

# Registration in USOSweb

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 SGH Warsaw School of Economics USOSweb website. 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. The main content area is divided into a left sidebar and a main grid of service tiles. The sidebar contains an INDEX section with sub-sections: REGISTRATIONS (with links to calendar, cart, for courses, direct for groups, and group preferences), SCHEDULE, REGISTRATIONS FOR EXAMS, and MY STUDIES (with links to tests, grades, applications, rankings, stipends, student mobility, surveys, and payments fk). The main grid features nine tiles: Tests (course completion tasks, exams, grades), Final grades (current final grades), Applications (submit to dean), Rankings (view positions), Scholarships (check awarded), Student Exchange (browse opportunities), Surveys (take or view results), Payments (model FK) (check bank account), and mLegitymacja (order mLegitymacja).

## Subscription for classes:

### 1<sup>st</sup> phase – removing colliding subjects

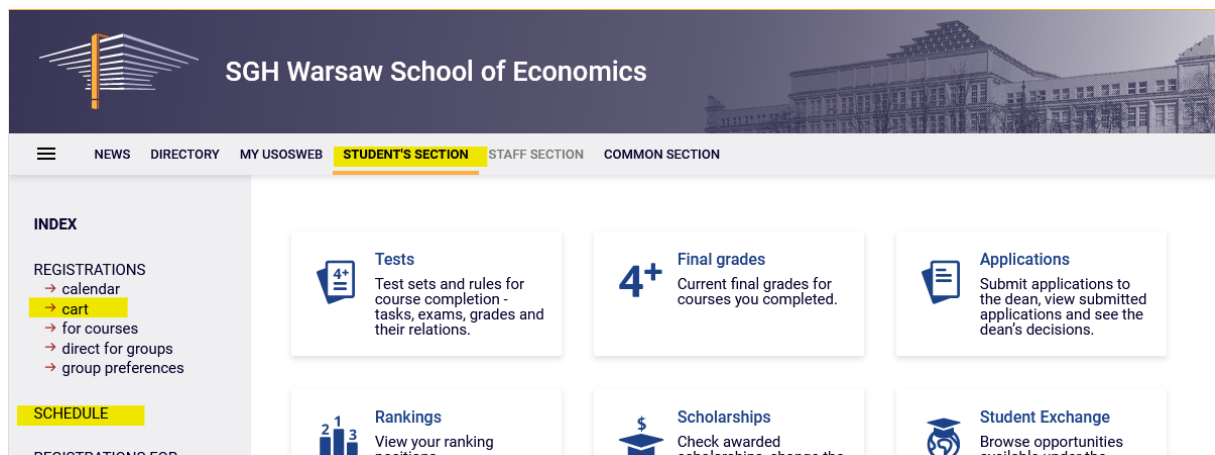
After 1<sup>st</sup> stage (preferences) students will be added to launched classes, which they declared during that stage.

In 1<sup>st</sup> phase of 2nd stage (subscription to classes) only removing of colliding subjects will be possible. After the end of this phase the subjects, which will be left in the **Cart**, will be mandatory subjects for realization in first/winter semester. Subscription for classes done in this phase will be bidding in next stages and you won't be able to remove those subjects. Students, who were subscribed for the specific subject after the preferences, have the place in group guaranteed also in later phases of declaration.

During this phase you won't have the possibility to declare willingness of subscription to any classes. Subscription to classes will take place in next phases.

During this phase **you should delete all collisions between subjects**, which could occur after allocation to groups. Collisions, which will be left, will be removed automatically after the end of phase.

In this phase you should use **Cart** and **Schedule**:




The screenshot displays the website interface for the SGH Warsaw School of Economics. The header includes the school's logo and name, along with navigation tabs: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION**, STAFF SECTION, and COMMON SECTION. The main content area features a sidebar menu with 'INDEX', 'REGISTRATIONS' (with links to calendar, cart, for courses, direct for groups, and group preferences), and 'SCHEDULE'. The main area contains six service tiles: 'Tests' (with a 4+ icon), 'Final grades' (with a 4+ icon), 'Applications', 'Rankings' (with a bar chart icon), 'Scholarships' (with a graduation cap icon), and 'Student Exchange' (with a globe icon).

After going to **Calendar** there is possibility of checking all terms of each phase and stage of declaration.

Due to the fact that in the current phase there is no possibility to subscribe to classes, after moving to the registration all the subjects that are planned to be launched are visible but are not available (red cart icon), for those subjects the subscription will be possible in next phases of declaration.

