

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 displays 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 shows the website of Szkoła Główna Handlowa w Warszawie. The header includes the school's logo and name. The navigation menu has options: AKTUALNOŚCI, KATALOG, MÓJ USOSWEB, **DLA STUDENTÓW** (highlighted), DLA PRACOWNIKÓW, and DLA WSZYSTKICH. The main content area is titled 'INDEKS' and contains several sections:

- REJSTRACJE**
 - kalendarz
 - koszyk
 - na przedmioty
 - bezpośrednie do grup
 - preferencje grup
- PLAN ZAJĘĆ**
- Sprawdziany**: Zadania, sprawdziany, egzaminy, oceny i związki między nimi.
- 4+ Oceny końcowe**: Aktualne wartości okien końcowych z zaliczanych przedmiotów.
- Podania**: Składaj podania do dziekana, przeglądaj podjęte decyzje.
- Rankingi**: Zobacz swoje pozycje w rankingach.
- Stypendia**: Sprawdź przyznane stypendia, zmień numer.
- Wymiana studencka**: Przeglądaj możliwości wymiany studenckiej w

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):

Your cart

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 ⓘ

Apply

Winter semester 2024/25 [20241]

Registration 20241: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-I-LIC-D

Course Name	ECTS	WYK	Progress	Actions	Status
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
Statistical Methods I 120311-D	3.0 ECTS	WYK-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) 1BOLEK4-D		CW-1			✓ You are registered
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Classes are also available in **Schedule**:

MY SHORTCUTS

SCHEDULE

CLASS GROUPS

USOSMAIL

STATEMENTS

PRIVACY PREFERENCES

USOSWEB PREFERENCES

today

Okt 7 – 13, 2024

week month day list

	Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13
6am							
7am							
8am			8:00 - 9:00 Statistical Methods I				
9am							
10am	9:30 - 1:30 Blok lektoratowy IV semestr (język I, język II)						
11am							
12pm							
1pm							
2pm			1:30 - 3:10 Business Informatics I				
3pm							
4pm							
5pm		5:30 - 6:50 Analysis and Design of Information					
6pm							
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
- miegitymacja

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 20241: Full-time Undergraduate Studies (SLLD + SLLA) [PRE-20241-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 20241: Full-time Undergraduate Studies (SLLD + SLLA) [REJ-20241-LIC-D]

show courses related to this registration →

✓	closed 2023-03-06 09:11 - 2023-06-27 13:00	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 (for students declaring subjects for first semester it will be basic subjects mandatory for this semester):

Courses in registration
Registration 20241: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-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
121521-D	Business Cycle Analysis and Foreign Market Research	Business Cycle Analysis and Foreign Market Research	20241	Course page →
120310-D	Statistical Methods I	Metody statystyczne I		Course page →
136081-D	A Review of Classic American Movies (CNJ0)	A Review of Classic American Movies (CNJ0)		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 20241: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-LIC-D

← go back to the registration calendar

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Registration 20241: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-LIC-D

← go back to the registration calendar

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Polish English German

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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

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 20241 Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-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 [?](#)

Apply

 The list of courses is empty

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 20241: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-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 [?](#)

Apply

show course groups in separate column

show brief course description under each row

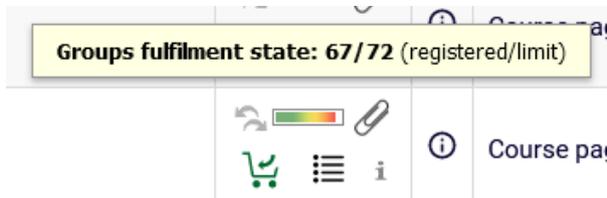
show terms and registration carts additional information about registration and classes [?](#) [Change settings](#)

[|<](#) [<](#) Elements 1..5 of 5 [>](#) [>|](#) Show options

Course code	Course title ^	Course title in Polish	Key ?	Actions
			20241	
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 →

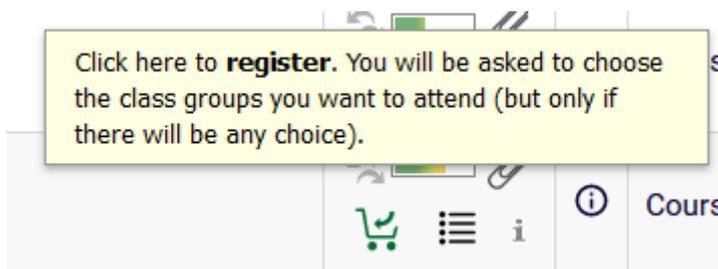
Registration for classes and resignation from the subject chosen in this phase

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.

