

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. At the top, there is a navigation bar with the school's logo and name, and a menu with options: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted), STAFF SECTION, and COMMON SECTION. Below the navigation bar is a sidebar menu with categories: INDEX, REGISTRATIONS (with sub-items: calendar, cart, for courses, direct for groups, group preferences), SCHEDULE, REGISTRATIONS FOR EXAMS, MY STUDIES (with sub-items: tests, grades, applications, rankings, stipends, student mobility, surveys, payments fk, diplomas, mlegitymacja), and MEETINGS. The main content area is a grid of 12 service tiles, each with an icon and a brief description:

- 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.
- Course schedule**: Course schedule.
- Jednorazowe kasowanie**: Jednorazowe kasowanie.

2nd Stage- Subscription for classes:

2nd phase - subscription to launched classes until limit reached

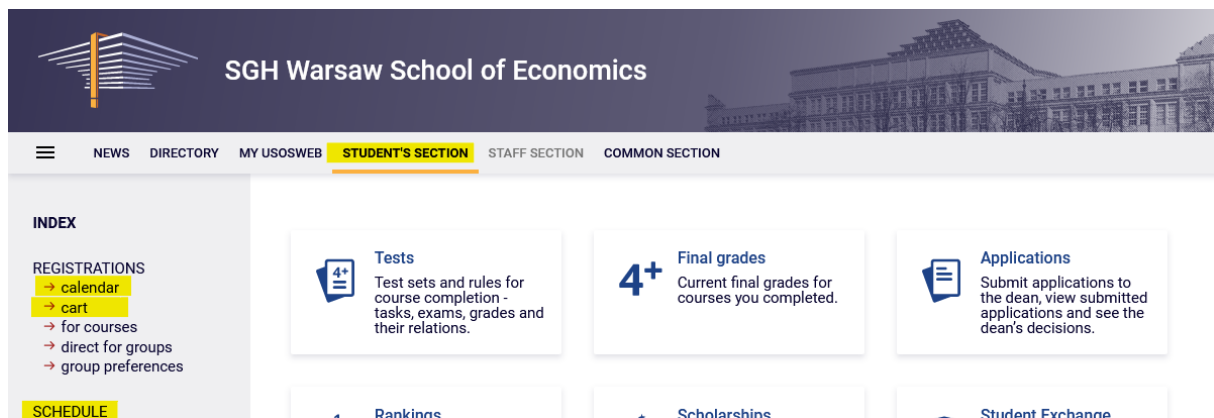
In this phase all students take part, including for the first time those, who didn't took part in first stage of declaration (preferences). During this phase you can subscribe to launched classes until limit reached (on „first-come first-served“ basis).

During this phase subject mandatory for first semester will be available, but some places in the groups will already be taken by the students registered in preferences and first phase of second stage. 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. 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 SGH Warsaw School of Economics website. The header features the school's logo and name. Below the header is a navigation menu with options: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted), STAFF SECTION, and COMMON SECTION. On the left side, there is an INDEX section with a sub-menu for REGISTRATIONS, including links to calendar, cart, for courses, direct for groups, and group preferences. The main content area contains a grid of service tiles: Tests (with a 4+ icon), Final grades (with a 4+ icon), Applications, Rankings (with a -1 icon), Scholarships (with a left arrow icon), and Student Exchange (with a right arrow icon).

In the **Cart** it will be possible to check subscription to classes after preference stage (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 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]

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

Basics of Law 110541-D	4.0 ECTS	WYK-3	 	You are registered
Corporate Social Responsibility (e-learning) 110028-D	0.5 ECTS	KINT-1	 	You are registered
Economic Geography 110431-D	3.0 ECTS	KON-6	 	You are registered
Introduction to Business Information Systems 110531-D	3.0 ECTS	LAB-6	 	You are registered
Mathematics 110491-D	8.0 ECTS		 	You are registered
Microeconomics I 110501-D	6.0 ECTS		 	You are registered
Study Methodology Proseminar 110011-D	0.5 ECTS	CW-4	 	You are registered
Max. number of courses to choose: 17				(registration with no priorities)
English I (1st semester) 101110-D	3.0 ECTS	CW-2		You are registered
Spanish II (1st semester) 102310-D	2.0 ECTS	CW-10		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** Oct 16 – 22, 2023 wee

