Registrations in USOSweb – Registration with Teacher's Permission – Graduate Studies

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General information

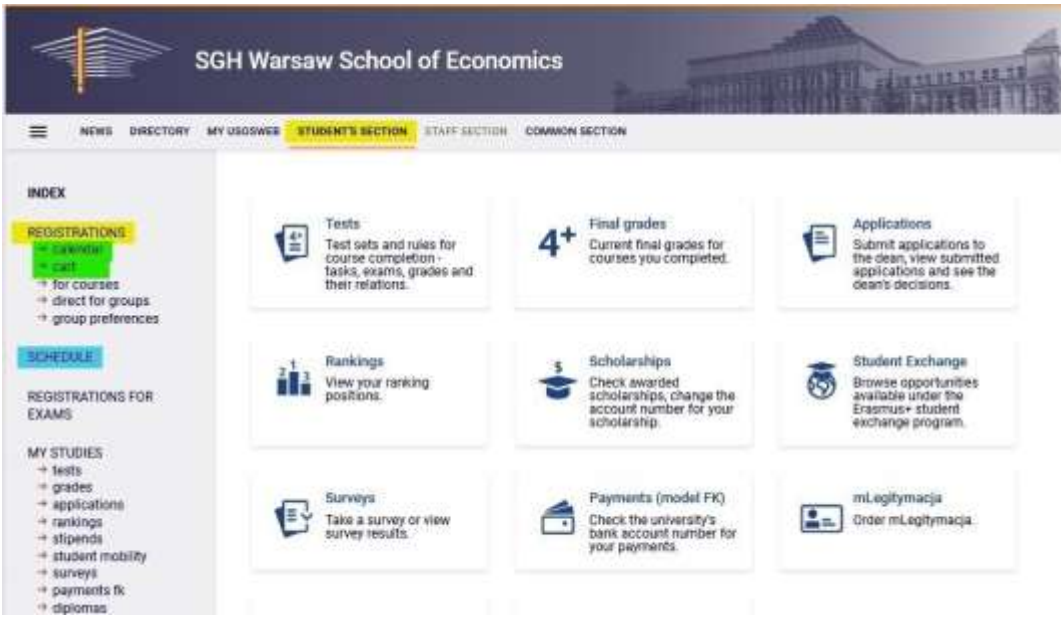
To access the USOSweb registrations you need to log in to https://ususosweb.sgh.waw.pl/

NOTE: Do not use auto translation (e.g.: provided by the web browser), please switch the languages using the flag visible in the upper right corner.

Then you need to go to the **STUDENT'S SECTION tab**, where all registration activities take place.

Depending on the specifics of a given round, the following are used:

- **Calendar** - from which you go to registration round, either for classes or for seminars; (**calendar** shows all available registrations for a given student).
- **Cart** - shows courses for which the student is currently enrolled.
- **Schedule** - in addition to the current student's timetable, it shows the changes introduced on an ongoing basis in courses during registration.



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Registration for courses:

Registration with Teacher's Permission

This round is open to all students, including those who have not taken part in earlier rounds.

This is the last round in registrations, i.e., the last opportunity to register for the classes of our choice.

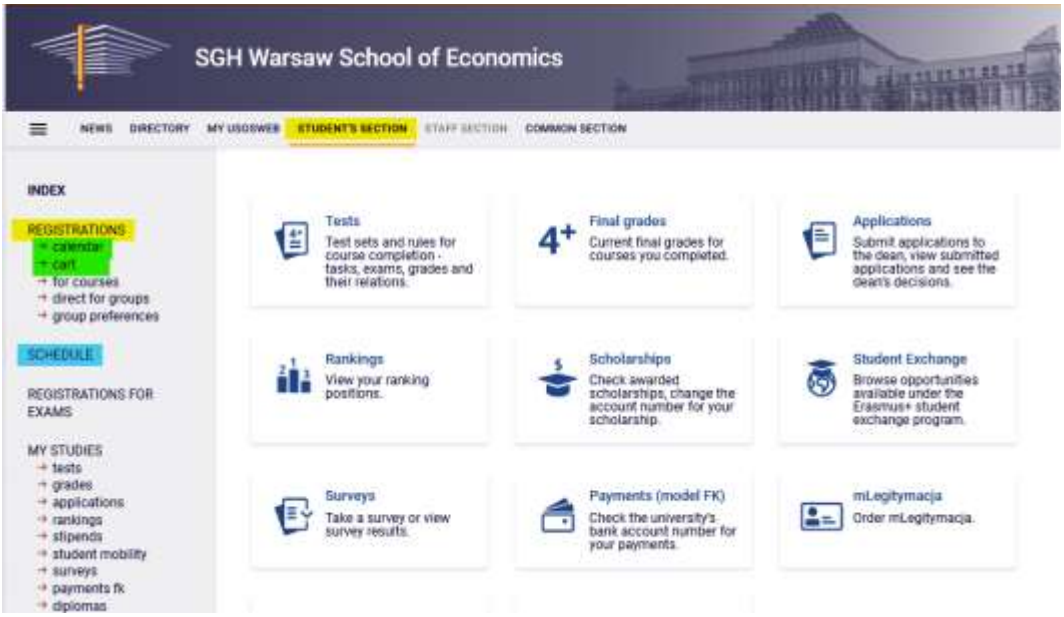
During this round, all running courses are available, but some places in groups are filled in, and some groups have no more vacancies.

In this round You have two options:

1. You can sign up for class groups where are places available - to fill **the upper limit**. The choice should be considered carefully, because **you can no** longer **de register from class chosen in this way.**
2. You can also request admission to classes in which the limit is already filled or exceeded.
   Whether you will be admitted to such a group depends on the decision of the professor. Until the teacher decides to admit you, you can resign and withdraw your request.
   After a positive decision of the educator, **you cannot give up the subject**.

NOTE - You cannot de-register from classes that we have already entered in the basket at the beginning of the turn.

In this round you use **the Callendar**, **the Cart** and **Schedule**:



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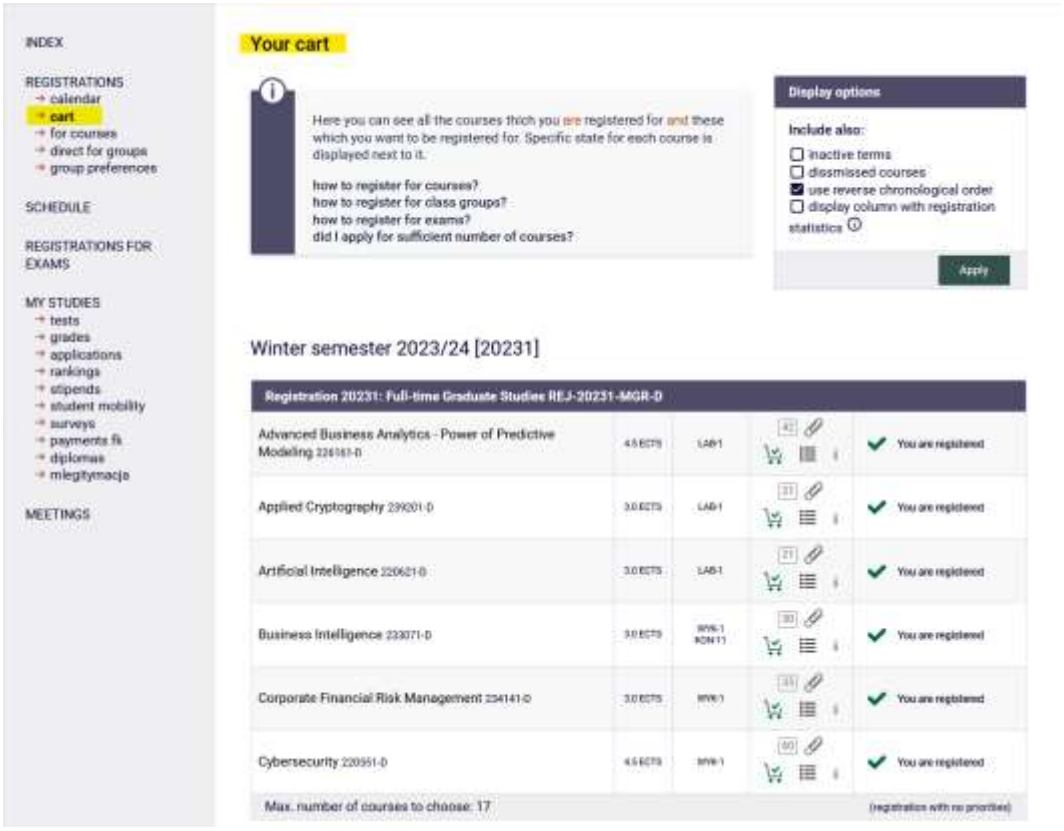
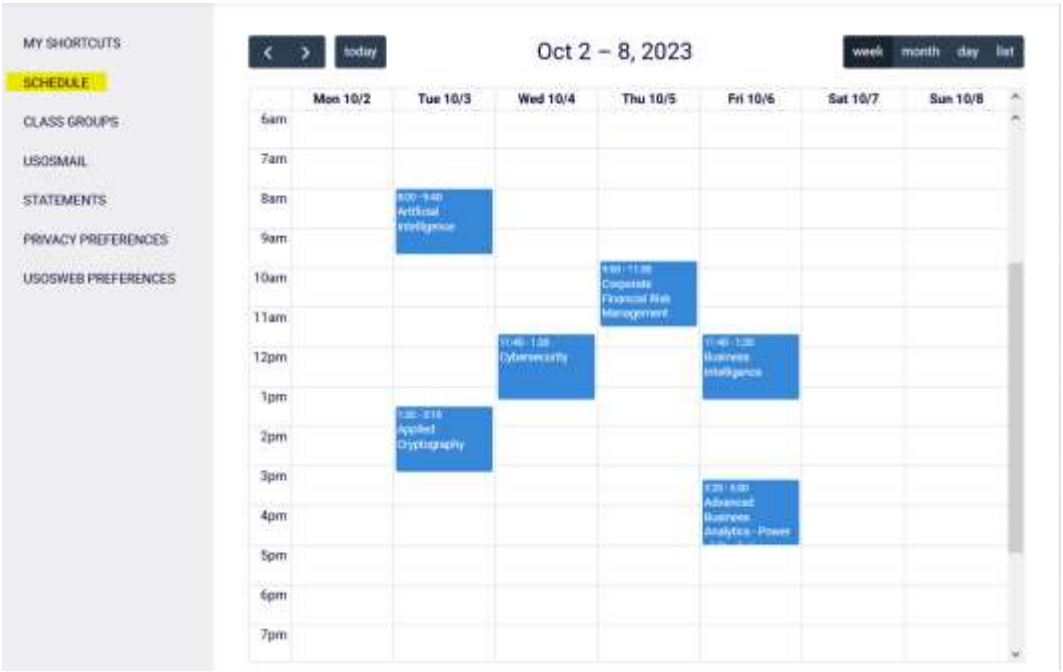
At the beginning it is worth checking what you are already registered for. Courses that will be binding for you are visible in **the Cart.**



And in the **Schedule,** you can check where you have space for classes.



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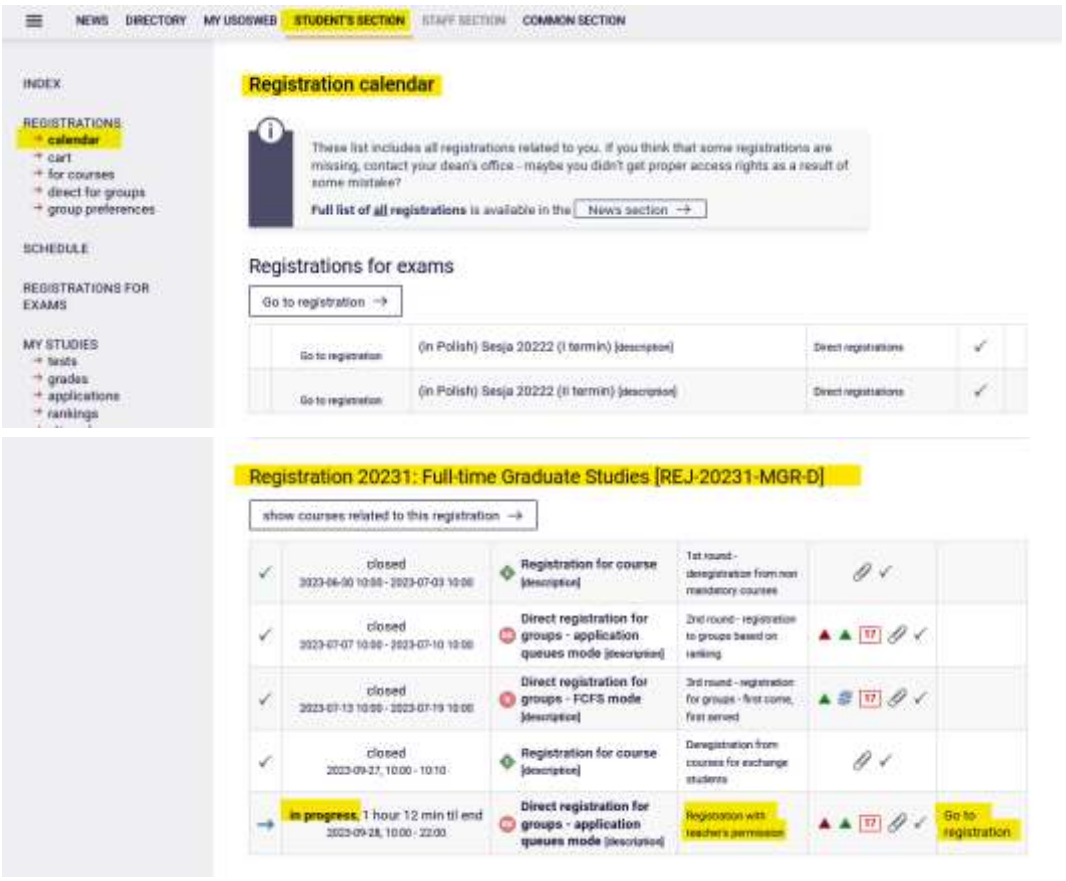
You register for courses in **the Calendar**:



Once **you go to registration**, you will have visible all the courses that have been launched and are available in this round.

