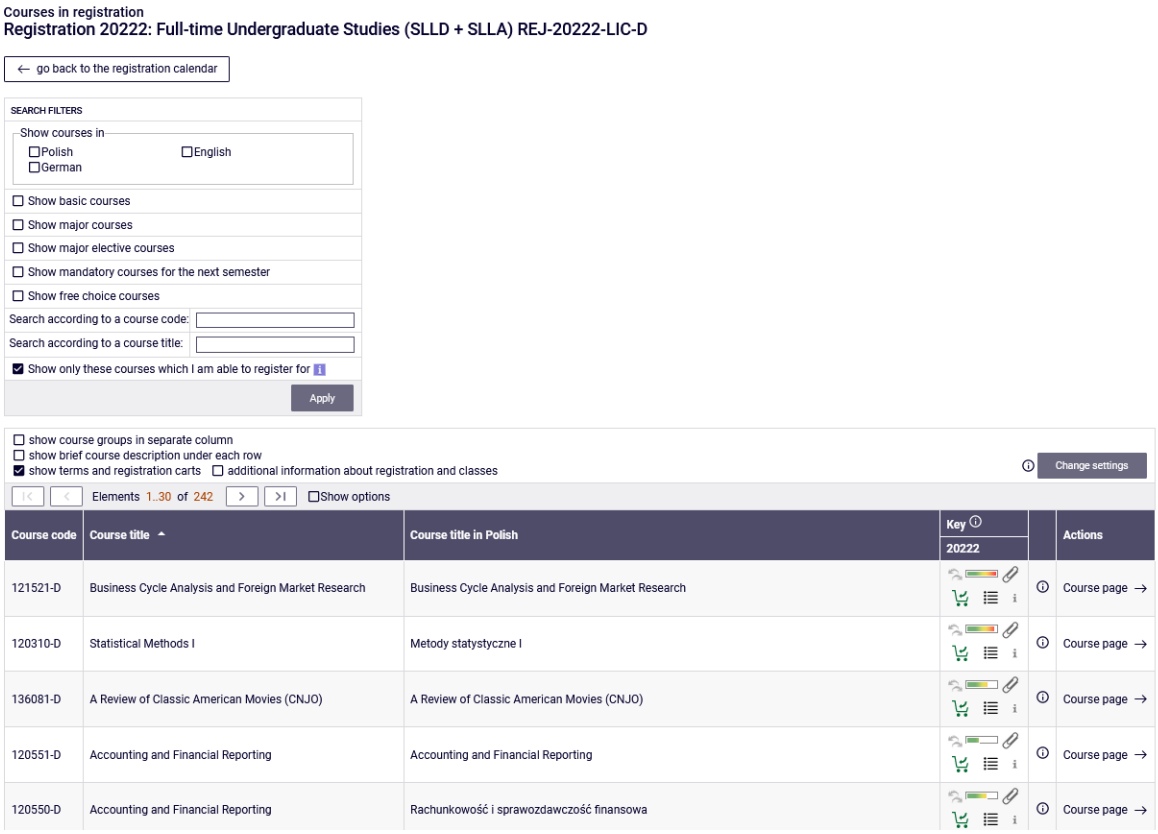
Classes are also available in **Schedule**:



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:

