

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 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.

Registration for subjects:

3rd stage – subscription to launched classes until limit reached

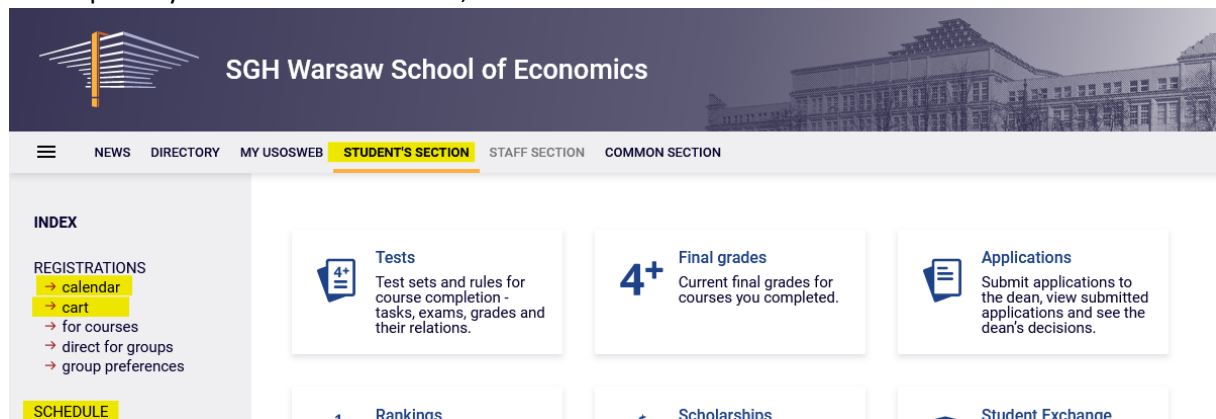
In this phase all students take part. During the 3rd stage you can subscribe to launched classes until limit reached (on „first-come first-served” basis).

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 SGH Warsaw School of Economics website interface. At the top, the logo and name "SGH Warsaw School of Economics" are visible. Below the header is a navigation menu with the following items: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted in yellow), STAFF SECTION, and COMMON SECTION. On the left side, there is an "INDEX" section with a list of links under "REGISTRATIONS": **calendar** (highlighted in yellow), **cart** (highlighted in yellow), for courses, direct for groups, and group preferences. Below the index is a "SCHEDULE" link (highlighted in yellow). The main content area features a grid of six service tiles:

- 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**: - 1
- Scholarships**: ←
- Student Exchange**: ▶

In the **Cart** it will be possible to check subscription to classes after previous stages (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 week


	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](#)
[STAFF SECTION](#)
[COMMON SECTION](#)

[INDEX](#)
[REGISTRATIONS](#)
[calendar](#)
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[SCHEDULE](#)
[REGISTRATIONS FOR EXAMS](#)
[MY STUDIES](#)
[tests](#)
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[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 stage:

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)	Spoleczna odpowiedzialność organizacji (e-learning)		Course page →
110431-D	Economic Geography	Economic Geography		Course page →

Filters

In this stage 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

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Polish English German

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Show courses dedicated to my study programme

Search according to a course code:

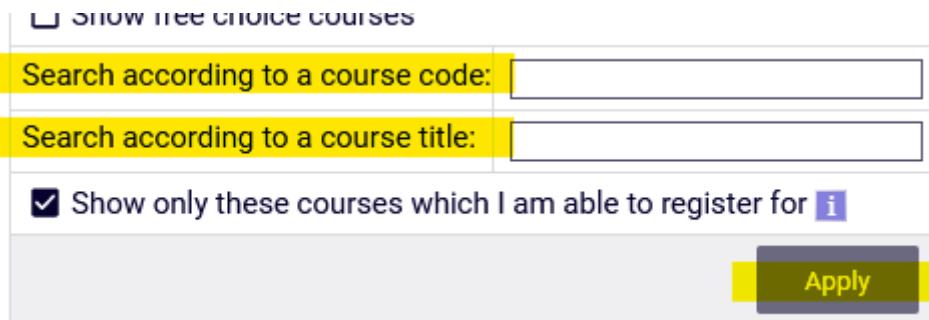
Search according to a course title:

Show only these courses which I am able to register for **i**

Apply

If you want to find 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



SEARCH FILTERS

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](#)