## Registration calendar

 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](#) →

## Registration 20231: Full-time Undergraduate Studies [REJ-20231-I-LIC-D]

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

→	<b>in progress</b> , 23 minutes til end 2023-09-13, 10:00 - 20:00	 <b>Registration for course</b> [description]	1st phase - unsubscribing from non mandatory courses	 	<a href="#">Go to registration</a>
□	will start in <b>2 days</b> 2023-09-16 10:00 - 2023-09-19 10:00	 <b>Direct registration for groups - FCFS mode</b> [description]	2nd round - subscriptions to groups	  <b>17</b>  	

Course code	Course title ^	Course title in Polish	Key 	Actions
			20231	
110541-D	Basics of Law	Basics of Law	   	 Course page →
110028-D	Corporate Social Responsibility (e-learning)	Corporate Social Responsibility (e-learning)	   	 Course page →
110431-D	Economic Geography	Economic Geography	 	 Course page →
110441-D	Economic History	Economic History	   	 Course page →
149971-D	Introduction to Academic Culture	Introduction to Academic Culture	   	 Course page →
110531-D	Introduction to Business Information Systems	Introduction to Business Information Systems	   	 Course page →
110491-D	Mathematics	Mathematics	   	 Course page →
110501-D	Microeconomics I	Microeconomics I	   	 Course page →

Course code	Course title ^	Course title in Polish	Key ⓘ	Actions
			20231	
110541-D	Basics of Law	Basics of Law	ⓘ	Course page →
110028-D	Corporate Social Responsibility (e-learning)	Corporate Social Responsibility (e-learning)	ⓘ	Course page →
110431-D	Economic Geography	Economic Geography	ⓘ	Course page →
110441-D	Economic History	Economic History	ⓘ	Course page →
149971-D	Introduction to Academic Culture	Introduction to Academic Culture	ⓘ	Course page →
110531-D	Introduction to Business Information Systems	Introduction to Business Information Systems	ⓘ	Course page →
110491-D	Mathematics	Mathematics	ⓘ	Course page →
110501-D	Microeconomics I	Microeconomics I	ⓘ	Course page →

You cannot currently register for this course.

To check to which subjects chosen in 1<sup>st</sup> stage (preferences) students were subscribed, you need to go to the **Cart**:

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 thich 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 ⓘ





Apply

### Winter semester 2023/24 [20231]

Course Code	ECTS	Week	Registration Status
Basics of Law 110541-D	4.0 ECTS	WYK-3	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
Corporate Social Responsibility (e-learning) 110028-D	0.5 ECTS	KINF-1	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
Economic Geography 110431-D	3.0 ECTS	KON-6	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
English I (1st semester) 101110-D	3.0 ECTS	CW-2	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
Introduction to Business Information Systems 110531-D	3.0 ECTS	LAB-6	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
Mathematics 110491-D	8.0 ECTS	WYK-2 CW-24	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
Microeconomics I 110501-D	6.0 ECTS	WYK-2 CW-24	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>
Spanish II (1st semester) 102310-D	2.0 ECTS	CW-10	ⓘ <span style="color: green; font-weight: bold;">✔ You are registered</span>

4



Terms for the language courses will be blocked in the schedule:

English I (1st semester) 101110-D	3.0 ECTS	CW-2	 i	 You are registered
Spanish II (1st semester) 102310-D	2.0 ECTS	CW-10	 i	 You are registered



	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6
	8:00 - 9:40 Język angielski I (1-szy semestr)			8:00 - 9:40 Język angielski I (1-szy semestr)
I	9:50 - 11:30 Język hiszpański II (1-szy semestr)		9:50 - 11:30 Mathematics	9:50 - 11:30 Język hiszpański II (1-szy semestr)

In **Cart** next to each subject you will see the cart icon, which indicates the status of each subject in each phase (possibility or lack of possibility to delete the subject).

Green cart icon indicates mandatory subject in first semester (basic subject), which you can't delete:

You are registered. You cannot unregister.		
WYK-2	 i	 You are registered

Ikona czerwonego koszyczka oznacza możliwość wyrejestrowania się z przedmiotu:

Click here to <b>withdraw your application.</b>		
WYK-1	 i	 You are registered (your application has been accepted)

Next to the subjects, which collide with each other you will find the information:

 You are registered (your application has been accepted)

Information from Dean's Office:  
(in Polish) **Kolizja**

Information about colliding subjects is available in **Schedule**:

**INDEX**

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

**SCHEDULE**

MY SHORTCUTS

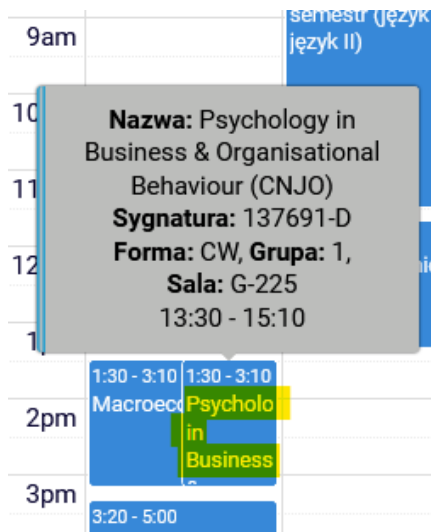
- SCHEDULE**
- CLASS GROUPS
- USOSMAIL
- STATEMENTS
- PRIVACY PREFERENCES
- USOSWEB PREFERENCES

