Registration in USOSweb – subscription for the seminar Undergraduate Studies

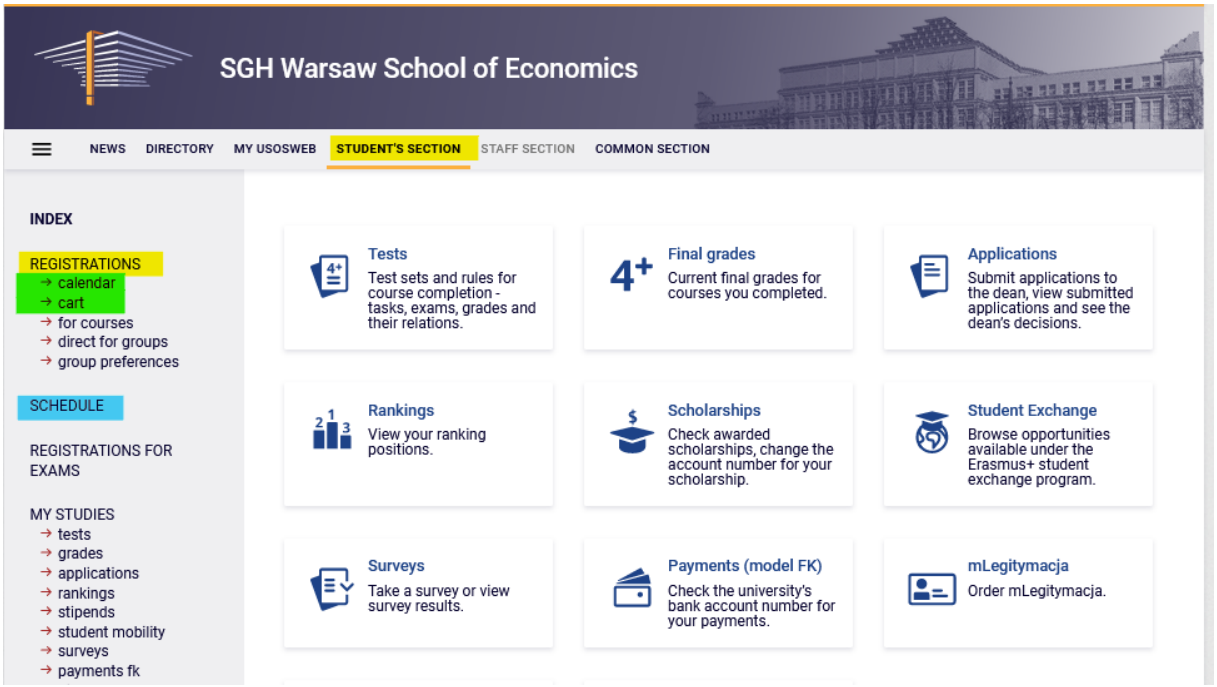
Basic information concerning all turns of registration

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.