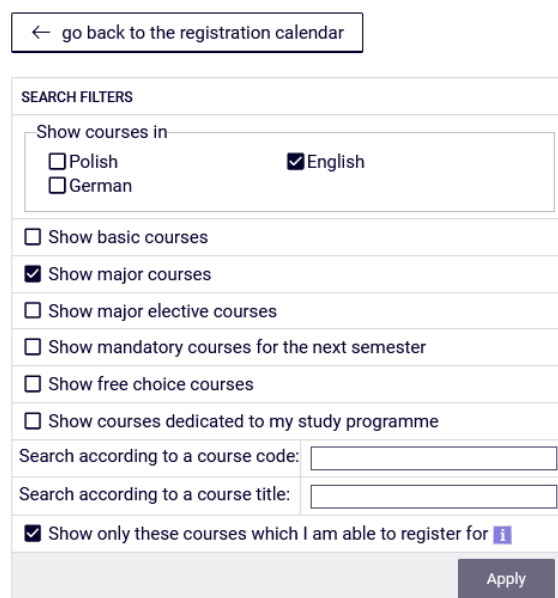
Apply

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 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

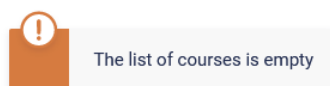
Show courses dedicated to my study programme

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



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 obliged 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 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..9 of 9 Show options

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 →

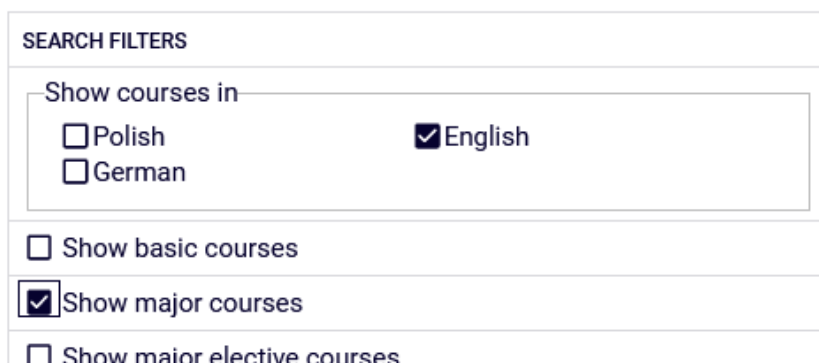
If for the given semester in the requirements (according to the binding plan of studies) there are no specific subjects (name and code), and in the Schedule there is only languages/seminar and required ECTS amount from specific group of subjects, the search result with this filter will be empty.

ATTENTION STUDENTS REGISTERING 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

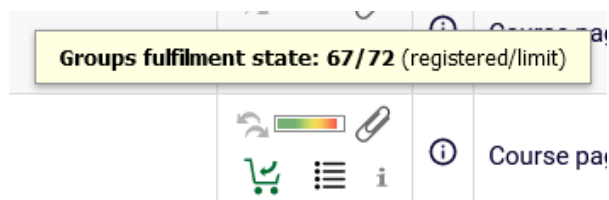
Show major courses

Show maior elective courses

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

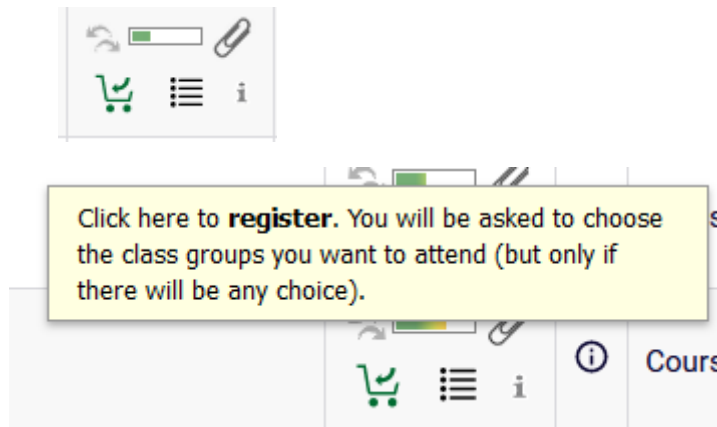
Registration for classes and resignation from the subject chosen in this phase

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.