May 22 – 28, 2023

week month day list

	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Sun 5/28
6am							
7am							
8am		8:00 - 11:30 Blok lektoratowy II semestr (język I, język II)		8:00 - 9:40 Accounting 8:00 - 9:40 Statistics	8:00 - 11:30 Blok lektoratowy II semestr (język I, język II)		
9am							
10am				9:50 - 11:30 Finance			
11am			10:45 - 1:20 Statistics				
12pm		11:40 - 1:20 Microeconomics II					
1pm							
2pm	1:30 - 3:10 Macroeconomics 1:30 - 3:10 Psychology in Business			1:30 - 3:10 Operational Research	1:30 - 3:10 Japan in the Global Order		
3pm	3:20 - 5:00 Microeconomics II		3:20 - 5:00 Macroeconomics I				
4pm							

Detailed information about the specified subject can be visible after pointing the proper box with the mouse cursor:

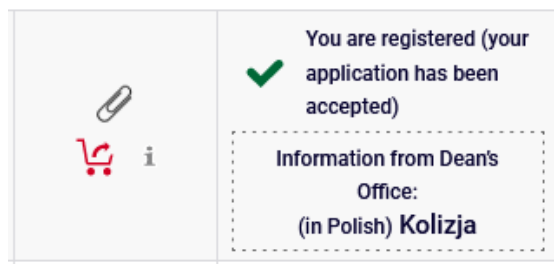


In this phase deleting of subject will be possible in case of collision between mandatory subjects – you should unsubscribe from as many subjects, so in the schedule there wouldn't be no more collisions (with two subjects colliding – from one, with three – from two etc.).

Because those are mandatory subjects required by the plan of Studies in given/first semester, you should leave in the basket all subjects possible to realize and to the removed subjects you should subscribe in next phases of declaration, to different groups.

**UWAGA:** system will allow to unsubscribe from all colliding subjects, but you should remove only minimum of them to delete the collision and leave all other basic subjects possible to take in the schedule.

Next to the subjects, from which system will allow to unsubscribe, you will find the red cart icon and information about collision:









Unsubscription will be possible after clicking the red cart icon:







After choosing and deleting the subject, information about collision will vanish from **Cart**.










Finance 110631-D	3.0 ECTS	WYK-2	 i	✓ You are registered
Macroeconomics I 110461-D	6.0 ECTS	WYK-1 CW-16	 i	✓ You are registered Information from Dean's Office: (in Polish) <b>Kolizja</b>
Microeconomics II 110511-D	5.0 ECTS	WYK-1 CW-12	 i	✓ You are registered
Operational Research 121021-D	6.0 ECTS	WYK-1	 i	✓ You are registered (your application has been accepted)
Psychology in Business & Organisational Behaviour (CNJO) 137691-D	3.0 ECTS	CW-1	 i	✓ You are registered (your application has been accepted) Information from Dean's Office: (in Polish) <b>Kolizja</b>
Statistics 110501-D	3.0 ECTS	WYK-1		✓ You are registered (your application has been accepted)

In the schedule the collision is also no longer visible:

24	Thu 5/25	F
	8:00 - 9:40 Accounting	8:00 - 9:40 Blok I semestr język
<p><b>Nazwa:</b> Accounting  <b>Sygnatura:</b> 110561-D  <b>Forma:</b> WYK, <b>Grupa:</b> 2,  <b>Sala:</b> G-Aula I  08:00 - 09:40</p>		

At the end of this phase, in **Cart** all classes should be without collisions:

Winter semester 2023/24 [20231]

Basics of Law 110541-D	4.0 ECTS	WYK-3	 i	✓ You are registered
Corporate Social Responsibility (e-learning) 110028-D	0.5 ECTS	KINF-1	 i	✓ You are registered
Economic Geography 110431-D	3.0 ECTS	KON-6	 i	✓ You are registered
English I (1st semester) 101110-D	3.0 ECTS	CW-2	 i	✓ You are registered
Introduction to Business Information Systems 110531-D	3.0 ECTS	LAB-6	 i	✓ You are registered
Mathematics 110491-D	8.0 ECTS	WYK-2 CW-24	 i	✓ You are registered
Microeconomics I 110501-D	6.0 ECTS	WYK-2 CW-24	 i	✓ You are registered
Spanish II (1st semester) 102310-D	2.0 ECTS	CW-10	 i	✓ You are registered
Study Methodology Proseminar 110011-D	0.5 ECTS	CW-4	 i	✓ You are registered

In this phase all the collisions in the schedule for first semester should be deleted, in other case the system will delete all colliding subjects after the phase ends.

Subjects, that will be left in **Cart** after the first phase, will be mandatory subjects for realization in winter/first semester.

In next phases you won't be able to unsubscribe from any subjects, which will be left in the schedule after the end of first phase of registration.