	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21
6am						
7am						
8am		8:00 - 9:40 Język angielski I (1-szy semestr)			8:00 - 9:40 Język angielski I (1-szy semestr)	
9am						
10am		9:50 - 11:30 Język hiszpański II (1-szy semestr)			9:50 - 11:30 Język hiszpański II (1-szy semestr)	
11am						
12pm		11:40 - 1:20 Economic Geography		11:40 - 1:20 Basics of Law		
1pm						
2pm		1:30 - 3:10 Introduction to Business Information				
3pm						
4pm						

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](#)
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[grades](#)
[applications](#)
[rankings](#)
[stipends](#)
[student mobility](#)
[surveys](#)
[payments fk](#)
[diplomas](#)
[mlegitymacja](#)
[MEETINGS](#)

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](#) →

✓	closed 2023-09-13, 10:00 - 10:10	Registration for course [description]	1st phase - unsubscribing from non mandatory courses	✓	
→	in progress , 19 minutes til end 2023-09-14, 10:00 - 21:00	Direct registration for groups - FCFS mode [description]	2nd round - subscriptions to groups	17	Go to registration

After **going to Registration**, you will see all subjects that have been launched and will be available in this phase (for students declaring subjects for first semester it will be basic subjects mandatory for this semester):

Courses in registration
Registration 20231: Full-time Undergraduate Studies REJ-20231-I-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

Show courses dedicated to my study programme

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..19 of 19 [>](#) [>|](#) Show options

Course code	Course title ^	Course title in Polish	Key ⓘ	Actions
			20231	
110540-D	Basic of Law	Podstawy prawa		Course page →
110541-D	Basics of Law	Basics of Law		Course page →
110028-D	Corporate Social Responsibility (e-learning)	Corporate Social Responsibility (e-learning)		Course page →
110029-D	Corporate Social Responsibility (e-learning)	Spółeczna odpowiedzialność organizacji (e-learning)		Course page →
110431-D	Economic Geography	Economic Geography		Course page →

Filters

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

Courses in registration

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

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

SEARCH FILTERS

Show courses in

Polish English German

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Show courses dedicated to my study programme

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

If you want to find subject, 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

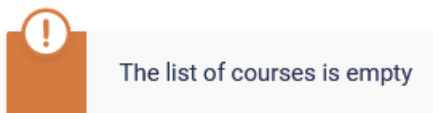
When using the filters you should pay attention to the fact, that using some of them can give empty result (for example, during the declaration for first semester, checking option “Show major courses” will not show any subject, because on this semester there are no such subjects required).

Courses in registration

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

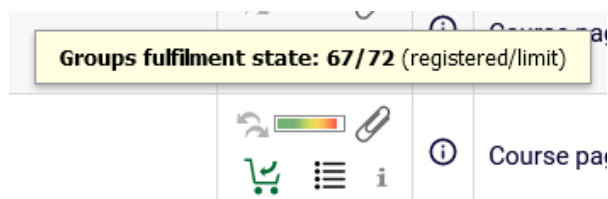
[← go back to the registration calendar](#)

SEARCH FILTERS	
Show courses in	
<input type="checkbox"/> Polish	<input checked="" type="checkbox"/> English
<input type="checkbox"/> German	
<input type="checkbox"/> Show basic courses	
<input checked="" type="checkbox"/> Show major courses	
<input type="checkbox"/> Show major elective courses	
<input type="checkbox"/> Show mandatory courses for the next semester	
<input type="checkbox"/> Show free choice courses	
<input type="checkbox"/> Show courses dedicated to my study programme	
Search according to a course code:	<input type="text"/>
Search according to a course title:	<input type="text"/>
<input checked="" type="checkbox"/> Show only these courses which I am able to register for i	
<input type="button" value="Apply"/>	



