

REGISTRATION FOR CLASSES IN THE USOS SYSTEM FOR THE SUMMER SEMESTER 2023/2024 (based on the Study Regulations v. 2023)

1. GENERAL RULES

All students who have an active status in January 2024 and are not in the process of being removed will be activated for registration for the summer semester 2023/2024. Those in the process of removal will not be allowed to register.

During the departmental registration on 15-16 February 2024, it will be possible to register only for courses from the stages of study that are planned for the summer semester 2023/24. Through the survey (Google Form) from 19 February 2024, 08:00 am to 20 February 2024, 12:00 pm, requests can be made for registration for repeat and overdue classes from semesters (stages) 2-8, for which self-registration will not be possible during the departmental registration.

Registrations for repeat classes from the 1st semester will be conducted through a separate survey (Google Form) on 22 February 2024 from 8:00 am to 2:00 pm. Only those who receive an entry for the last semester (stage) of studies will be able to register for the thesis work. The registration will be conducted administratively based on applications submitted by 23 February 2024.

The list of all class groups with their schedules, rooms, and lecturers is posted on the faculty page under the ZAPISY / REGISTRATION tab. The need for organizing repeat classes not included in the announced list can be reported by email along with a list of interested students by 13 February 2024 to the email address andrzej.batog@pwr.edu.pl

Detailed organization of registrations has been provided in a separately announced plan for departmental registrations on the faculty page under the ZAPISY tab. The order of admitting students to registration will be determined based on the average of grades from the current winter semester as of 13 February 2024 or based on the recruitment indicator value (for the 2nd stage/semester).

The USOS system does not allow for advance completion of courses from higher semesters. No requests for advance registration will be considered and incorrect registrations will be removed during the semester.

During registration, please pay attention to the mandatory prerequisites (registration blocks), e.g., you cannot register for Mathematical Analysis 2 without passing Mathematical Analysis 1. Such blocks do not occur in the CEB studies conducted in English.

For USOS system registration, students will be admitted in three rounds lasting about 1.5 hours each, followed by a 15-minute break before the start of the next round. During the break, logging in and registering for classes will not be possible. Students from the current semester (stage) 2 will be assigned to respective rounds based on the recruitment indicator value, and other students based on the average grade from the winter semester. During each registration period, admitted students will register on a "first come, first served" basis for available spots in registration groups.

NOTE1: The USOS system is not a real-time system; for dean's office staff, registration effects will not be visible immediately but only after data migration to the database, which the system performs every even hour. Students will immediately see whether they have been registered to a group upon clicking „zapisz do grupy” /"register to group," but staff handling registrations will only be able to check the status of group fulfillment after the round ends.

NOTE2: Due to the ongoing session, registration blocks will not be active. During corrections, students are obliged to correct their registrations, including eliminating "overlaps" and deleting registrations for courses they "predictively" registered for.

NOTE3: When registering for courses from the next, higher semester (stage of studies), please consider not only the prerequisites but also the number of ECTS points earned, checking whether the condition for entering a higher semester (stage of studies) is met. The Dean's decisions regarding the settlement of the winter semester (stage) for students will appear in the USOS system only after registration, at the beginning of March 2024. Controls of registration correctness may last even until May 2024, and all incorrect registrations for higher semester courses will be deleted. Therefore, please be prudent in registering for higher semester (stage) courses, as the lack of a registration block in the system does not mean approval for advance registration.

2. REGISTRATION DATES AND CORRECTIONS

- Student requests for opening additional repeat courses in the survey can be submitted to the email address andrzej.batog@pwr.edu.pl by 13.02.2024, 12:00 pm.
 - Repeat course survey - 19.02.2024 from 08:00 am to 20.02.2024, 12:00 pm.
 - Administrative registrations from the survey – from 20.02.2024, 1:00 pm to 23.02.2024, 3:00 pm.
 - Repeat course survey from the 1st semester – 22.02.2024 from 08:00 am to 2:00 pm.
 - Administrative registrations from the 1st-semester survey – until 23.02.2024, 3:00 pm.
 - Full-time study departmental registrations – 15.02.2024.
 - Part-time study departmental registrations – 16.02.2024.
 - 1st corrections of departmental registrations – 22.02.2024.
 - 2nd corrections of departmental registrations – 26.02.2024 from 2:15 pm to 11:59 pm.
 - University-wide registrations for bachelor studies – 22.02.2024.
 - University-wide registr. for master studies – 26.02.2024 from 8:15 am to 11:59 am.
 - Corrections of university-wide registrations – 26.02.2024. from 2:15 pm.
- Detailed information regarding university-wide registrations can be found on the AKZ website.