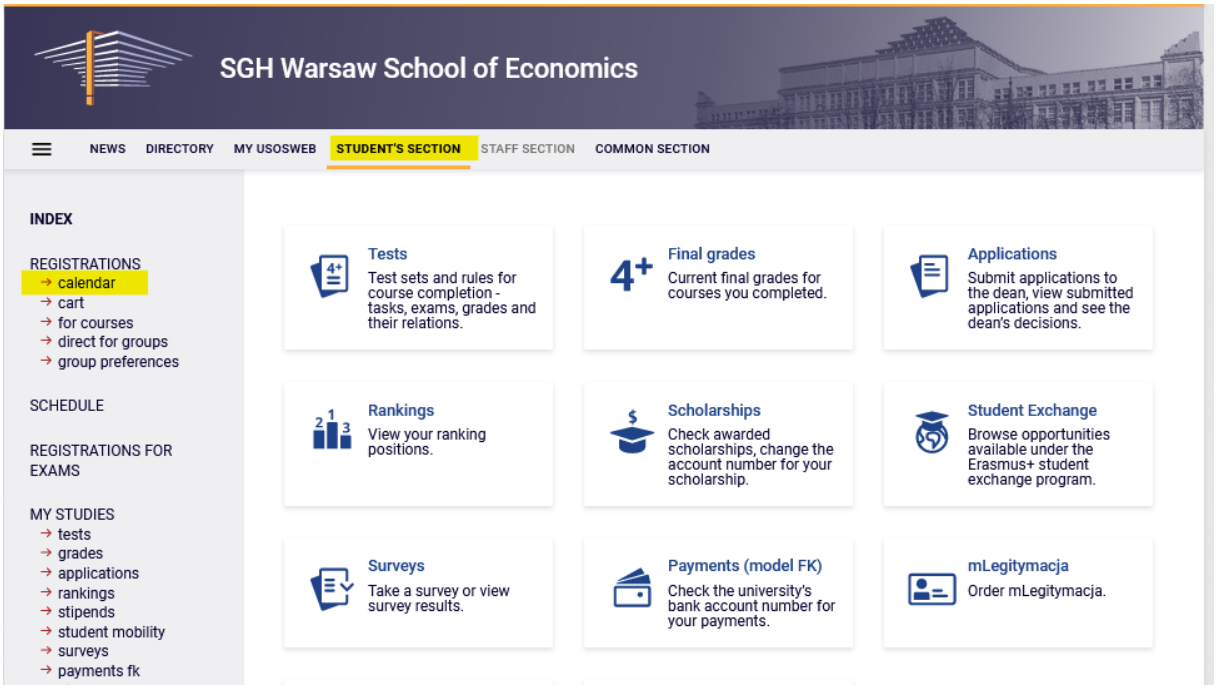
Depending on the specifics of each turn we use:

- **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).

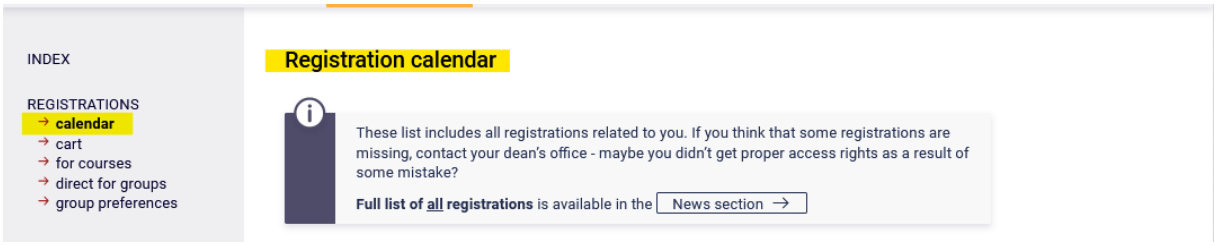


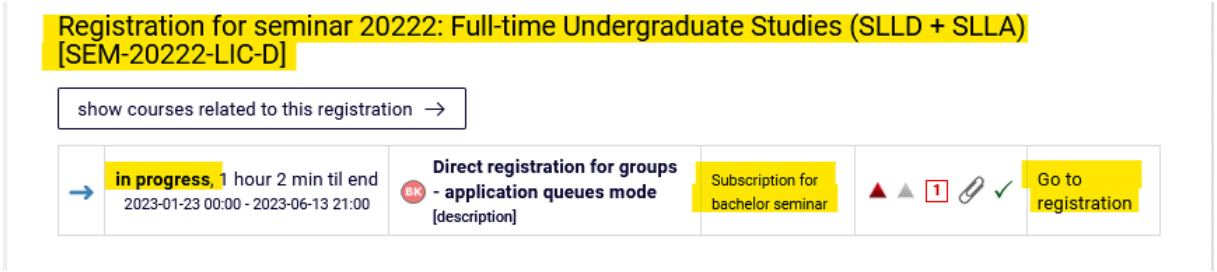
Subscriptin to the seminar

After choosing **STUDENT'S SECTION** tab you should go to **Calendar**:



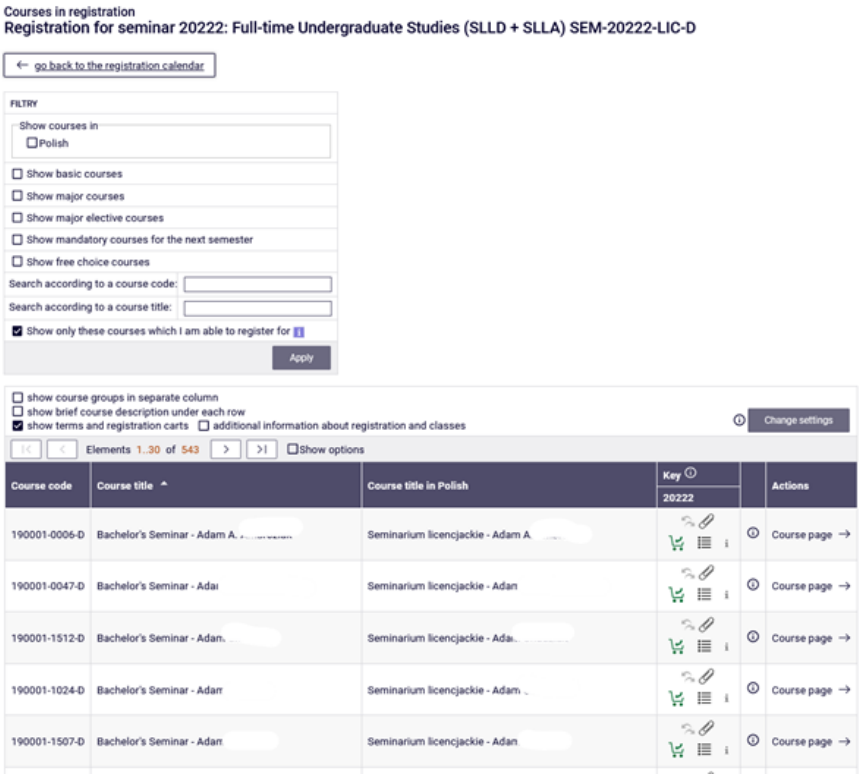
In **Registration calendar** the Subscription to seminar will be available (subscription are made separately for each mode of study):



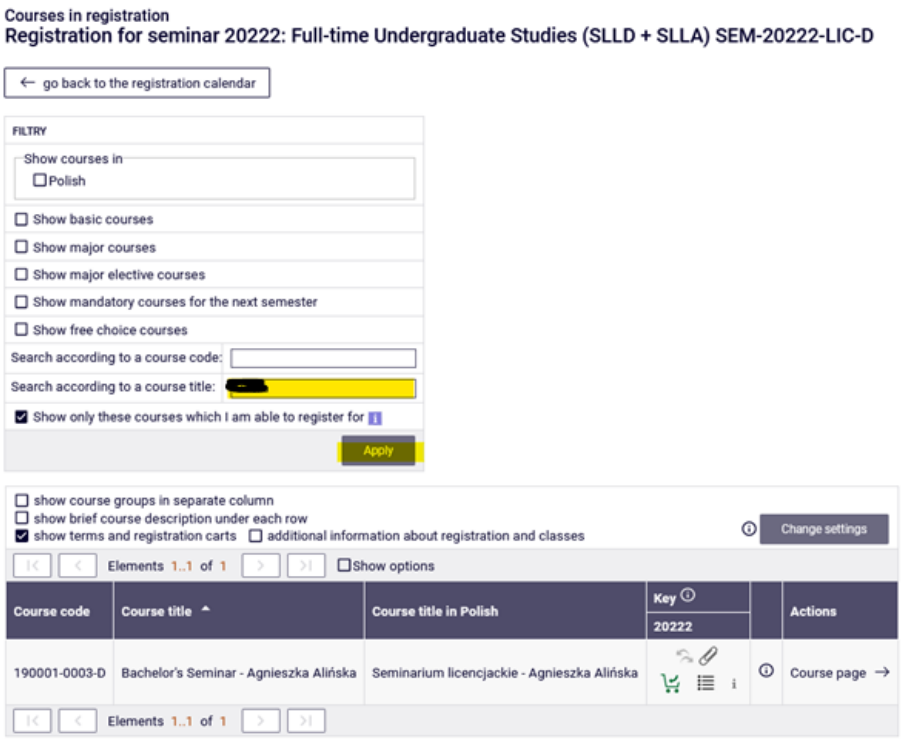


Choosing option **Go to registration** will allow you to submit the request to be subscribe to seminar with chosen supervisor.