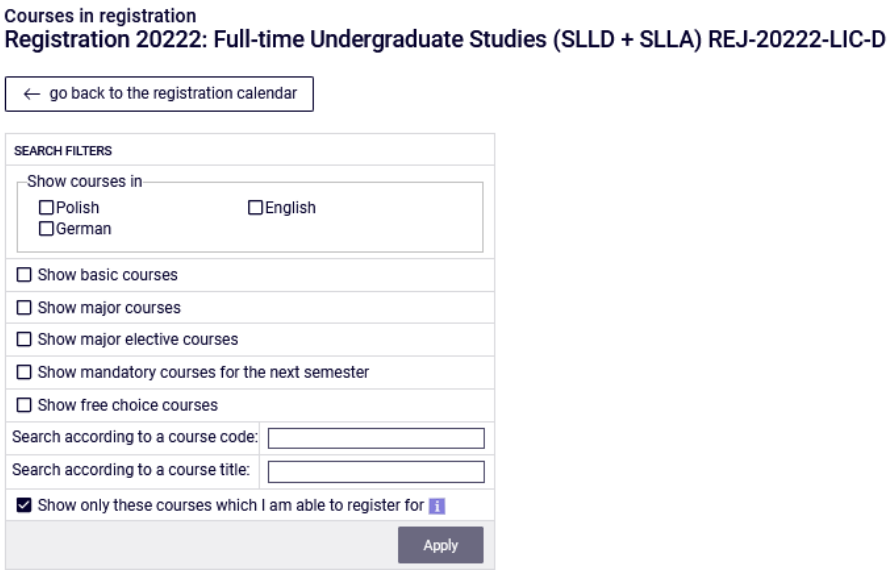


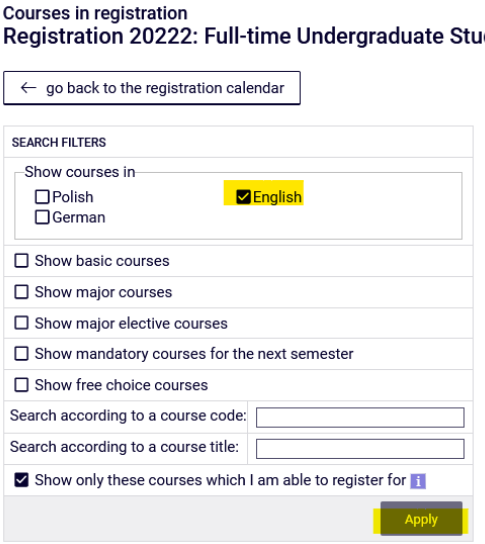
After **going to Registration**, you will see all subjects that have been launched and will be available in this phase:



Filters

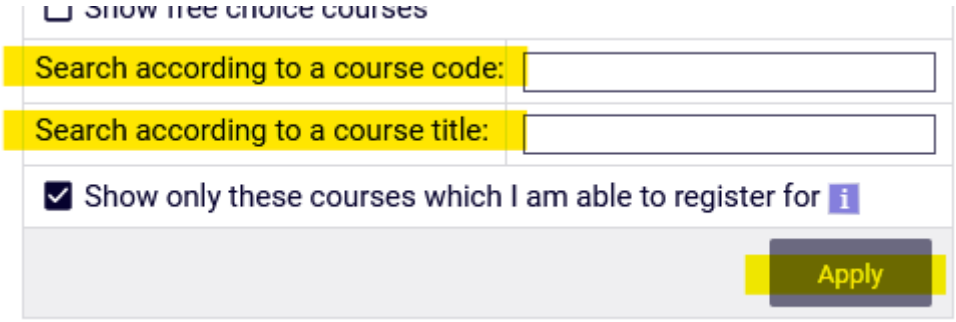
In this phase time is of essence, soi t is worth to use **filters** available in registration:





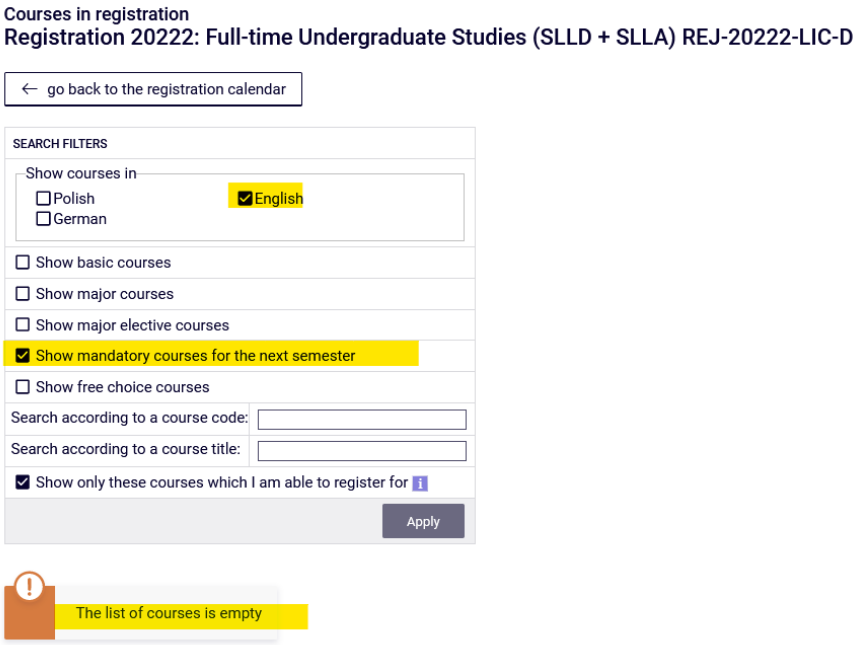
If you want to find non-mandatory subject (elective or major subject or connected to other than the current field of study), you can use its name or code. When searching:

- 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



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).

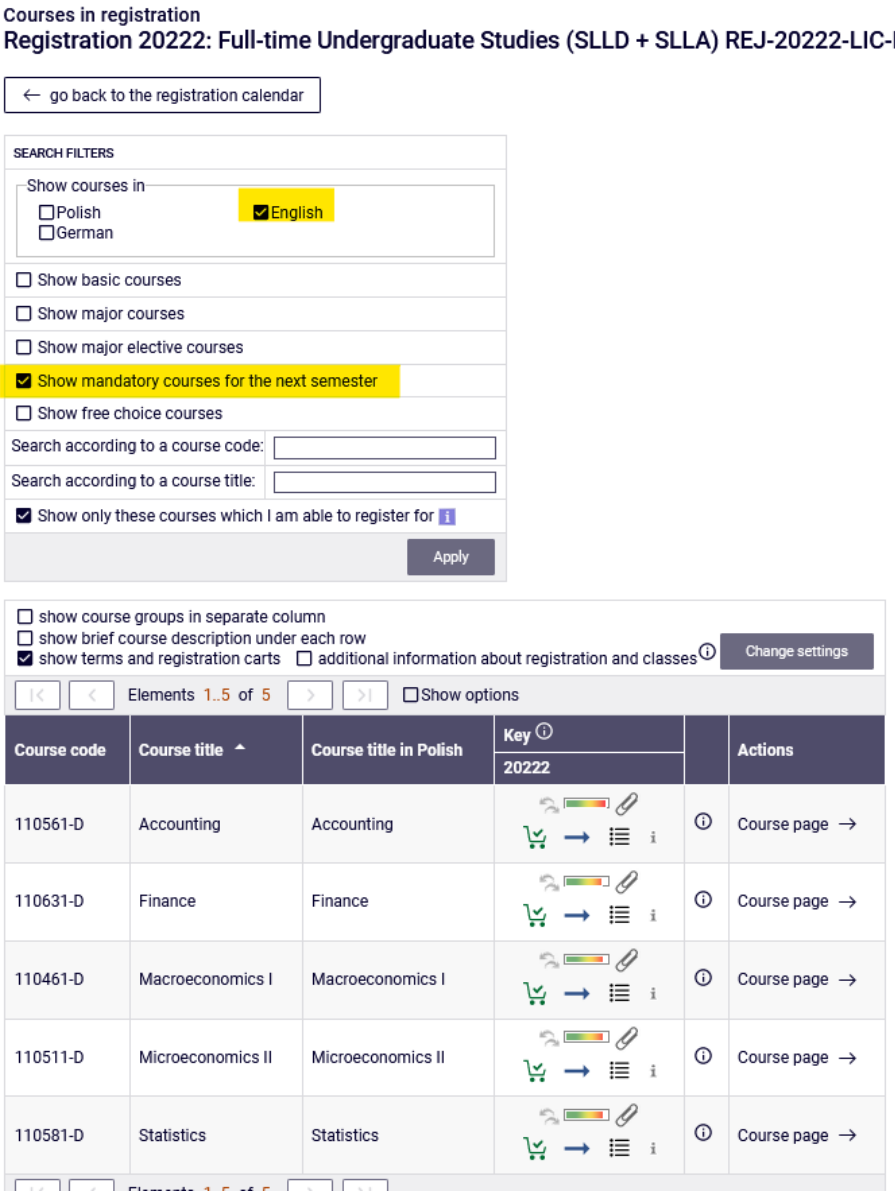


In case of realization of mandatory subject from each section, the list after filtering will be empty. In other case after choosing the correct filter the system will show subjects for realization. You should pay attention to the fact, that with the pair of alternative subjects, in case of finishing 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).