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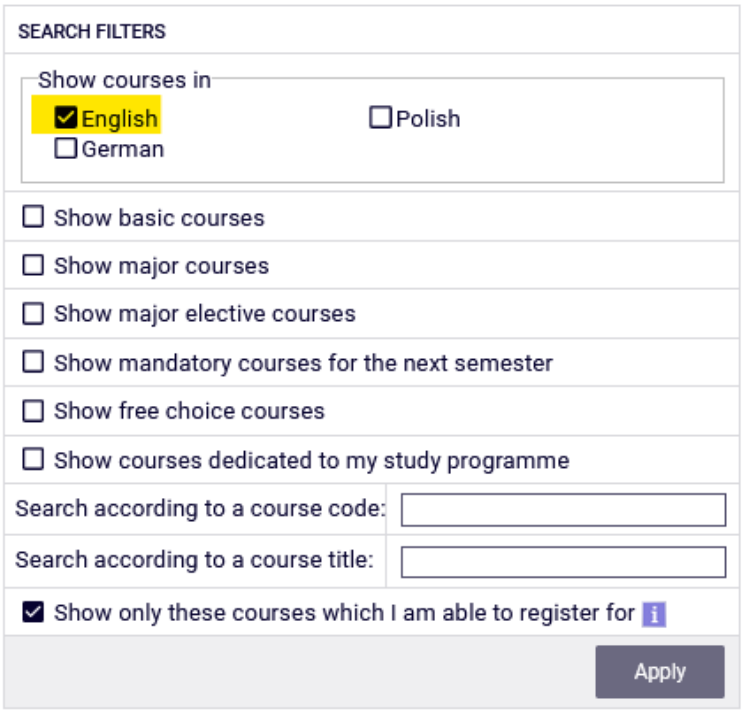
Filters

It is worth using the available **filters** when looking for courses you are interested in:



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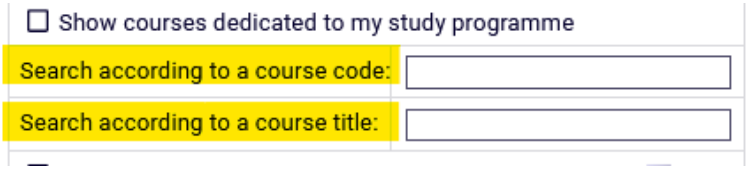
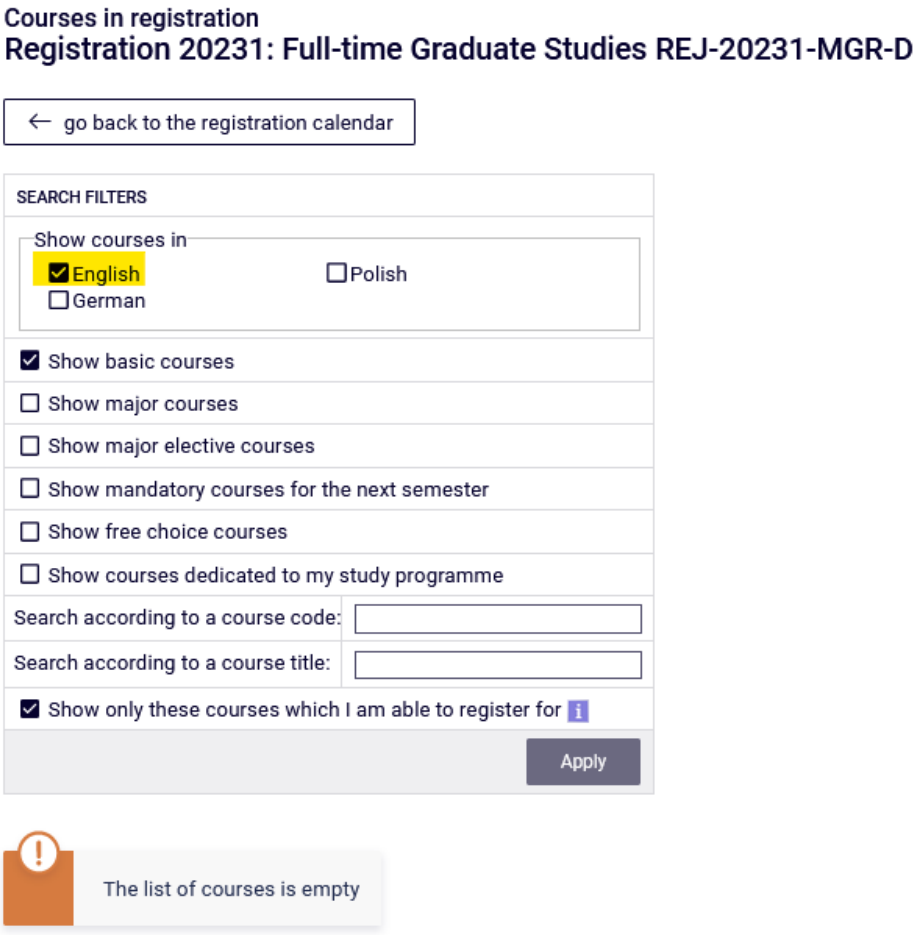
If you are looking for a course and we know its course code or part of it or at least part of its name, then you can search or it:

1. searching by the code - enter a maximum of 6 digits (do not enter 4 digits after the dash) `or` the first digits of the course code - then we will see all the items that begin with the numbers entered.
2. When searching by the name, we can enter only part of it – then we will see all the courses that have the phrase entered by us in their name.



In the same way, you can search for courses for your Major, but it is easier to search for them using filters, because then you will get a list of every course regardless of the code and name.

When using filters, pay attention to the fact that some of the filters may give us an empty result.



It all depends on which Major and semester you are in and how the requirements are entered into your study plan.

If courses from a given collection have already been passed by you, you will receive an empty list.

However, if there are courses in the list that you have not yet completed or have not passed, the filter will show them.

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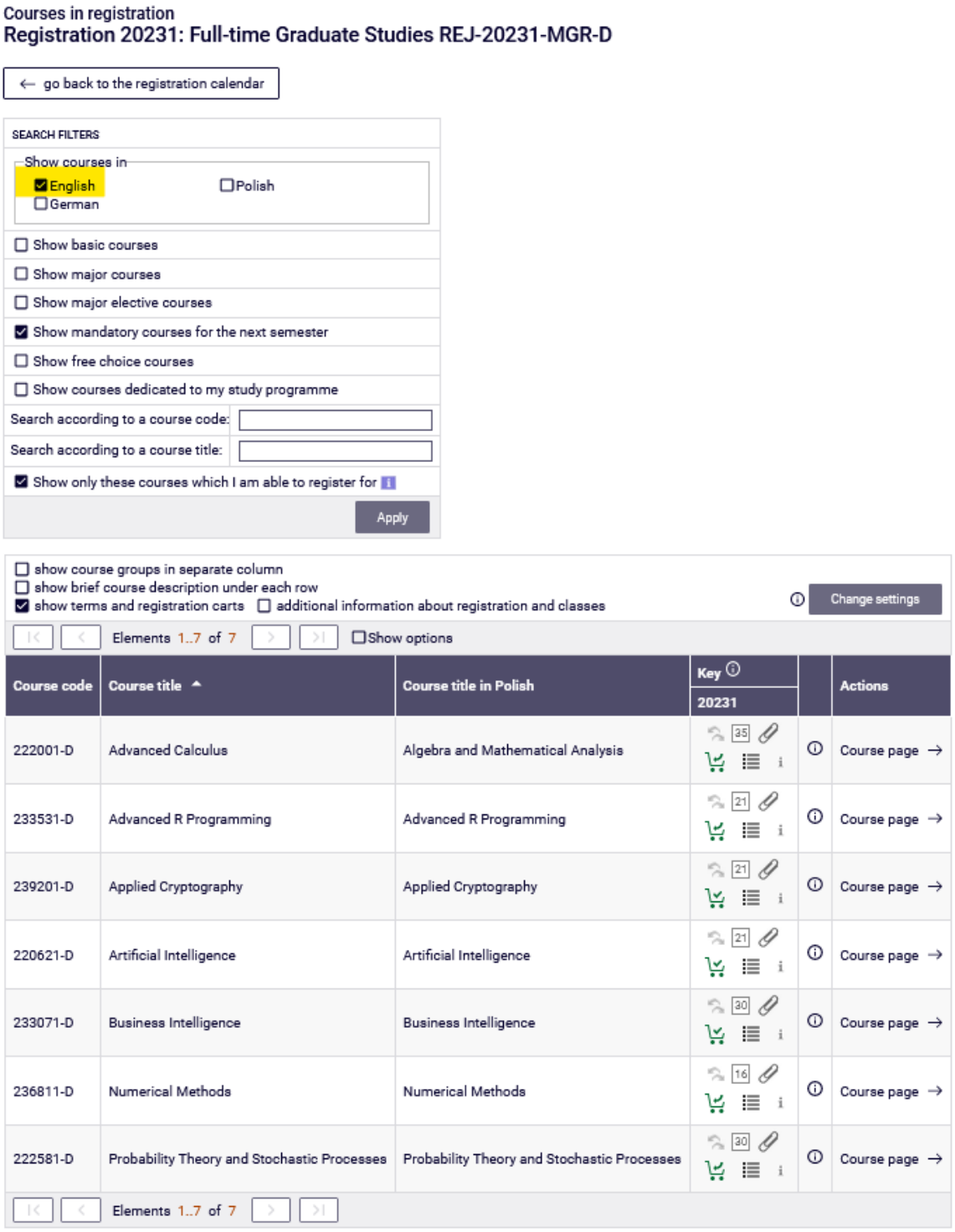
The **filter Show only courses needed for the next semester** will show us all the courses that are needed for the semester for which you register for classes, and which are assigned in your study plan for this semester (name and code)



