

Registration for Classes in the USOS System for the Winter Semester 2024/2025

(based on the Study Regulations)

1. General Rules

All students who the Dean has passed in July for the current summer semester will be activated for registration for the winter semester of 2024/2025. Those who are in the process of being deregistered will not be allowed to register.

Faculty Registrations on September 11-13, 2024: You can register for courses that are fully planned for the winter semester 2024/2025. Specific days are assigned as follows:

- September 11: Daytime engineering courses
- September 12: Daytime master's courses
- September 13: All part-time courses

Using a Survey Form on September 16, 2024: You can request registration for repeat and overdue classes from semesters (stages) 2-8, which are not available during faculty registrations.

Registration for Repeat Classes from Semester 1: This will take place via a separate survey on September 26, 2024, depending on available spots.

Thesis Work: Only students who are entering their final semester (stage) and have an approved thesis topic in the APD system can register for thesis work. This registration will be administratively based on applications submitted by September 23, 2024.

Detailed Scheduling: Information about all class groups, including their schedules, locations, and staffing, is posted on the faculty page under the ZAPISY tab in Polish version of faculty website. In case of any problem to find ZAPISY tab you can ask joanna.dalecka@pwr.edu.pl. Needs for additional repeat classes not listed can be emailed along with a list of interested students by July 17, 2024, to andrzej.batog@pwr.edu.pl

Order of Registration: Students will be allowed to register in three rounds, each lasting approximately 1.5 hours, with a 15-minute break between rounds. During the break, logging in and registering for classes will not be possible.

Note: The USOS system is not a real-time system. Staff in the dean's office will not see the registration effects immediately but only after data migration to the database, which is performed every even hour. Students will see immediately if they have been registered in a group, but staff can only check this after the end of the round.

Corrections: During correction times, students are required to adjust their registrations, such as removing overlaps or unregistering from courses for which they do not meet the prerequisites.

2. Registration Dates and Their Corrections

- If you need additional repeat courses, please request them by emailing andrzej.batog@pwr.edu.pl by July 17, 2024.
- First-degree daytime studies registration: September 11, 2024.
- Second-degree daytime studies registration: September 12, 2024.
- Part-time studies registration: September 13, 2024 (until the end of the day).

- Survey for repeat courses from semesters 2-8: September 16, 2024.
 - First correction of registrations for daytime studies: September 19-20, 2024.
 - First correction of registrations for part-time studies: September 21, 2024.
 - University-wide registrations: September 26-27, 2024.
 - Survey for first semester courses: September 26, 2024.
 - Corrections of university-wide registrations: September 27-29, 2024.
 - Second correction of registrations for both daytime and part-time studies: September 30, 2024.
3. **Issues During Registration.** Report any problems during registration to Zapisy.usosw2@pwr.edu.pl (emails sent to other addresses will not be considered). Note: The Vice-Dean for Didactics and his assistants do not handle registrations, so please do not call or email them about registration issues.
 4. **Changes in Registration by the Registration Administrators.** Groups with low numbers of students will be gradually eliminated. If this results in scheduling conflicts for students reassigned to other groups, the student should resolve these conflicts themselves. Also, there might be changes in classroom assignments—please check the system for the latest classroom information before your classes. If all groups for a course are full, report this by email to the administrators at Zapisy.usosw2@pwr.edu.pl, then register for the course in an additionally created group.
 5. **Registrations for Repeat Courses from the First Semester.** Registration for these repeat courses will be available after the recruitment for the first semester, solely on an administrative basis based on a completed survey on September 26, 2024, from 08:00 to 16:00. The link to the survey will be provided on the faculty page under the ZAPISY tab.
 6. **Registrations for Repeat Courses from Higher Semesters.** Registration for repeat courses not available during faculty registrations will only be possible on an administrative basis based on a completed survey on September 16, 2024, from 08:00 to 16:00. The link to the survey will be provided on the faculty page under the ZAPISY tab.
 8. **University-wide Registrations.** Rules for enrolling in university-wide courses (foreign languages, sports activities, humanities courses) are provided on the AKZ page. You cannot choose as a foreign language one that is official in your country, e.g., Russian in Belarus, English in India.
 9. **CLASS SCHEDULES.** The class schedules listed in the system and on the faculty page are for informational purposes and may change due to organizational reasons. Students are registered for classes at specific times and locations, not with specific instructors.
 10. **THESIS.** To register for your first thesis work or a repeat with a new topic, you must email a completed form to Zapisy.pracadyplomowa@pwr.edu.pl by July 9, 2024, for the first round, or by September 23, 2024, for the second round. Include a screenshot of the approved thesis topic as shown in the sample application on the faculty page under the "ZAPISY – DO POBRANIA" tab on Polish version of faculty website or under "DIPLOMANTS" tab on English version. Applications without this screenshot will not be processed. To register for a repeat of the thesis with the same topic, submit a form at the dean's office (room 0.04, building C7) without a screenshot but with your supervisor's approval and information about the progress of your work (more than 75% completed). More details are provided in a separate announcement available on our website.
 11. **FAILURE TO REGISTER MEANS DISMISSAL.** According to the Study Regulations, not registering for any classes (except for students on medical leave, parental leave, or pregnant students) means withdrawal from the university and removal from the student list.

Students on dean's leave must register for at least overdue courses. For new students, failure to sign the oath in the designated period will result in dismissal. Note: Not attending classes for the first three weeks can be a reason for removal from the student list.

12. PAYMENTS FOR REPEAT CLASSES. If you register for repeat classes during university-wide or faculty-specific registration corrections, these fees must be settled in the USOS system. Proof of payment must be sent to joanna.dalecka@pwr.edu.pl. Failure to make payments for repeat courses within the specified time frame will initiate a procedure for removal from the student list.

July 2, 2024

Vice Dean for Didactics

Dr. Eng. Andrzej Batog, university professor