3. PROBLEMS DURING REGISTRATION. Problems during registration should be reported to the email address Zapisy.usosw2@pwr.edu.pl (emails sent to other addresses will not be considered). NOTE: The Vice-Dean for Didactics and the Education Assistants do not handle registrations, so they should not be contacted by phone or email regarding registrations.

4. CHANGES IN REGISTRATIONS INTRODUCED BY THE REGISTRATION ADMINISTRATORS TEAM. The dissolution of small groups will take place progressively when, due to the liquidation of a given group, overlaps occur in the registrations of students reassigned to other groups – students should eliminate them on their own. Also, there are changes in classrooms – please check before classes in which rooms they take place (the current room is always the one shown in the system). In case there are no places available in all groups, inform the team of administrators at Zapisy.usosw2@pwr.edu.pl and then register for classes in an additionally created group in the system. After the corrections of departmental registrations are completed, the final dissolution of small groups will occur, and students from these groups will be reassigned to groups where there are free spaces – thus, "overlaps" may occur, which should be reported to Zapisy.usosw2@pwr.edu.pl. If the overlap was caused by the student during registration and if it is not possible to reassign to another group with available seats, then the overlap will be eliminated by deleting the registration for the 1st instance of the class.

5. REGISTRATIONS FOR REPEAT COURSES FROM THE 1ST SEMESTER of master's studies. Registration for these repeats will be possible after the recruitment for the 1st semester is completed, exclusively administratively based on the completed survey available from 22.02.2024, 8:00 am to 2:00 pm on the faculty page under the ZAPISY / REGISTRATION tab.

6. **REGISTRATION BLOCKS** for subjects (courses) listed in the study plan are strictly mandatory. The list of blocked subjects is posted on the faculty page in a separate announcement. The Vice-Dean does not grant permission to bypass the registration blocks for any subject. Students who have "predictively" registered for a blocked subject and have not met the entry conditions must delete the incorrect registration during the registration correction period. NOTE: Such blocks do not occur in the CEB studies conducted in English.
7. **UNIVERSITY-WIDE REGISTRATIONS.** The rules for registering for university-wide classes (foreign languages, sports activities, humanities courses) are provided on the AKZ website. Acceptable variants for language course completion for Bachelor's and Master's degrees are listed on the SJO website under the "Educational Paths" section. In university-wide registrations, it is necessary to register for foreign languages and sports activities, ensuring they are appropriate for the study plan (number of hours and ECTS points). NOTE: Master's degree students do not have mandatory sports classes.
8. **CLASS LECTURERS.** The class lecturers listed in the system and on the faculty website is informational only and may change for organizational reasons during or after the start of the semester. A student is registered for classes at a specific time in a given room, not to a specific lecturer.
9. **THESIS WORK.** To register for the first execution or repeat with a new thesis topic, students must email a completed application to Zapisy.pracadyplomowa@pwr.edu.pl by 23.02.2024. The application must include a screenshot of the approved thesis topic from the APD system (such as a "print screen"), as per the application example posted on the faculty page under the DYPLOMANCI - DO POBRANIA tab. Applications without such a copy of the approved topic will not be processed. To register for a repeat of the thesis with the continuation of the current topic, submit an application in the dean's office (room 0.04, building C7) on a different form (without a screenshot from APD) but with the supervisor's (promoter's) consent and information on the degree of advancement of the work (required > 75%).
10. **NO REGISTRATION MEANS REMOVAL.** According to the Study Regulations, not registering for any classes (except for students on medical leave, students who are parents, or pregnant students) means resignation from studies and removal from the student list. For students on dean's leave, registration for at least overdue courses is mandatory. NOTE: According to Study Regulations, par. 16 sec. 13, a student's absence from classes for the first 3 weeks may be a reason for removal from the student list.
11. In the case of registering for repeat courses during university-wide registrations or departmental registration corrections, students enrolled in repeat courses must mandatorily settle the fees in the USOS system. Confirmation of payment should be sent to the appropriate educational assistant. For students who do not pay for repeat courses within the specified period, the procedure for removal from the student list will be initiated according to §33 sec. 2, point 3 of the Study Regulations.

10.01.2024 (cor. 22.01.202\$)

Vice-Dean for Didactics

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