If this semester there are no specific subjects in the requirements (in study Plan), and in the study plan there is only the language course/seminar and the required number of ECTS credits, this filter will not show us anything.

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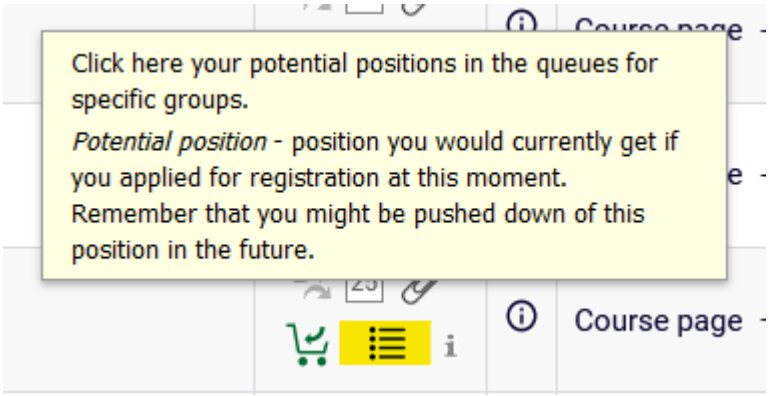
NOTE: STUCENTS REGISTERING FOR CLASSES ON THEIR LAST SEMETER

In the case of the last semester, the timetable does not include specific courses, but because this is the last semester in which you are obliged to complete all previously uncredited major subjects and obtain 15 ECTS/20 ECTS points in Major Electives, selecting this filter will show you all previously passed Major and Major Elective courses.

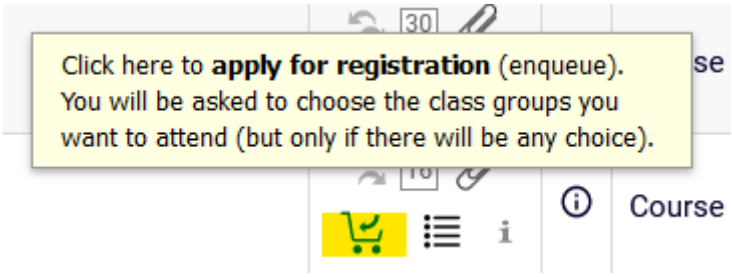
In the last semester, in the case of major courses, it will be simpler to use the filter:

Registering for a class or requesting admission over the limit

Whether there are places in chosen class can be checked by clicking on the icon at the shopping cart:



You register or make a request for courses by choosing a green shopping cart:



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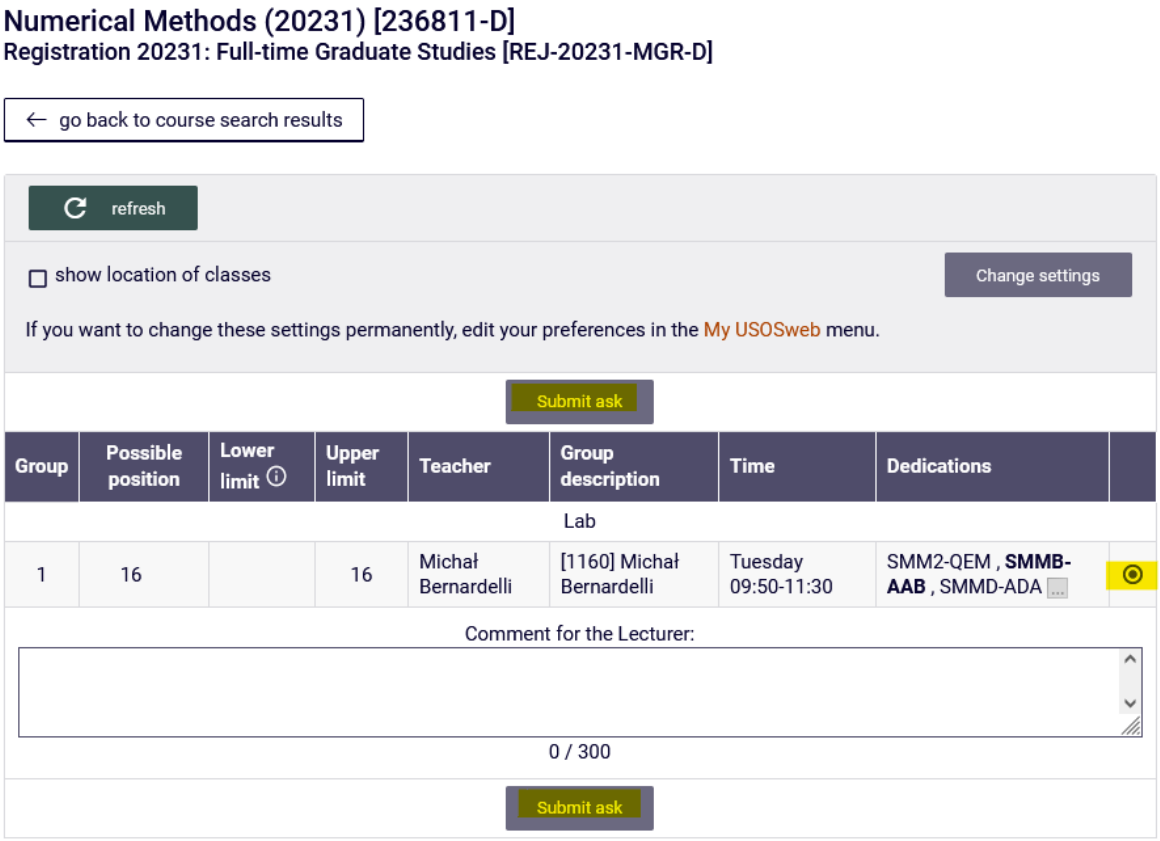
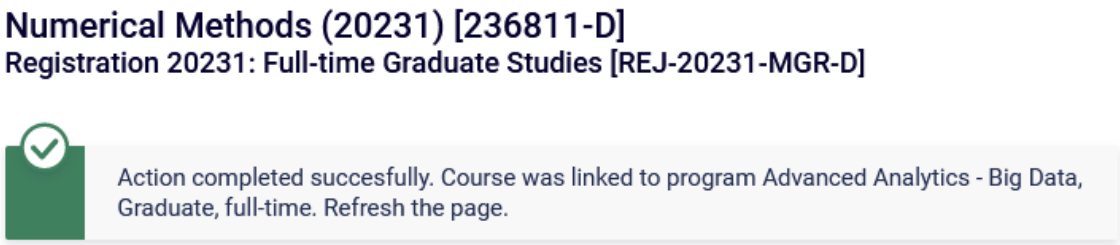
If there are free places in the group, after selecting it, you will be directly registered in the course and will not be able to deregister from it (if there are free places in the group, you do not have to write anything in the comment for the lecturer).