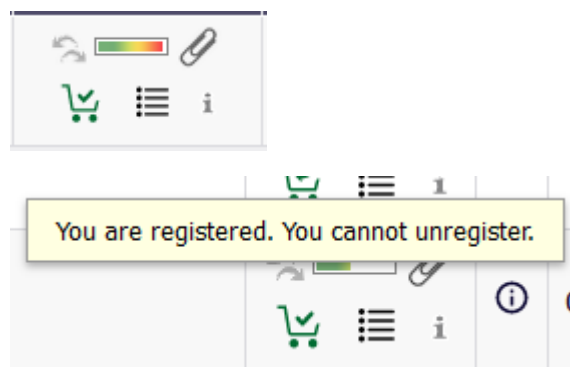


Subjects can have different marking of the cart icons, informing if there is possibility to subscribe to subject or not:

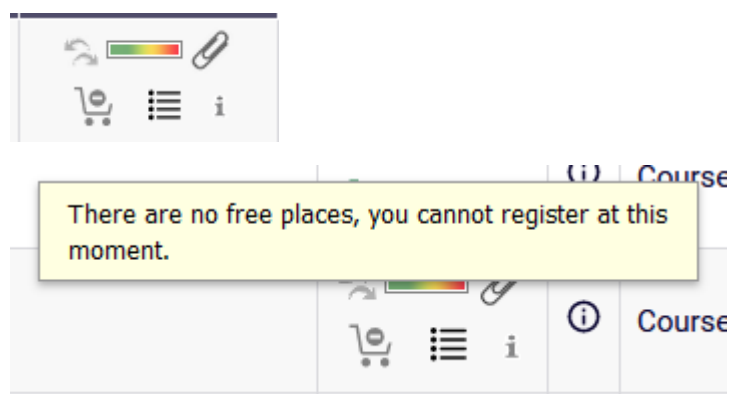
- possibility of subscription to subject with this cart:



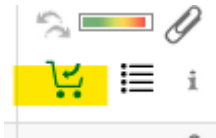
- lack of possibility of registration to subject with this cart, due to the fact that the student is already subscribed to this subject (subject is already in **Cart**):



- 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:



You are successfully registered for course. Course was linked to program International Economics, Undergraduate, full-time

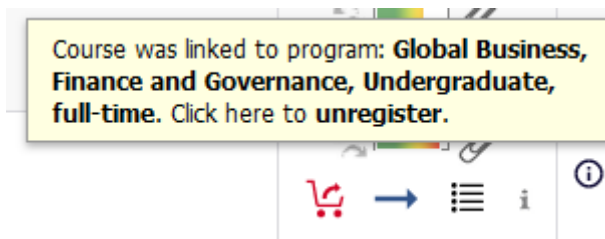
If the subject has several groups, you should choose the specific one:

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		
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									

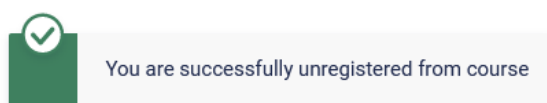
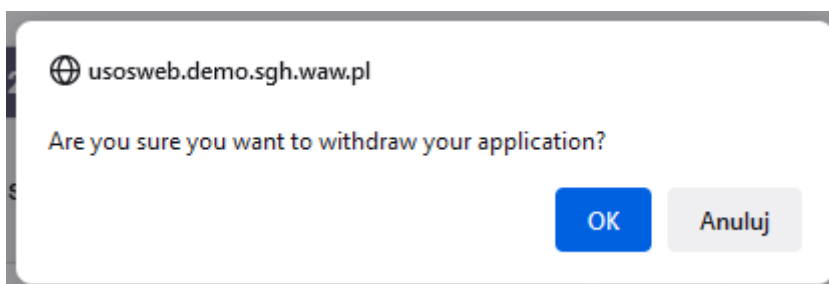
If subjects consists from different class forms (i.e. lecture and exercise), then next to the exercise group number you can find information, with which lecture group it is connected with:

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:




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



Your cart

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

There is no possibility to subscribe to colliding classes, system will not allow for subscription to such subject.

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

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MY USOSWEB
STUDENT'S SECTION
STAFF SECTION
COMMON SECTION

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REGISTRATIONS

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- cart
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REGISTRATIONS FOR EXAMS

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MEETINGS

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

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

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

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

INDEX

REGISTRATIONS

- calendar
- **cart**
- for courses
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SCHEDULE

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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

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