

# 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 displays the SGH Warsaw School of Economics USOSweb website. The header features the university logo and name, along with navigation tabs: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted), STAFF SECTION, and COMMON SECTION. A left sidebar contains an INDEX with categories: REGISTRATIONS (with sub-links for calendar, cart, for courses, direct for groups, and group preferences), SCHEDULE, REGISTRATIONS FOR EXAMS, and MY STUDIES (with sub-links for tests, grades, applications, rankings, stipends, student mobility, surveys, and payments fk). The main content area is a grid of service tiles: Tests (test sets and rules), Final grades (current final grades), Applications (submit applications), Rankings (view ranking positions), Scholarships (check awarded scholarships), Student Exchange (browse opportunities), Surveys (take or view survey results), Payments (model FK) (check bank account number), and mLegitymacja (order mLegitymacja).

## Subscription for classes:

1<sup>st</sup> phase – removing colliding subjects and unsubscribing from non-mandatory courses

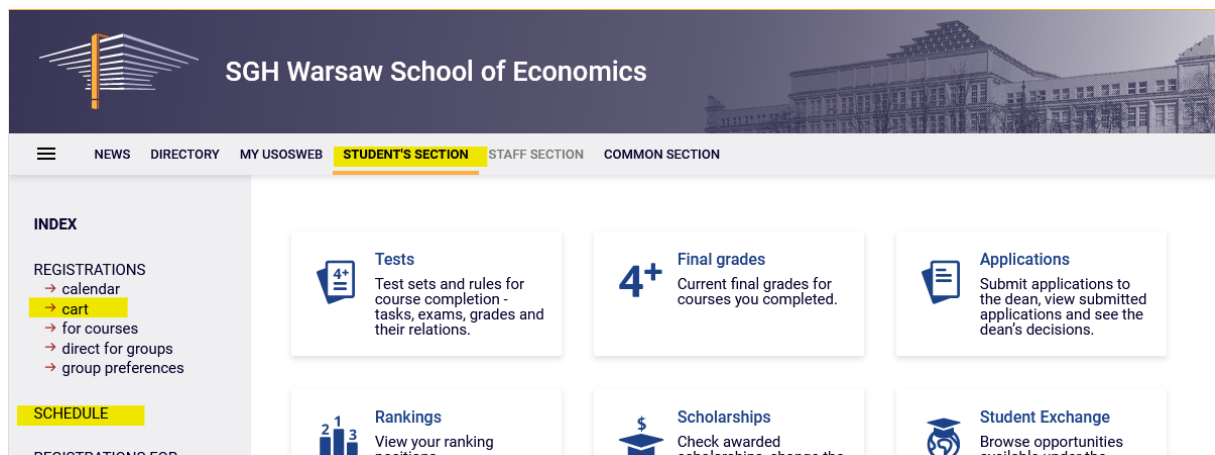
After 1<sup>st</sup> stage (preferences) students will be added to launched classes, which they declared during that stage.

In 1<sup>st</sup> phase of 2nd stage (subscription to classes) only removing of colliding subjects and unsubscribing from non-mandatory courses 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 upcoming semester. Subscription for classes done in this phase will be binding in next states 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 SGH Warsaw School of Economics website interface. At the top, the logo and name 'SGH Warsaw School of Economics' are visible. Below the header, a navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION' (highlighted in yellow), 'STAFF SECTION', and 'COMMON SECTION'. On the left, an 'INDEX' sidebar lists 'REGISTRATIONS' with sub-links: 'calendar', 'cart' (highlighted in yellow), 'for courses', 'direct for groups', and 'group preferences'. Below this is a 'SCHEDULE' link (highlighted in yellow). The main content area features six service tiles: 'Tests' (with a 4+ icon), 'Final grades' (with a 4+ icon), 'Applications' (with a document icon), '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 20222: Full-time Undergraduate Studies (SLLD + SLLA) [REJ-20222-LIC-D]