After successful registration for classes, you will receive information:



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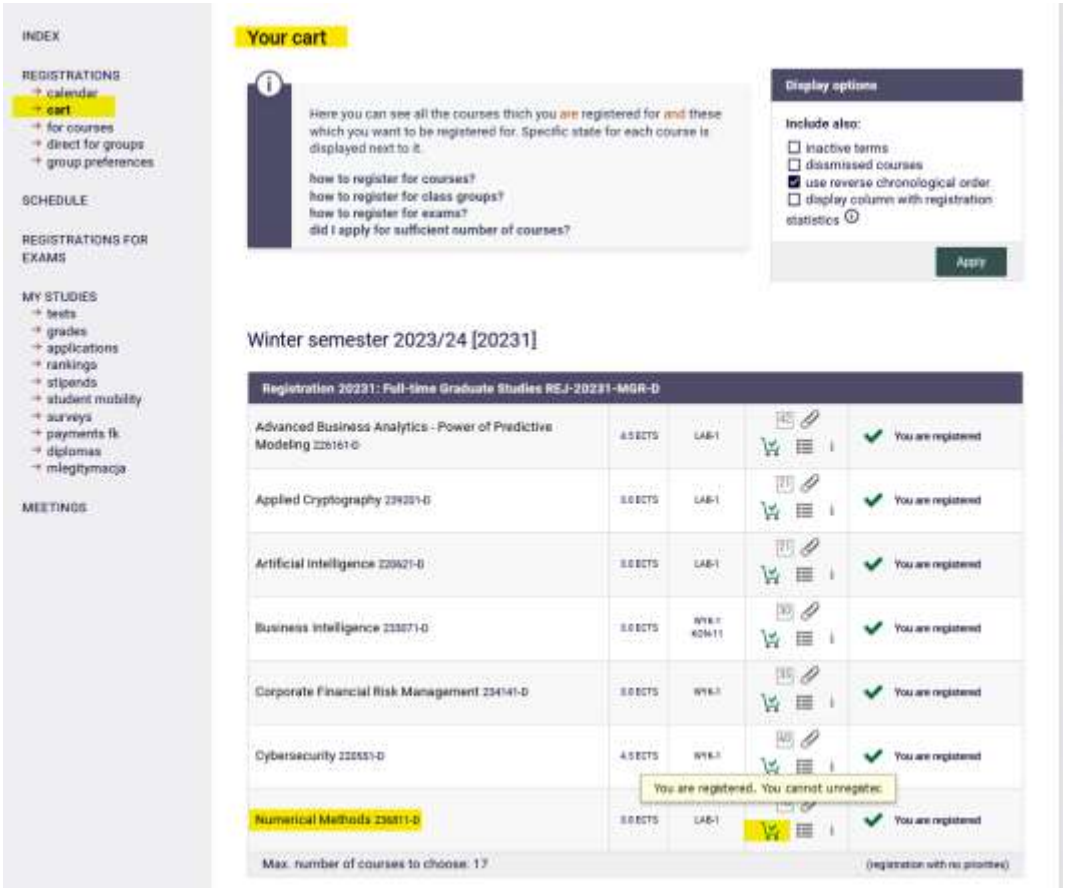
In your Cart, the selected course will appear, from which it will no longer be possible to deregister.



If the maximum limit of students in the course group has already been filled in or exceeded, you can request admission for the course.

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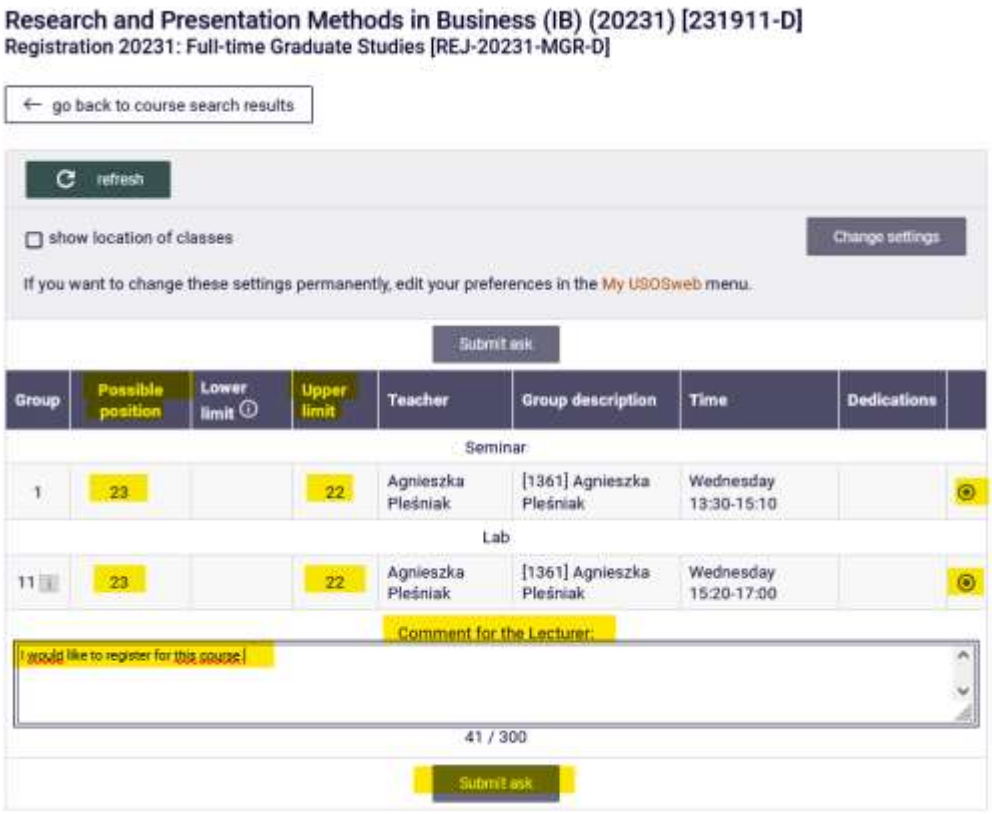
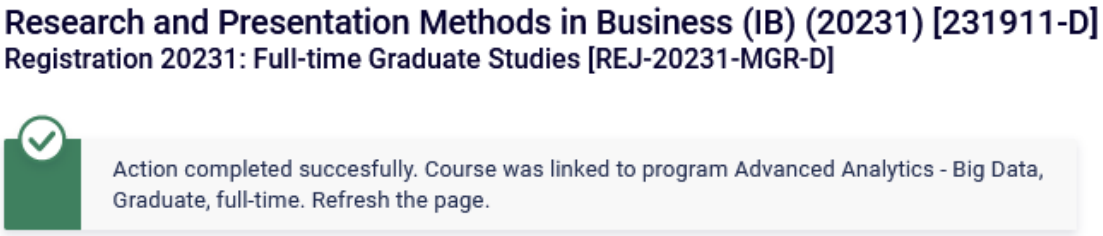
The system will allow you to send a request without filling in the **Comment for the Lecturer**, but it is worth filling it out and entering information why you want or need to complete the course.