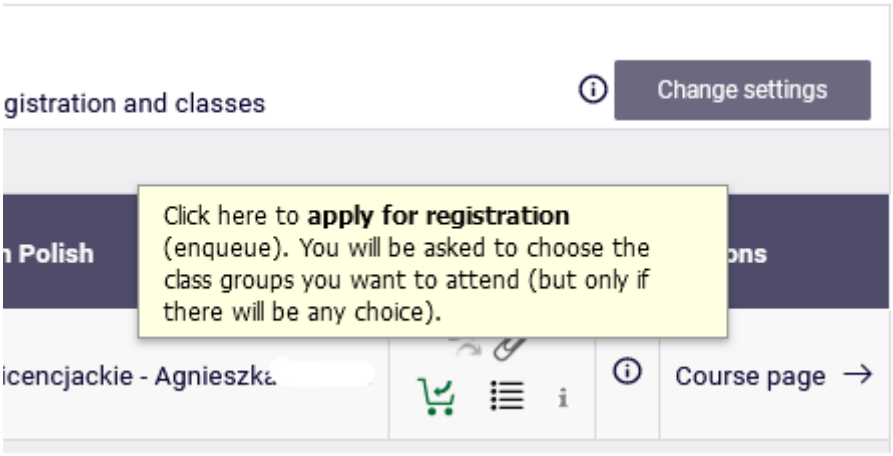
Visual after going to registration (list of all seminars available to choose from – due to the specifics of USOS system described as subject):



In the declaration all bachelor seminars offered for given academic year are available. Due to the big number of offers, to find the seminar conducted by the chosen supervisor it is best to use the search box writing the name of the teacher in **Search according to a course title**:



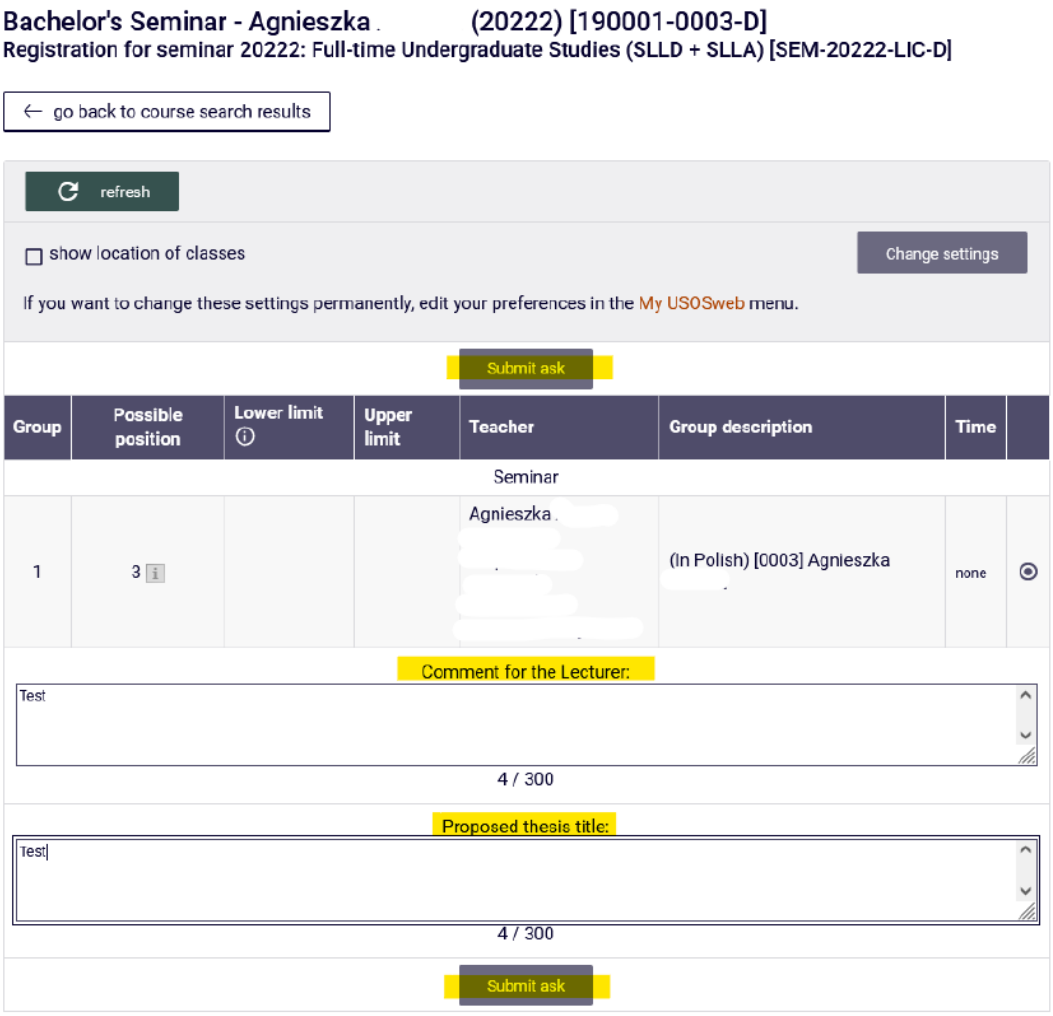
Request to be accepted for seminar is submitted by choosing the green cart icon:



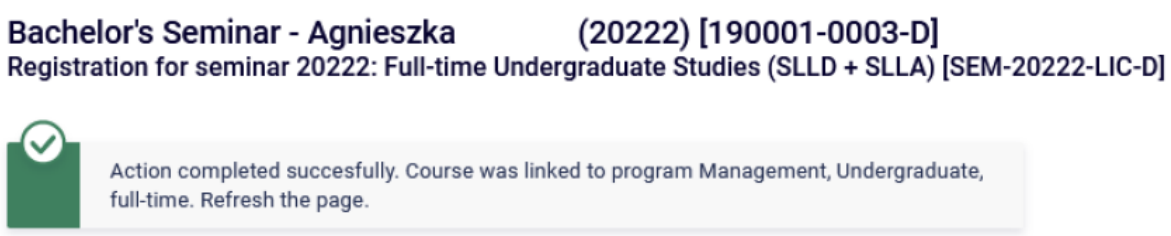
Before subscriptoin you can fill the boxes:

- **Comment for the Lecturer –** information/request, which you want to send to the supervisor
- and **Proposed thesis title**

Filling those boxes is not required by the system, but it can make easeir for the supervisor when giving the decision.

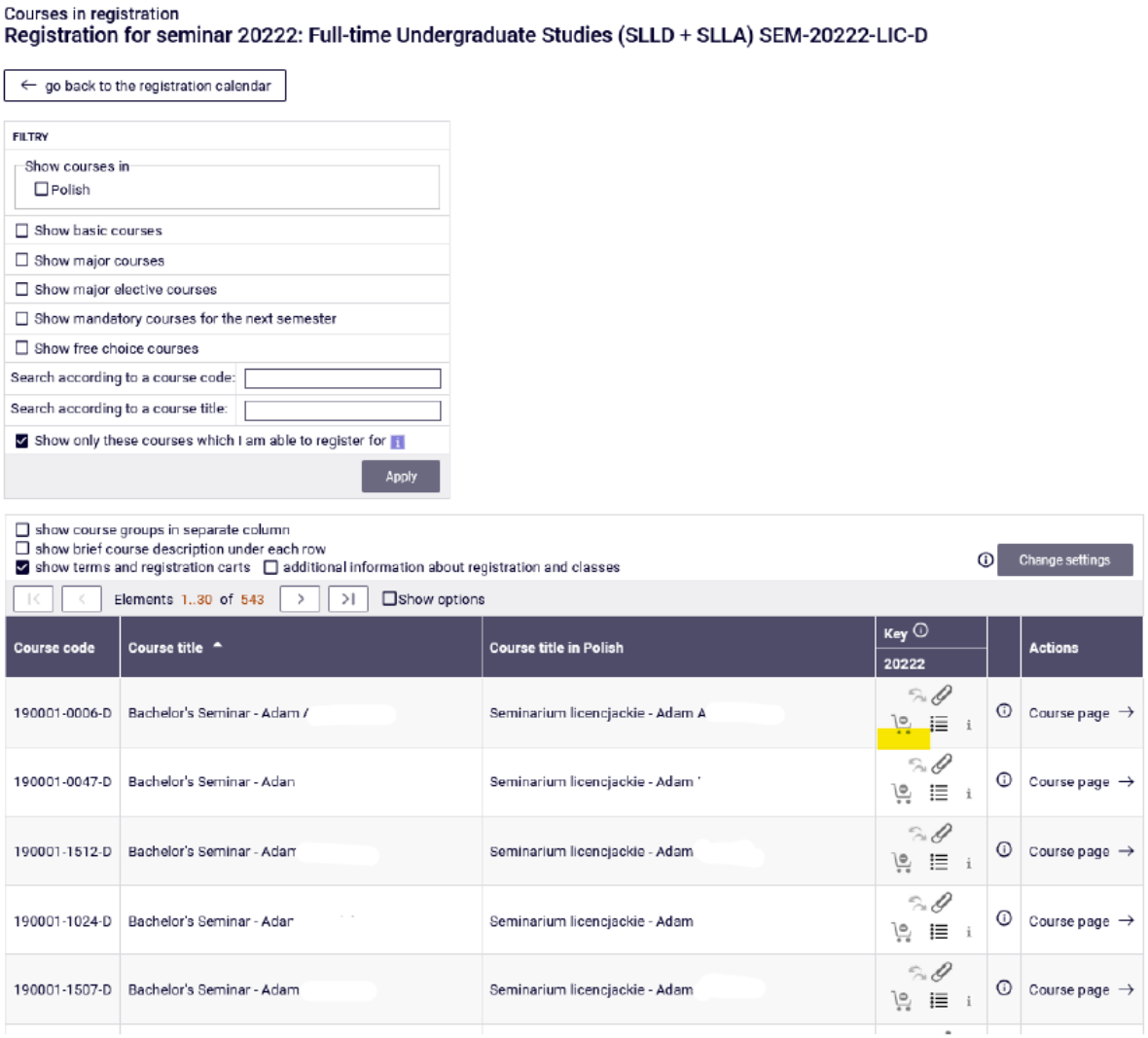


After submitting the request the comment will show up:

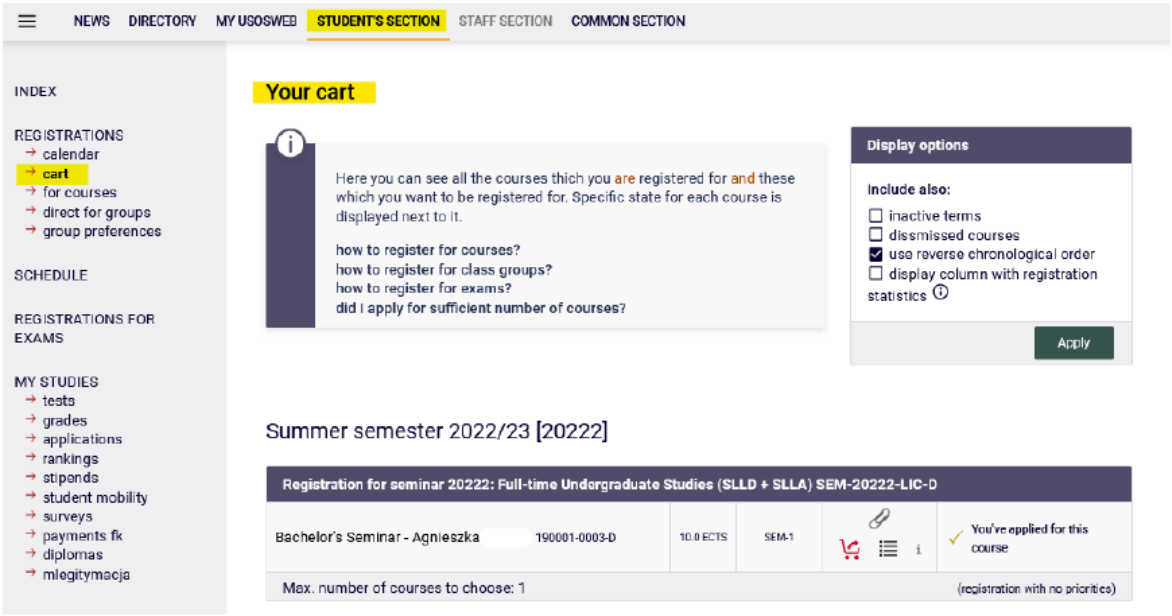


Request for subscription to the bachelor seminar in given semester can be send to only one supervisor. Until the supervisor's decision, choosing different supervisor is not possible.

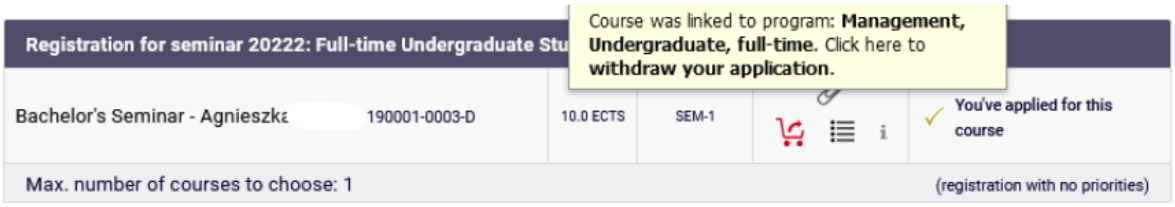
Seminars of other supervisors will be inactive – the cart icon will be grey:



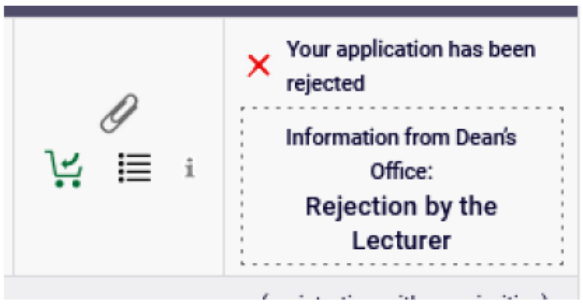
Sent request for subscription to bachelor seminar will be visible after going to **Cart:**



Accepting for the seminar requires the acceptance of the chosen supervisor. After sending the request for subscription to seminar, until the decision is made, there is a possibility to withdraw the request. To do that, you need to click on the red cart icon next to the chosen supervisor. In the next step, you can send the request to another supervisor by going to registration and repeating of the procedure.

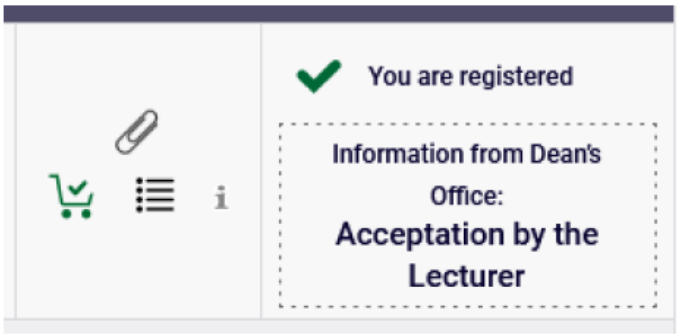


In case of rejecting the request by the supervisor, in **Cart** next to seminar (where previously was the information about the submitted request for subscription) you will see information:



In that situation you should choose seminar again with different supervisor, by repeating the procedure of the request (by going to registration).

In case the request will be accepted by the supervisor, in **Cart** you will see information:



After subscription to seminar there is no possibility to delete it and the realization of seminar becomes mandatory in the semester, in which the seminar is declared.

The obligation to complete the seminar is understood to be the submission of the thesis no later than the last day of the second term of exam session of the semester in which the seminar is conducted.

ATTENTION – if the supervisor within the specified deadline (after the end of stage) will not resolve the request for subscription to seminar, it will be automatically rejected.