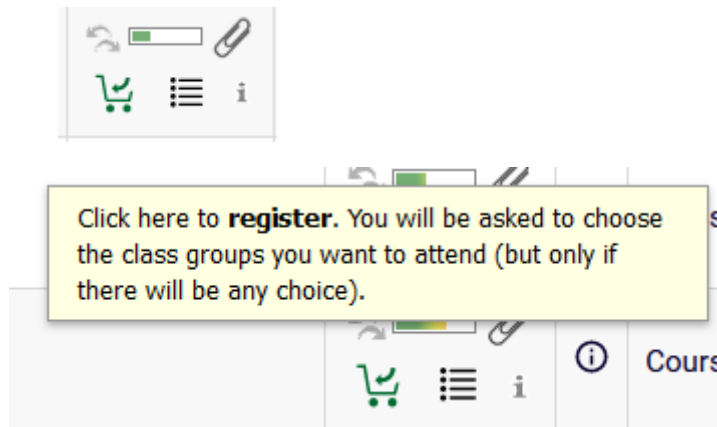
Registration for classes and resignation from the subject chosen in this phase

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.

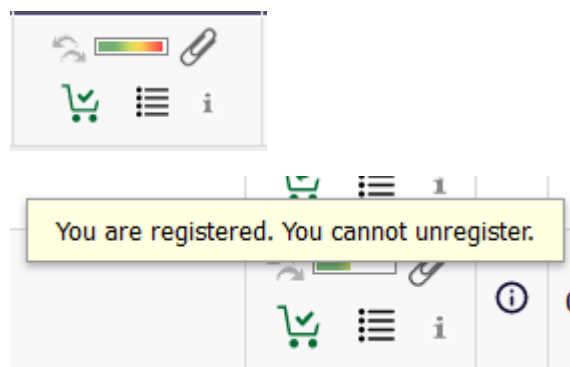


Subjects can have different marking of the cart icons, informing if there is possibility to subscribe to subject or not:

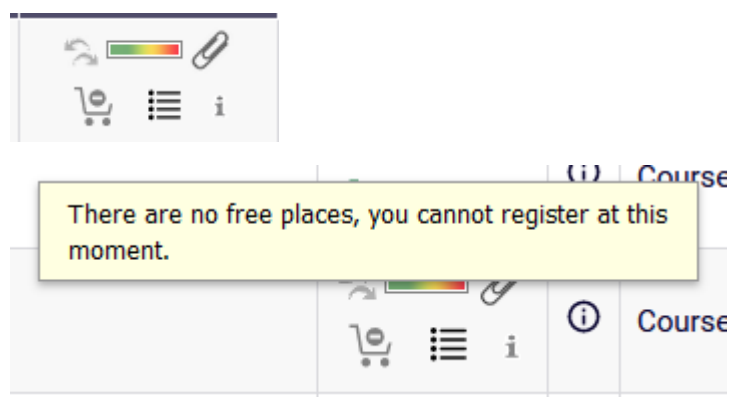
- possibility of subscription to subject with this cart:



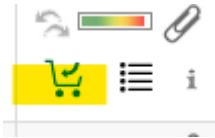
- lack of possibility of registration to subject with this cart, due to the fact that the student is already subscribed to this subject (subject is already in **Cart**):



- 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:

Mathematics (20231) [110491-D]

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



You are successfully registered for course. Course was linked to program Quantitative Methods in Economics and Information Systems, Undergraduate, full-time. Refresh the page.