show courses related to this registration →

→	<b>in progress</b> , 23 minutes til end 2023-03-06 09:11 - 2023-06-26 17:00	<b>Registration for course</b> [description]	1st phase - unsubscribing from non mandatory courses		<b>Go to registration</b>
<input type="checkbox"/>	will start in <b>18 days</b> 2023-07-15, 00:01 - 00:02	<b>Direct registration for groups - application queues mode</b> [description]	2nd phase - subscriptions to groups based on ranking	<span style="border: 1px solid red; padding: 2px;">17</span>	
<input type="checkbox"/>	will start in <b>18 days</b> 2023-07-15, 00:03 - 00:04	<b>Direct registration for groups - FCFS mode</b> [description]	3rd phase - subscriptions to groups - the sooner the better	<span style="border: 1px solid red; padding: 2px;">17</span>	
<input type="checkbox"/>	will start in <b>18 days</b> 2023-07-15, 00:05 - 00:06	<b>Direct registration for groups - FCFS mode</b> [description]	3rd stage - subscription to groups - the sooner the better	<span style="border: 1px solid red; padding: 2px;">17</span>	
<input type="checkbox"/>	will start in <b>18 days</b> 2023-07-15, 00:07 - 00:08	<b>Direct registration for groups - application queues mode</b> [description]	Subscription with teacher's permission	<span style="border: 1px solid red; padding: 2px;">17</span>	

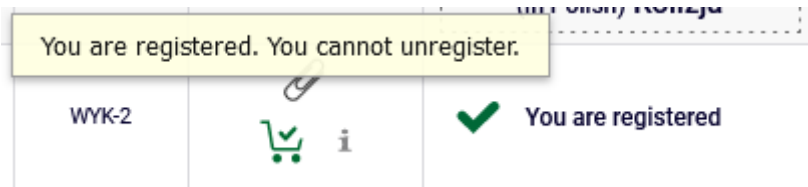
Course code	Course title ^	Course title in Polish	Course registration status: Students may unregister only (they may not apply for registration).	
121521-D	Business Cycle Analysis and Foreign Market Research	Business Cycle Analysis and Foreign Market Research		Course page →
120310-D	Statistical Methods I	Metody statystyczne I		Course page →
136081-D	A Review of Classic American Movies (CNJO)	A Review of Classic American Movies (CNJO)		Course page →
110561-D	Accounting	Accounting		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 →
137664-D	Accounting in German Enterprises - Rechnungslegung in Deutschland (FORUM)	Betriebliches Rechnungswesen in deutschen Unternehmen - Rechnungslegung in Deutschland (FORUM)		Course page →

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		Course page →
120310-D	Statistical Methods I	Metody statystyczne I		Course page →
136081-D	A Review of Classic American Movies (CNJO)	A Review of Classic American Movies (CNJO)		Course page →
110561-D	Accounting	Accounting		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 →
137664-D	Accounting in German Enterprises - Rechnungslegung in Deutschland (FORUM)	Betriebliches Rechnungswesen in deutschen Unternehmen - Rechnungslegung in Deutschland (FORUM)		Course page →

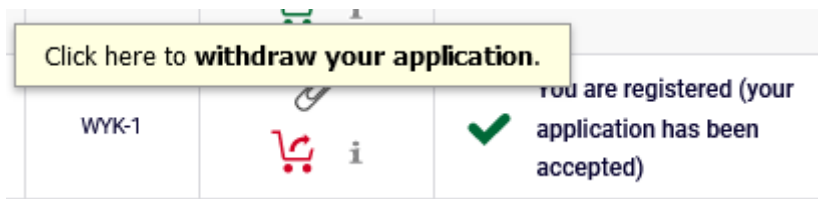


In **Cart** next to each subject you will see the cart icon, which indicates the status of each subject in each phase (possibility or lack of possibility to delete the subject).

Green cart icon indicates mandatory subject in next semester (basic or major one), which you can't delete:



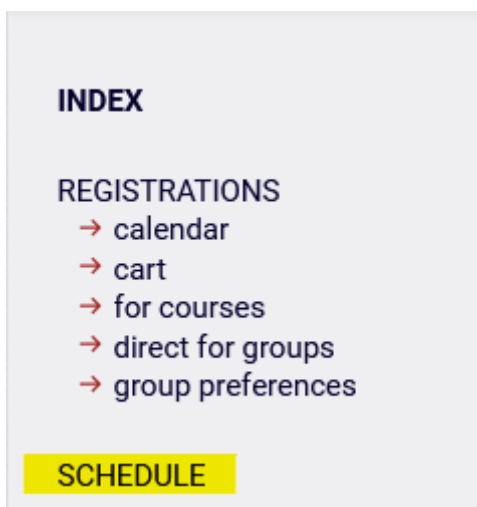
Red cart icon means that you can unsubscribe from the subject:



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



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



MY SHORTCUTS		May 22 – 28, 2023						
<a href="#">SCHEDULE</a> <a href="#">CLASS GROUPS</a> <a href="#">USOSMAIL</a> <a href="#">STATEMENTS</a> <a href="#">PRIVACY PREFERENCES</a> <a href="#">USOSWEB PREFERENCES</a>		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:

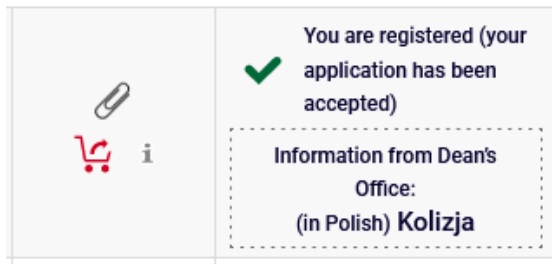
9am		semestr (język I, język II)
10am		
11am		
12pm		
1pm		
2pm	1:30 - 3:10 Macroeconomics 1:30 - 3:10 Psychology in Business	
3pm	3:20 - 5:00	

**Nazwa:** Psychology in Business & Organisational Behaviour (CNJO)  
**Sygnatura:** 137691-D  
**Forma:** CW, **Grupa:** 1,  
**Sala:** G-225  
**13:30 - 15:10**

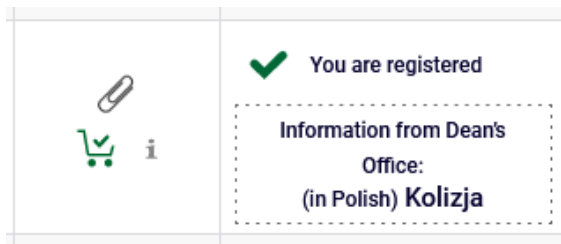
Deleting of the subject will be possible in case of collision:

1. Basic 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.).  
**ATTENTION:** 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;
2. Mandatory and non-mandatory subject – you should unsubscribe from non-mandatory subject. System will not allow you to remove mandatory subject;
3. Non-mandatory subjects – you should unsubscribe from as many subjects, so in the schedule there wouldn't be no more collisions (there is no requirement for any subject to be left 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:



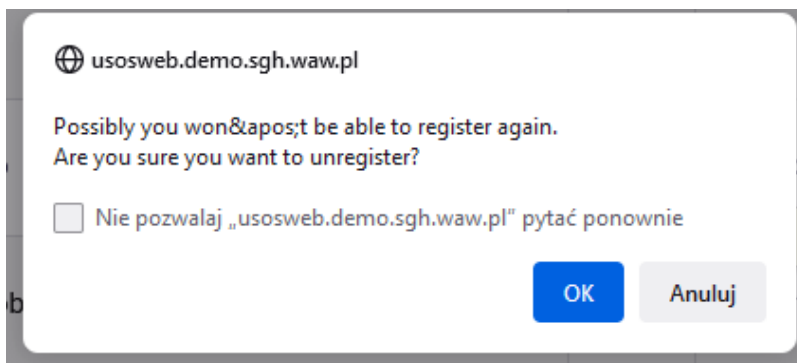
Next to the subjects, from which system will not allow to unsubscribe, you will find green cart icon and information about collision:



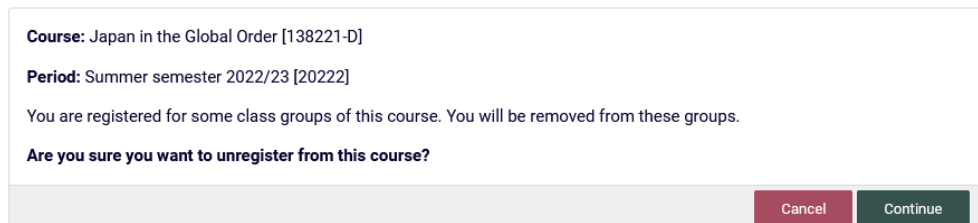
Unsubscription will be possible after clicking the red cart icon:



System will ask twice for confirming your choice:



### Confirmation required











Visual of the schedule:

	Mon 5/29	1
m		
m		
m		8:00 - 10:00 Blok lekcji semestr I język
m		
m		
m		
m		
m		
m		
m		
m	1:30 - 3:10 Macroeconomics I	1:30 - 3:10 Psychology in Business
m		
m	3:20 - 5:00	

After removing the colliding subject (elective), in **Schedule** will be left only one subject and information about collision will vanish from **Cart**:

	Mon 5/29	Tu
6am		
7am		
8am		8:00 - 10:00 Blok lekcji semestr I język
9am		
10am		
<div style="background-color: #cccccc; padding: 5px; border: 1px solid #ccc;"> <p><b>Nazwa:</b> Macroeconomics  <b>Sygnatura:</b> 110461-D  <b>Forma:</b> WYK, <b>Grupa:</b> 1,  <b>Sala:</b> G-Aula I  13:30 - 15:10</p> </div>		
2pm	1:30 - 3:10 Macroeconomics I	
3pm	3:20 - 5:00	

Accounting 110561-D	4.0 ECTS	WYK-2 CW-21	 i	<p>✓ You are registered (your application has been accepted)</p> <p>Information from Dean's Office: (in Polish) <b>Kolizja</b></p>
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
Microeconomics II 110511-D	5.0 ECTS	WYK-1 CW-17		✓ You are registered

In case of collision of two mandatory subjects (red card icon), there is possibility of unsubscribing from both subjects. However, because both subjects are required by the plan of studies on specified semester, you should leave in the cart all subjects necessary for the realization and subscribe for the deleted ones in next stages of semester declaration.

Thu 5/25	
8:00 - 9:40	8:00 - 9:40
Accounting	Statistics
9:50 - 11:30	
Finance	

Accounting 110561-D	4.0 ECTS	WYK-2 CW-21		 You are registered (your application has been accepted) <div style="border: 1px dashed gray; padding: 2px;">           Information from Dean's Office:            (in Polish) <b>Kolizja</b> </div>
Finance 110631-D	3.0 ECTS	WYK-2		 You are registered
Macroeconomics I 110461-D	6.0 ECTS	WYK-1 CW-16		 You are registered
Microeconomics II 110511-D	5.0 ECTS	WYK-1 CW-12		 You are registered
Operational Research 121021-D	6.0 ECTS	WYK-1		 You are registered (your application has been accepted)
Statistics 110581-D	7.0 ECTS			 You are registered (your application has been accepted) <div style="border: 1px dashed gray; padding: 2px;">           Information from Dean's Office:            (in Polish) <b>Kolizja</b> </div>
Unit blocked for language courses - 2nd semester (1st language, 2nd language) 1B0LEK2-D		CW-1		 You are registered

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



Accounting 110561-D	4.0 ECTS	WYK-2 CW-21		 You are registered (your application has been accepted) <div style="background-color: yellow; padding: 2px;">           accepted)         </div>
Finance 110631-D	3.0 ECTS	WYK-2		 You are registered
Macroeconomics I 110461-D	6.0 ECTS	WYK-1 CW-16		 You are registered
Microeconomics II 110511-D	5.0 ECTS	WYK-1 CW-12		 You are registered
Operational Research 121021-D	6.0 ECTS	WYK-1		 You are registered (your application has been accepted)
Unit blocked for language courses - 2nd semester (1st language, 2nd language) 1B0LEK2-D		CW-1		 You are registered

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 k seme 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:

#### Summer semester 2022/23 [20222]

Accounting 110561-D	4.0 ECTS	WYK-2 CW-21	 i	✓ You are registered (your application has been accepted)
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
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)
Unit blocked for language courses - 2nd semester (1st language, 2nd language) 1BOLEK2-D		CW-1	 i	✓ You are registered

In this phase all the collisions in the schedule should be deleted, in other case the system will delete all colliding subjects after the phase ends, according to the rules, that in case of collision of:

- mandatory subject with elective subject, mandatory subject will be left in the schedule,
- mandatory subjects, the system will delete all colliding subjects,
- elective subjects, the system will delete all colliding subjects.

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