After sending your request, you will receive information:



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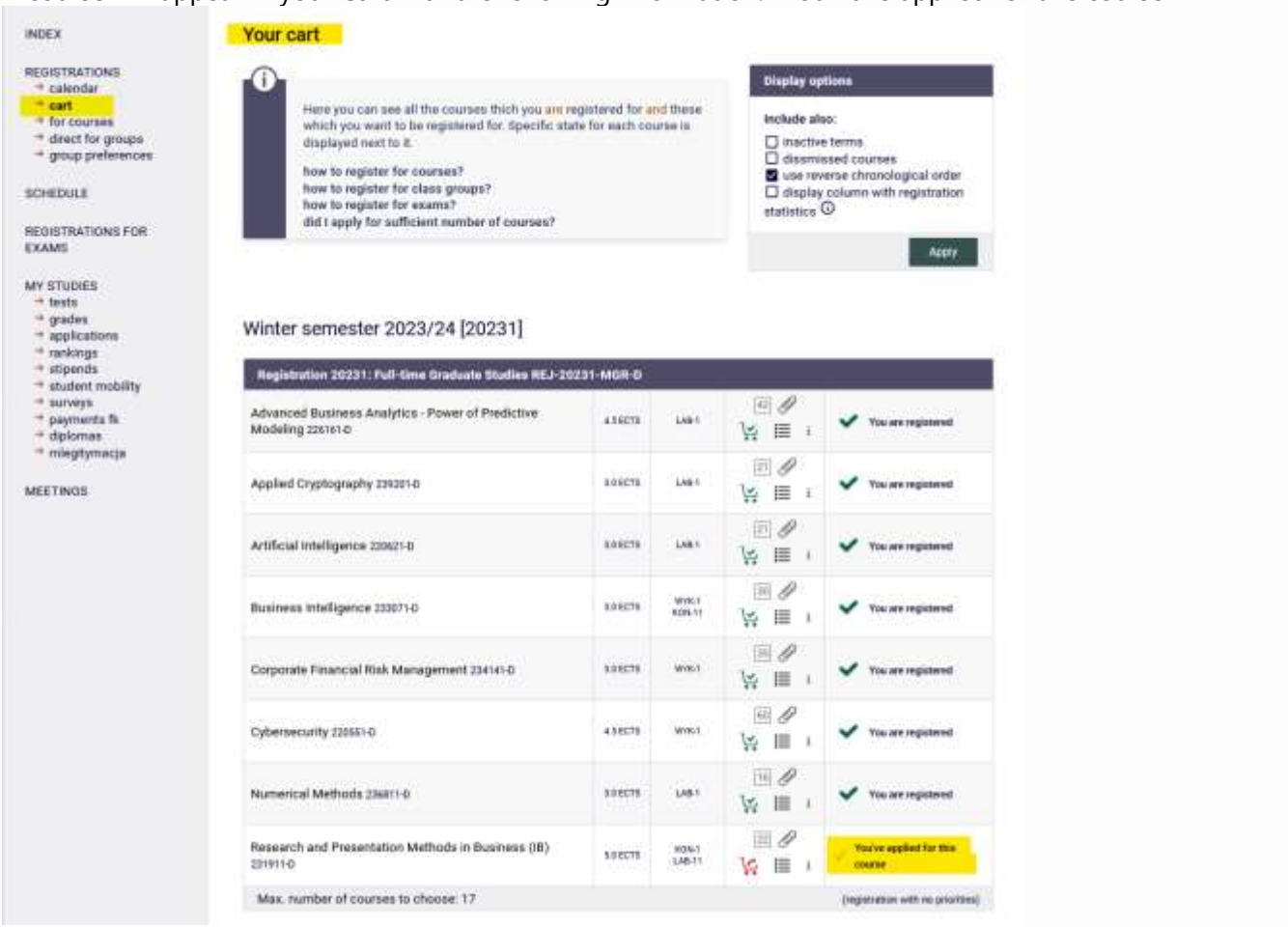
A course will appear in your Cart with the following information: "You have applied for this course"



In the Schedule, the class with a request not considered by the educator will have a red tile.

Until your request is processed, you can cancel the item by selecting the red shopping cart:

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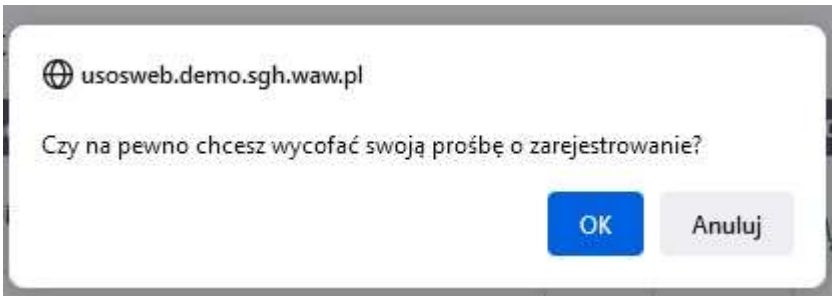
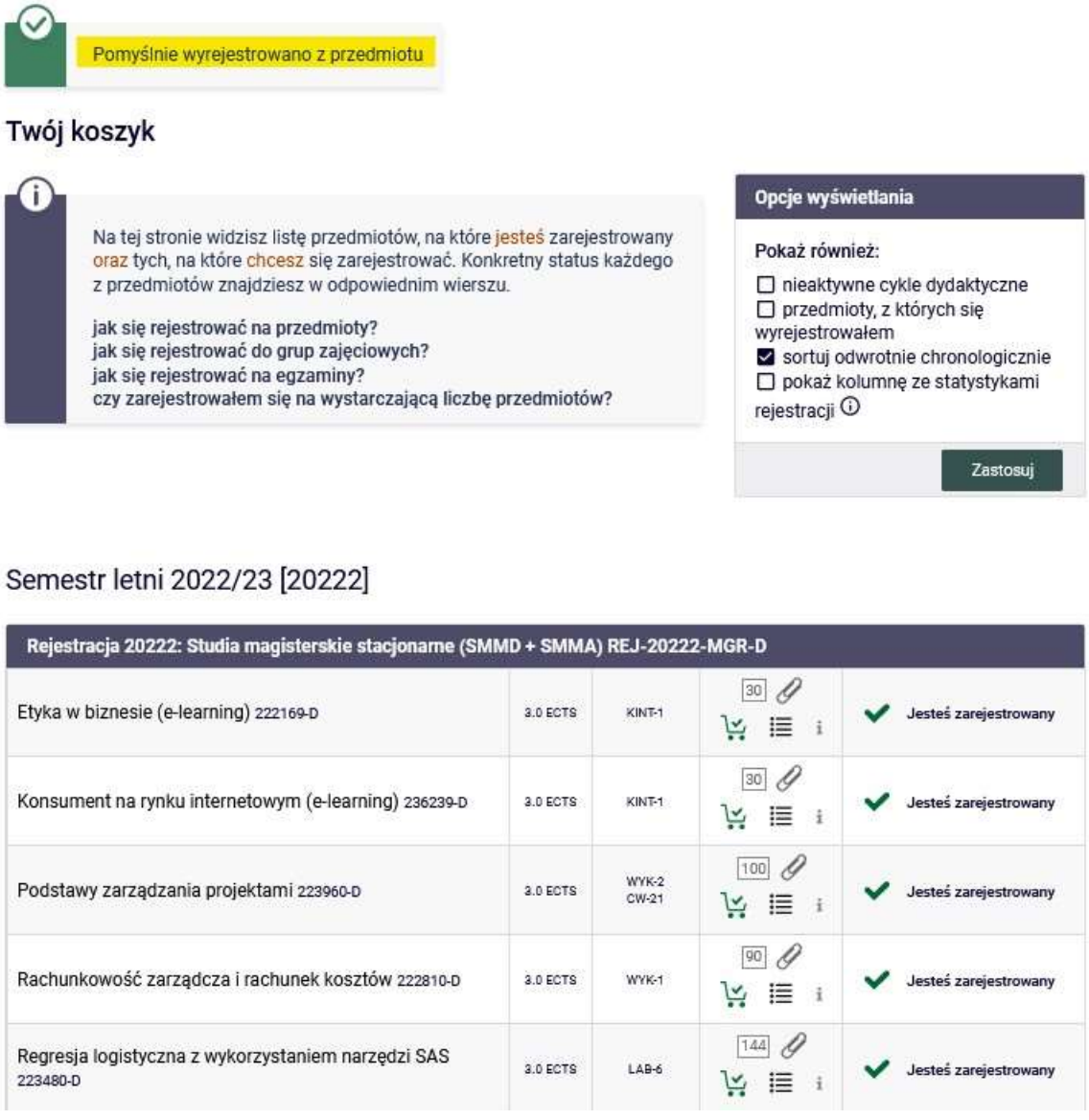
When dropping a course, you will be asked to confirm our decision.