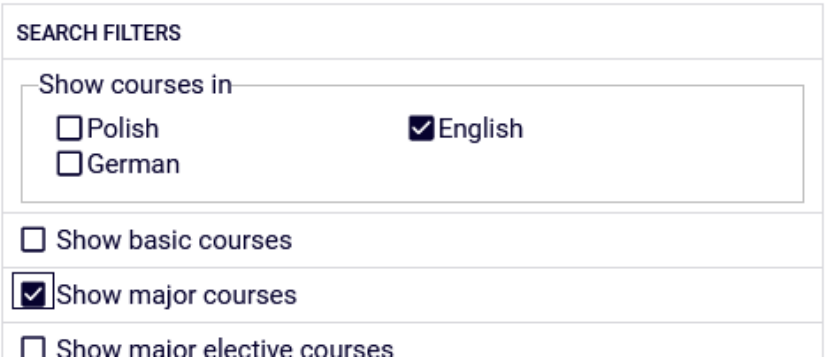
If for the given semester in the requirements (according to the binding plan of studies) there are no specific subjects (name and code), and in the Schedule there is only languages/seminar and required ECTS amount from specific group of subjects, the search result with this filter will be empty.

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.

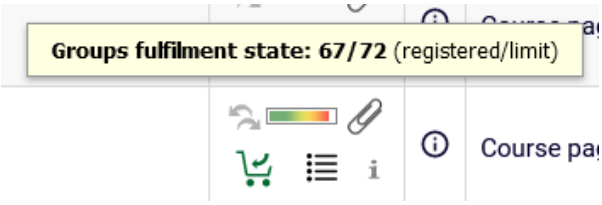
On the last semester for the major subjects, it will be useful to use the filter:



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

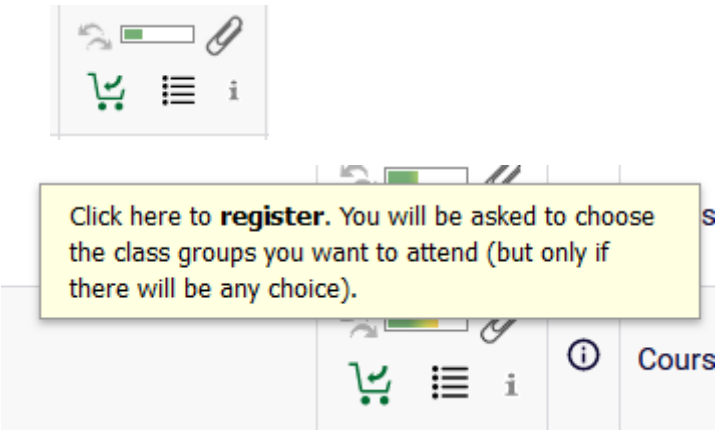
Registration for classes and resignation from the subject chosen in this phase

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.

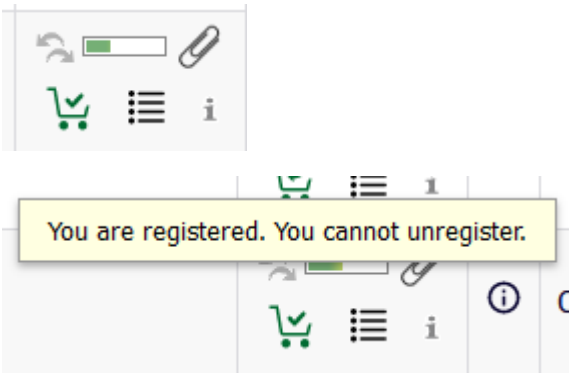


Subjects can have different marking of the cart icons, informing if there is possibility to subscribe to subject or not:

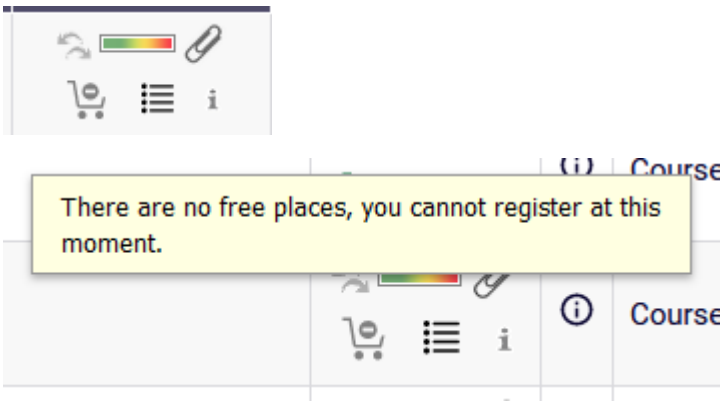
- possibility of subscription to subject with this cart:



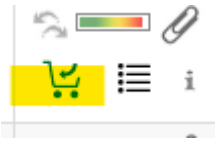
- lack of possibility of registration to subject with this cart, due to the fact that the student is already subscribed to this subject (subject is already in **Cart**):



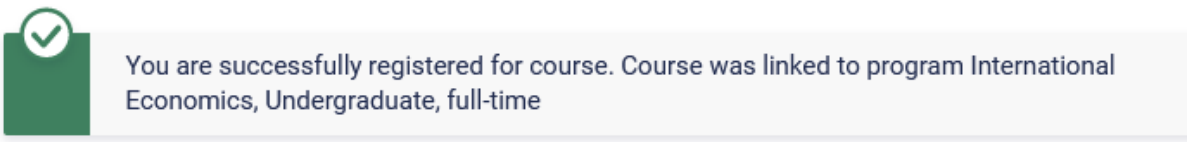
- lack of possibility of registration to subject due to filled limit of seats:



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



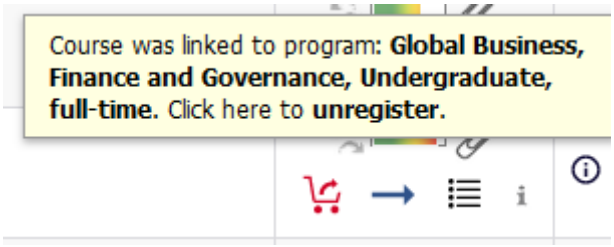
If chosen subject has only one exercise group or one lecture and one exercise group, the request will be accepted at once and the confirmation of subscription will show:



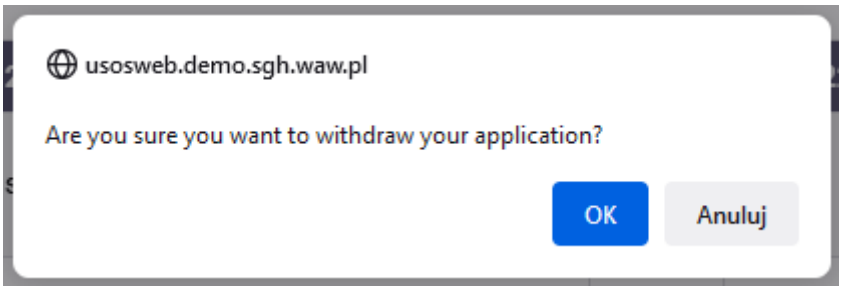
If the subject has several groups, you should choose the specific one:

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:

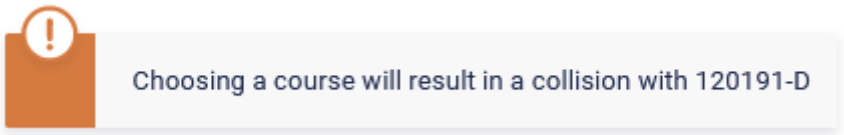
After successful registration the cart icon next to subject will turn red:



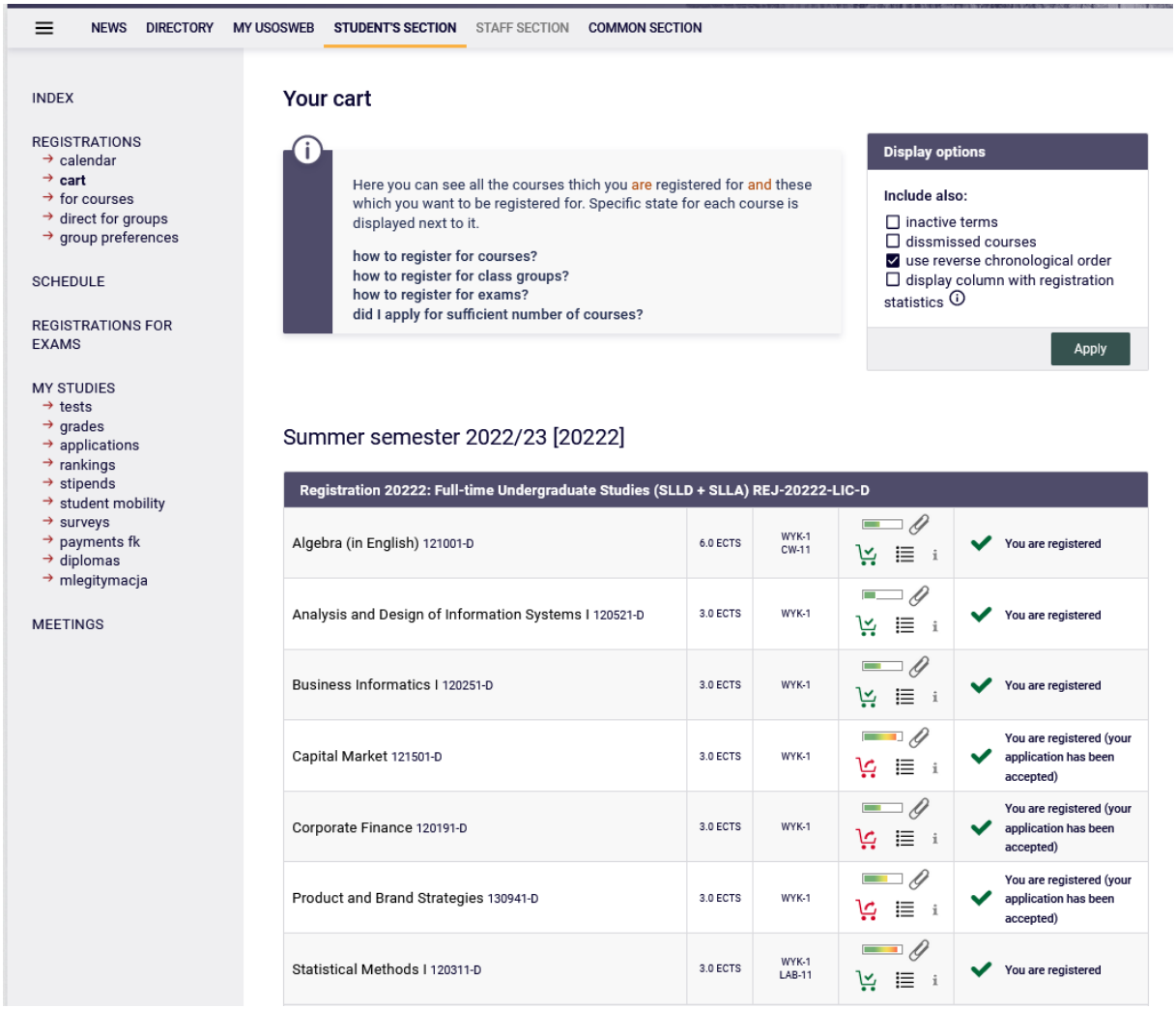
If you wish to resign from subject, you should click red cart icon and confirm the decision:



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

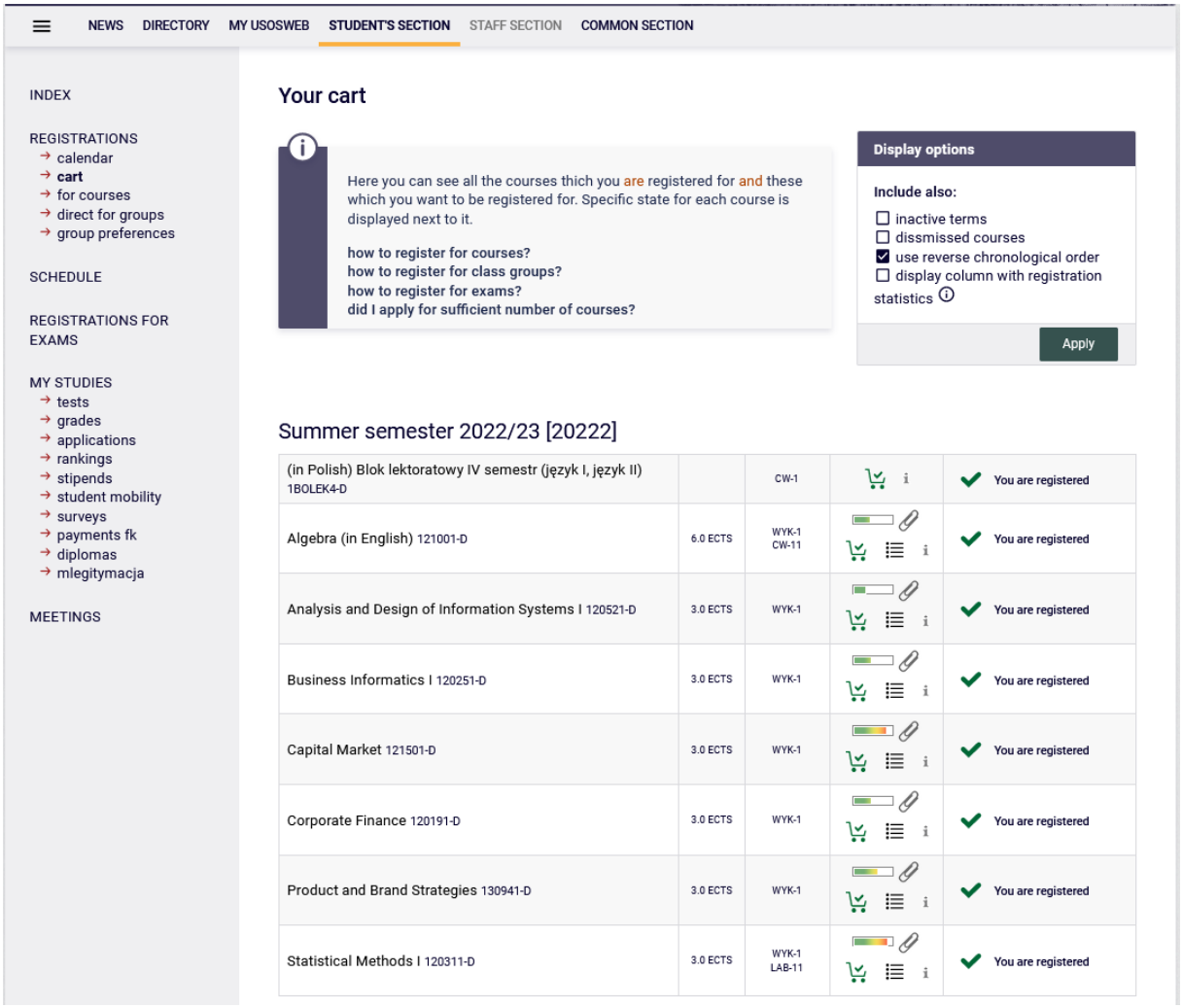


All subjects for upcoming semester (chosen in this and in previous phases) are shown in **Cart**:



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:



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.