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		<input type="radio"/>
12	20		20	0		(In Polish) [1330]	Thursday 11:40-13:20		<input type="radio"/>
13	19		20	0		(In Polish) [1330]	Thursday 13:30-15:10		<input type="radio"/>
21	20		23	0		(In Polish) [1064]	Monday 17:10-18:50		<input type="radio"/>
22	20		23	0		(In Polish) [1064]	Monday 17:10-18:50		<input checked="" type="radio"/>
23	21		23	0		(In Polish) [1064]	Monday 19:00-20:40		<input type="radio"/>
24	22		23	0		(In Polish) [1064]	Monday 19:00-20:40		<input type="radio"/>
Lecture									
1	56		60	0		(In Polish) [1330]	Monday 11:40-13:20		<input type="radio"/>
2	83		92	0		(In Polish) [1064]	Thursday 08:00-09:40		<input checked="" type="radio"/>
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:

Group	Registered
11	17
Connected group: Lecture 1.	
12	20
13	19
21	20
22	21
23	21
24	22
1	56
2	84

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

Course was linked to program: **Quantitative Methods in Economics and Information Systems, Undergraduate, full-time**. Click here to **unregister**.


8.0 ECTS	WYK-2 CW-24					
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If you wish to resign from subject, you should click red cart icon and confirm the decision:

usosweb.demo.sgh.waw.pl

Are you sure you want to withdraw your application?

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



Choosing a course will result in a collision with 110431-D

All subjects for upcoming semester (chosen in phase and those to which you were subscribed after preference stage) are shown in **Cart**:

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

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REGISTRATIONS

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

SCHEDULE

REGISTRATIONS FOR EXAMS

MY STUDIES

- tests
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- mlegitymacja

MEETINGS

Your cart

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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]

Registration 20231: Full-time Undergraduate Studies REJ-20231 -I-LIC-D					
Basics of Law 110541-D	4.0 ECTS	WYK-3			You are registered
Corporate Social Responsibility (e-learning) 110028-D	0.5 ECTS	KINT-1			You are registered
Economic Geography 110431-D	3.0 ECTS	KON-6			You are registered
Introduction to Academic Culture 149971-D	0.0 ECTS	KON-1			You are registered (your application has been accepted)
Introduction to Business Information Systems 110531-D	3.0 ECTS	LAB-6			You are registered
Mathematics 110491-D	3.0 ECTS	WYK-2 CW-24			You are registered (your application has been accepted)
Microeconomics I 110501-D	6.0 ECTS	WYK-1 CW-11			You are registered (your application has been accepted)
Study Methodology Proseminar 110011-D	0.5 ECTS	CW-4			You are registered
Max. number of courses to choose: 17 (registration with no priorities)					
English I (1st semester) 101110-D	3.0 ECTS	CW-2			You are registered
Spanish II (1st semester) 102310-D	2.0 ECTS	CW-10			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:

STUDENT'S SECTION

Your cart

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?
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Include also:

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Apply

Winter semester 2023/24 [20231]

Basics of Law 110541-D	4.0 ECTS	WYK-3	ⓘ	✓ You are registered
Corporate Social Responsibility (e-learning) 110028-D	0.5 ECTS	KINT-1	ⓘ	✓ You are registered
Economic Geography 110431-D	3.0 ECTS	KON-6	ⓘ	✓ You are registered
English I (1st semester) 101110-D	3.0 ECTS	CW-2	ⓘ	✓ You are registered
Introduction to Academic Culture 149971-D	0.0 ECTS	KON-1	ⓘ	✓ You are registered (your application has been accepted)
Introduction to Business Information Systems 110531-D	3.0 ECTS	LAB-6	ⓘ	✓ You are registered
Mathematics 110491-D	8.0 ECTS	WYK-2 CW-24	ⓘ	✓ You are registered (your application has been accepted)
Microeconomics I 110501-D	6.0 ECTS	WYK-1 CW-11	ⓘ	✓ You are registered (your application has been accepted)
Spanish II (1st semester) 102310-D	2.0 ECTS	CW-10	ⓘ	✓ You are registered
Study Methodology Proseminar 110011-D	0.5 ECTS	CW-4	ⓘ	✓ You are registered

Subjects which will be left in **Cart** after this 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 this phase of registration.