Once confirmed, the course will disappear from your **Cart**:



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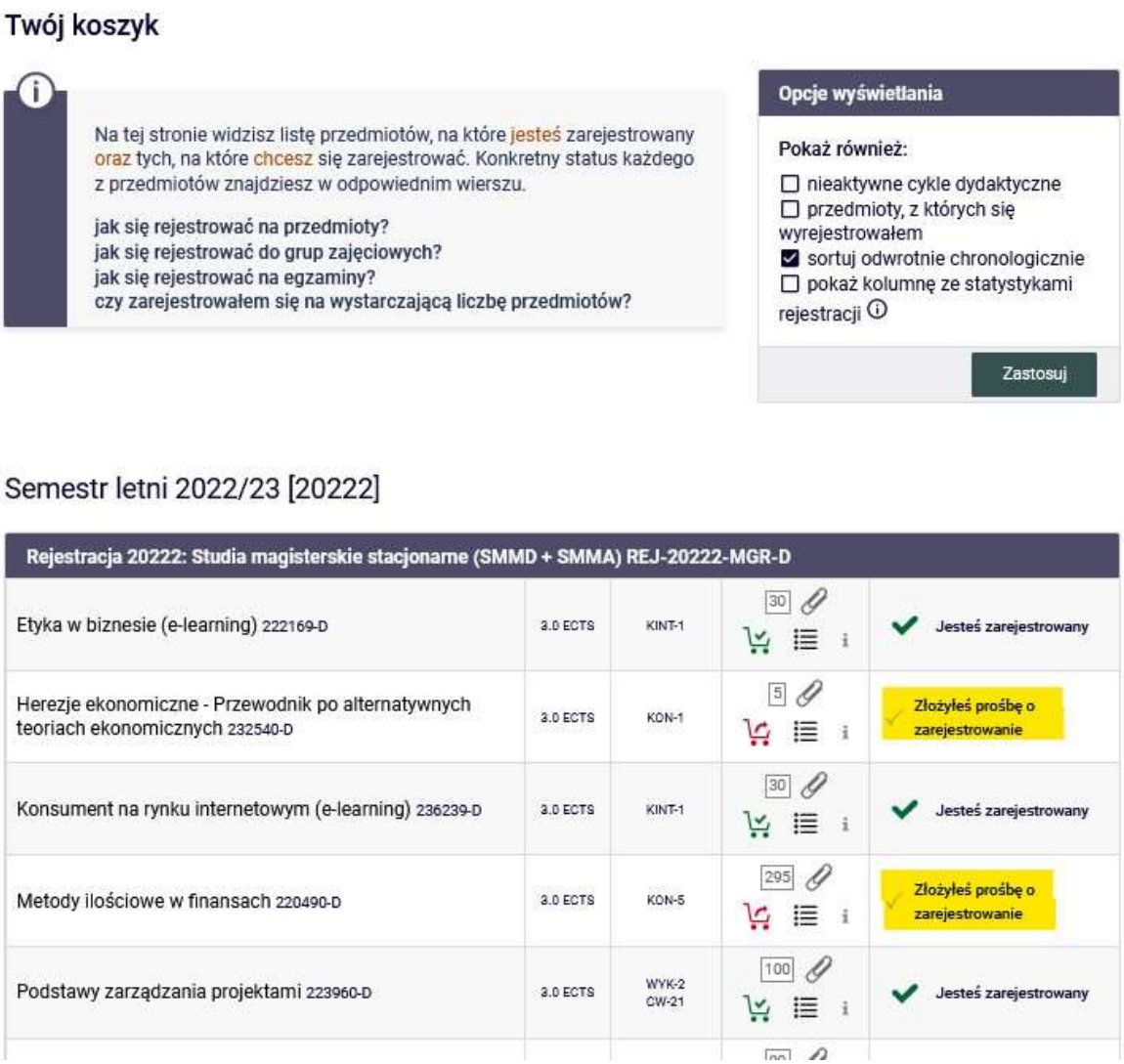
If we want to register up for class that conflicts with the already selected courses, you will receive the following information:

In the Cart you have courses that are waiting for the decision of the lecturer:



After the decision of the teachers in **the Cart,** there will be information whether you have been accepted for the class or not.