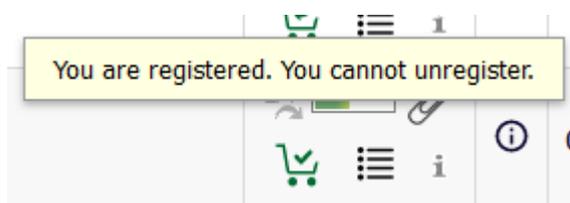


Subjects can have different marking of the cart icons, informing if there is possibility to subscribe to subject or not:

- possibility of subscription to subject with this cart:

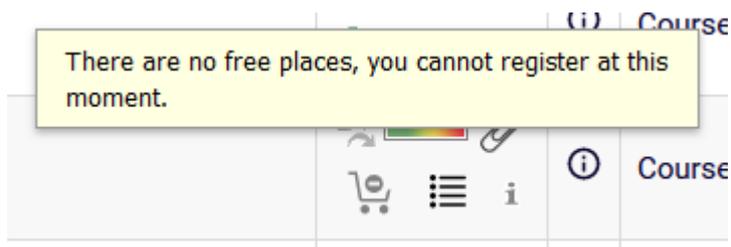


- lack of possibility of registration to subject with this cart, due to the fact that the student is already subscribed to this subject (subject is already in **Cart**):

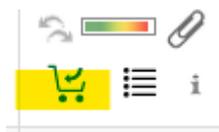


- lack of possibility of registration to subject due to filled limit of seats:





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:



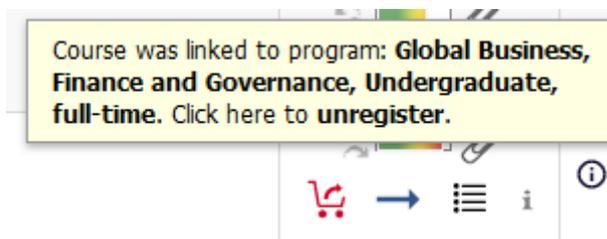
If the subject has several groups, you should choose the specific one:

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		<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 checked="" 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 checked="" type="radio"/>
24	22		23	0		(In Polish) [1064]	Monday 19:00-20:40		<input checked="" 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									

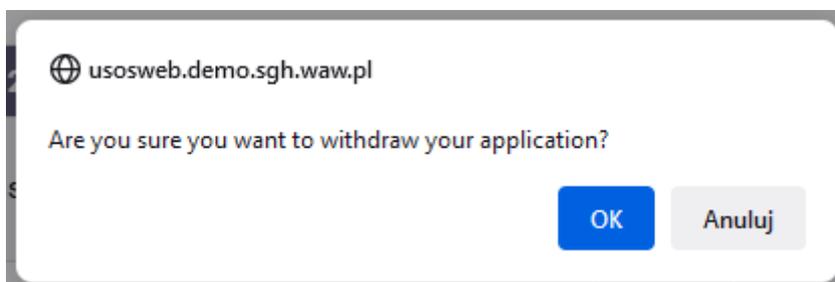
If subjects consists from different class forms (i.e. lecture and exercise), then next to the exercise group number you can find information, with which lecture group it is connected with:

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:



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

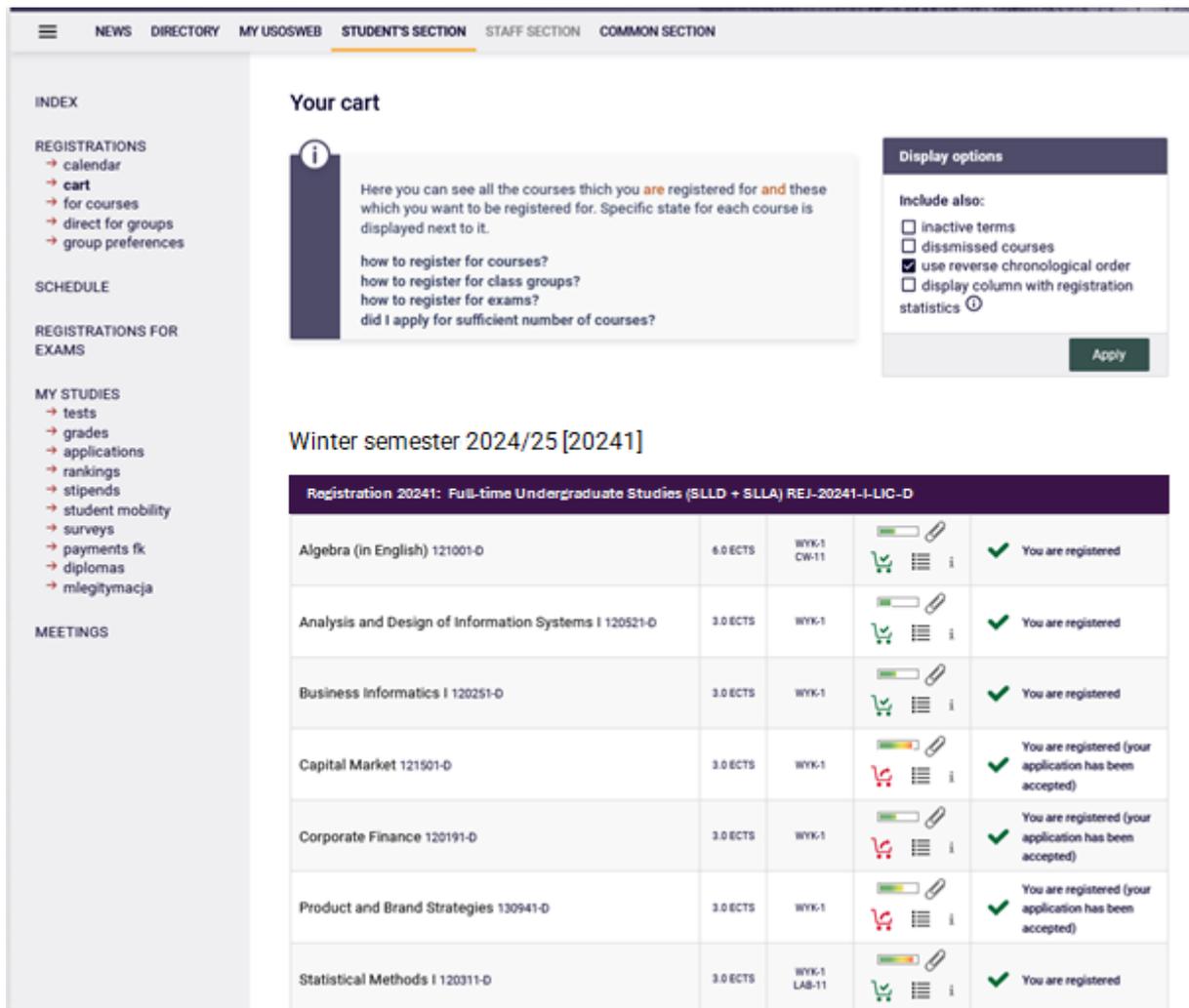


If you would want to subscribe for subject, which is in collision with other subjects from **Cart**, you will see the information:



Choosing a course will result in a collision with 120191-D

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



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?
 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 2024/25 [20241]

Registration 20241: Full-time Undergraduate Studies (SLLD + SLLA) REJ-20241-I-LIC-D

Course Name	ECTS	Term	Registration Status
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 COMMON SECTION

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- direct for groups
- group preferences

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- tests
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- surveys
- payments fk
- diplomas
- mlegitymacja

MEETINGS

Your cart

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(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 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.