

FAQ/ Frequently Asked Questions and Answers about registration/enrolling on classes

- 1. I am a foreign student and have trouble finding information about registration on the Polish version of the faculty website.**
 - Please check the current information on the English version of the faculty website under the CURRENT-INFORMATION tab
<https://wbliw.pwr.edu.pl/en/study/deans-office/current-information>
 - If you still can't find the information you're looking for, ask via email at joanna.dalecka@pwr.edu.pl
- 2. Where can I find current information about Registration?**
 - Current information is available on the faculty page under the ZAPISY tab on faculty webpage <https://wbliw.pwr.edu.pl/studenci/zapisy>
 - CEB students can also find information intended only for them on the English version of the faculty website under the CURRENT-INFORMATION tab
<https://wbliw.pwr.edu.pl/en/study/deans-office/current-information>
- 3. Is there a guide available for registering for courses in the USOS system?**
 - Yes. A guide is available on the faculty page under the ZAPISY tab.
Załącznik [usosweb rejestracje na zajecia](#)
- 4. Where can I send inquiries regarding problems with Class Registration?**
 - Please report registration issues via email only to zapisy.usosw2@pwr.edu.pl.
- 5. How can I contact the Registration Administrators?**
 - Contact with Registration Administrators is possible only by email at zapisy.usosw2@pwr.edu.pl. Additionally, an online meeting with students is organized before each registration session to discuss details.
- 6. How can I register for a Thesis Course?**
 - To register for the first time or a repeat with a new thesis topic, you must email a completed form to zapisy.pracadyplomowa@pwr.edu.pl by the specified deadline. Include a screenshot of the approved thesis topic from the APD system, as shown in the example application on the faculty page under „Dyplomanci – Do pobrania” or “Diplomants” on English version of faculty webpage <https://wbliw.pwr.edu.pl/en/study/deans-office/diplomants>. Forms without this screenshot will not be processed.
- 7. Where can I report a lack of spots in a group?**
 - If there are no available spots in a group, report the issue via email to the Vice Dean for Didactics at andrzej.batog@pwr.edu.pl.
- 8. To whom can I send a request to join a group beyond its capacity?**
 - Requests to join a group beyond its capacity should be sent to the Vice Dean for Didactics at andrzej.batog@pwr.edu.pl. Email approval from the Vice Dean is required for such registration.
- 9. Can I register for courses from different streams?**
 - No. You must stick to registering for streamed courses—if you choose a stream, you must enroll in all its forms.
- 10. Can I register for only one type of class in a course group?**

- No. In the case of course groups, you must register for all available class types to complete the course.

11. What should be included in the email regarding Registration/Enrollment issues?

- The email should follow a template outlining all necessary details for correct registration (you can also include a screenshot showing the problem).

Required Template:

"Please enroll me in the course:
 Course name: Soil Mechanics
 USOS code: W02BUD-SI0014W
 Group number: 1
 Jan Kowalski, student ID 123456
 Civil Engineering
 Specialization: IBB
 Type of studies: Full-time/Part-time
 Degree: First degree/Second degree
 Stage/Semester: 7"

12. Do I need to adhere to Prerequisites?

- Yes. You must adhere to the list of prerequisites posted on the faculty page under the ZAPISY tab
<https://wbliw.pwr.edu.pl/studenci/zapisy> PREREQUISITES
[PREREKWIZYTY WWW](#)
- If you register for a course for which you are not eligible, you will be unenrolled during verification.

13. Can I enroll in courses in advance (from a higher stage) if the USOS system allows it?

- No. Advanced course registration is prohibited. If you enroll in a course in advance, you will be unenrolled during verification.

14. Why can't I see my Registration in the USOS system before enrollment begins?

- This could be due to several reasons:
 - You may not meet the grade criterion for the first round, which is visible when registration is activated. Additional rounds are added in subsequent migrations.
 - You may have been reinstated or transferred (in which case you will be manually added after notifying the Dean's Office).
 - You are in the first semester (from recruitment), where enrollment is done administratively.
 - You are on a leave of absence for the current stage (e.g., registration in the winter semester is for stages 3, 5, 7 and you are in stages 2, 4, or 6).

15. Why can't I see the registration option despite being added to the round by the Registration Administrator?

- The USOS system doesn't operate in real-time; data are saved from one migration to the next. Migrations and rounds during registration occur at designated times:
 - 08:00-08:14 – Migration
 - 08:15-09:59 – I Round

- 10:00-10:14 – **Migration**
10:15-11:59 – II Round
 - 12:00-12:14 – **Migration**
12:15-13:59 – III Round
 - 14:00-14:14 – **Migration**
14:15-15:59 – IV Round
 - 16:00-16:14 – **Migration**
- If you are added to a future round before a migration, the registration option will appear after the nearest migration period.

16. Where can I check the availability of repeat courses?

There are two types of registrations for repeat courses:

- Registration through a survey for repeat courses from the first stage and for those initiated by the Vice Dean for Didactics, listed on the faculty page <https://wbliw.pwr.edu.pl/studenci/zapisy> under „Zapisy na kursy powtórkowe” (Repeat Course Registrations). Here, you'll also find deadlines and rules for submitting your application.
- Registration via portal corrections in the USOS system for lower stages (e.g., a CEB student of 3 semester can register for courses from stage/semester 2 during portal corrections). A detailed schedule of these portal corrections, specifying which students of bachelor studies can register for which semester courses, is available in Polish version of FAQ.

17. Where can I check the schedule of classes with group codes?

- A full listing of all schedules (dates, codes, instructors) is available on the faculty page under the ZAPISY tab <https://wbliw.pwr.edu.pl/studenci/zapisy> or <https://wbliw.pwr.edu.pl/en/study/deans-office/current-information> for CEB students.

18. Where can I find information about University-wide Registrations?

- Information about University-wide Registrations is available on the faculty page (STUDENCI-ZAKŁADKA ZAPISY- Zapisy ogólnouczelniane) tab <https://wbliw.pwr.edu.pl/studenci/zapisy>
- Current Registration Catalog AKZ (Aktualny Katalog Zapisowy) https://web.usos.pwr.edu.pl/kontroler.php?_action=news/default&panel=DOMYSLNY&file=zapisyPL.html (English version is available)