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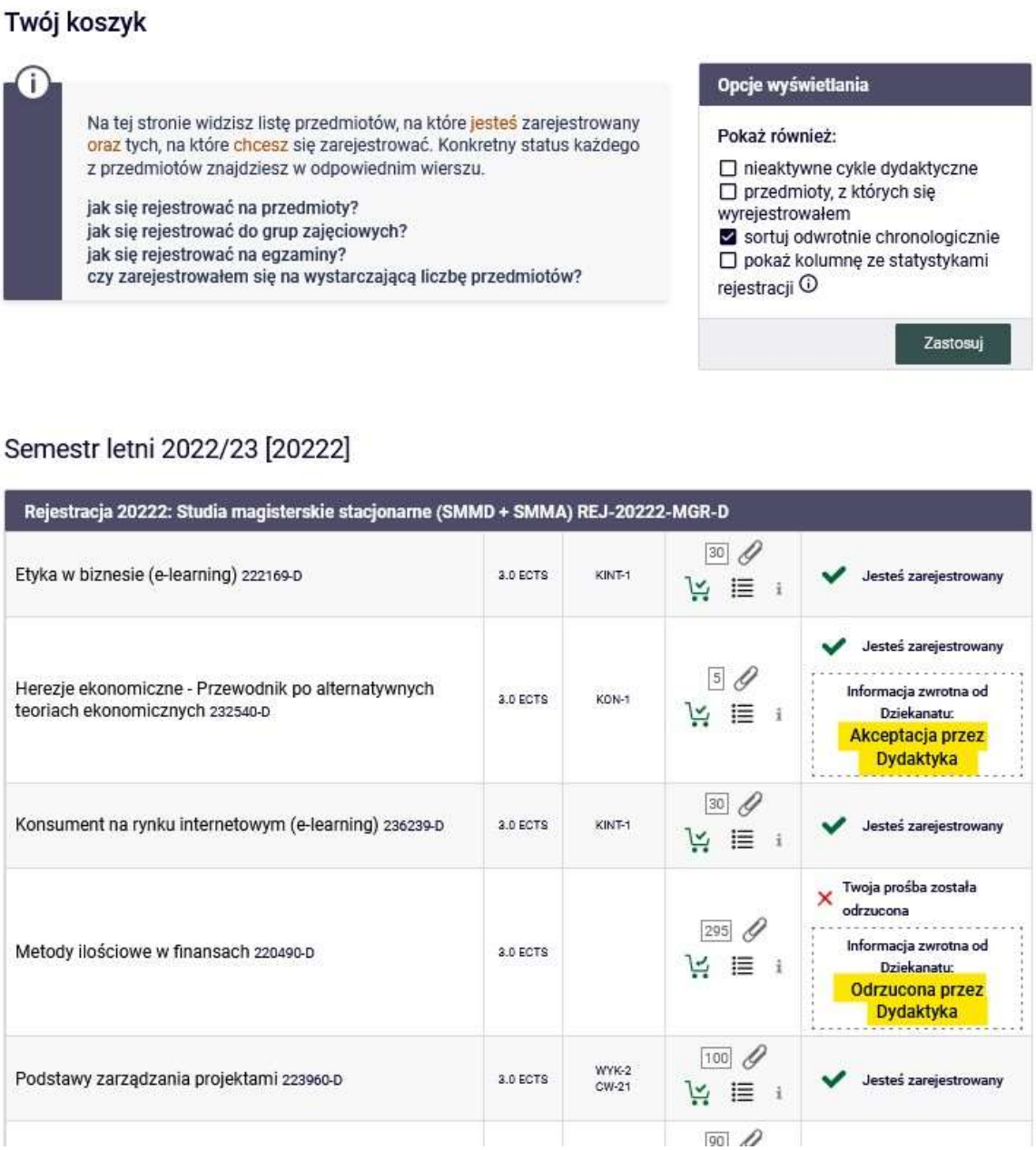
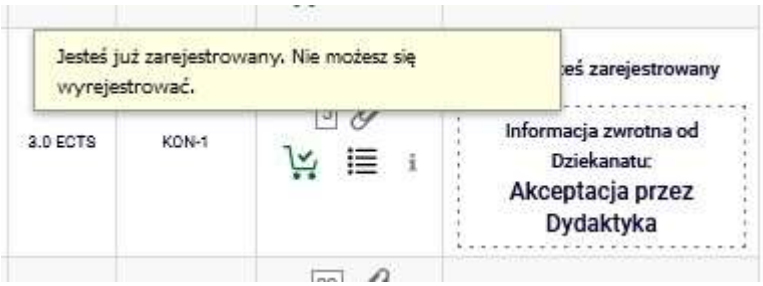


You can no longer deregister from the course that has been accepted.



For the course your application has been rejected, you can again request admission (e.g., to another teacher, if there are more classes):

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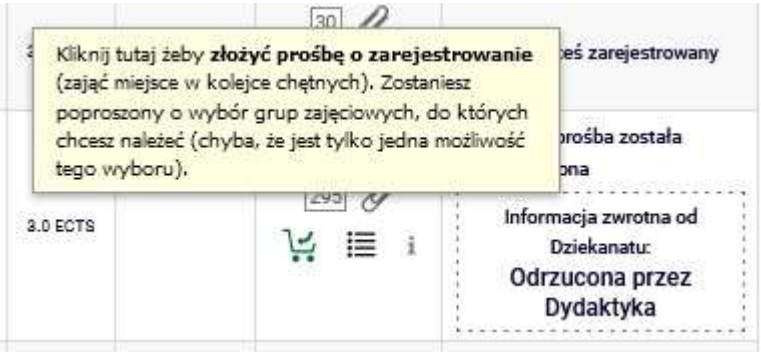
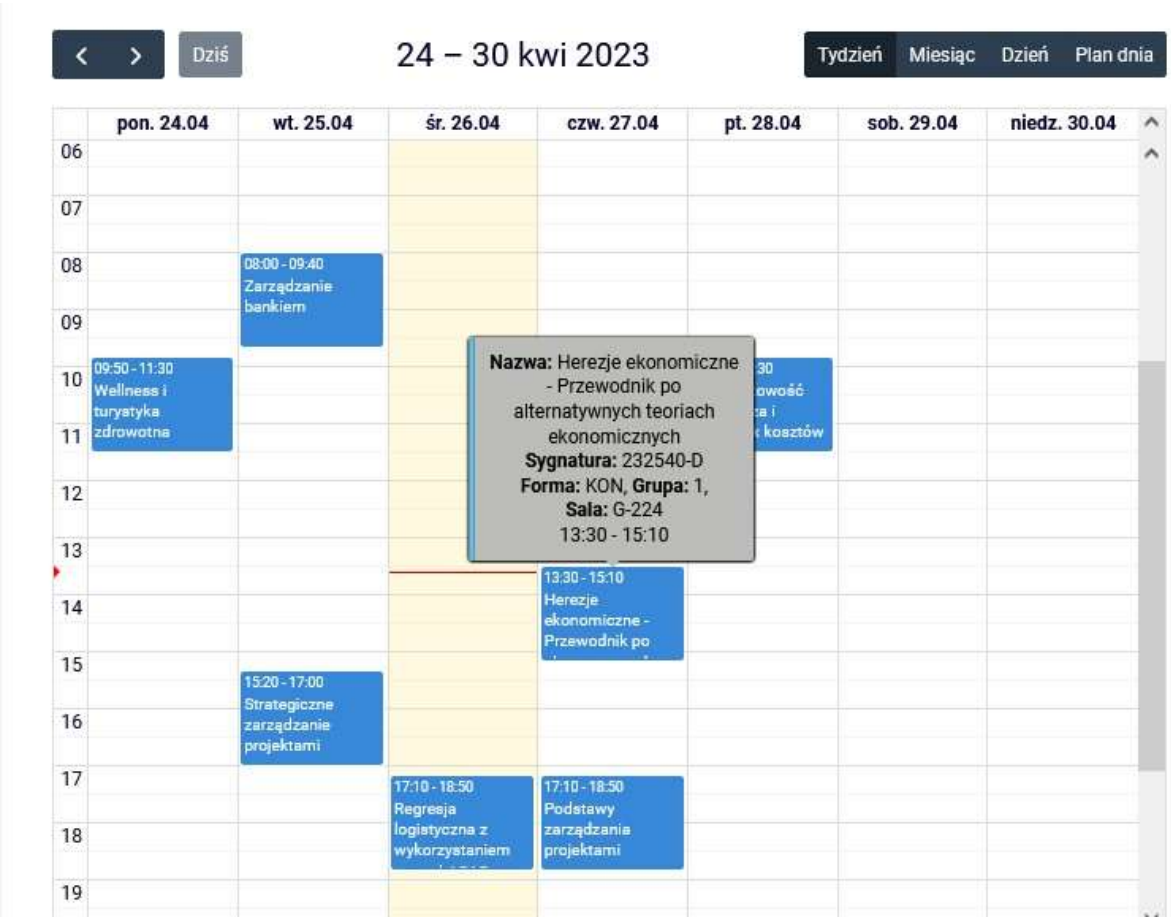


An accepted course will appear blue in the Schedule, and a rejected course will no longer show.



After closing the registration, all courses that are entered in your **Cart** will be obligatory for you to complete in the next semester.