

## Registering courses in SIS

The registration of courses and schedules is done in SIS after the registration to your study programme. It is done in the module *Subject and schedule registration*.

The registration of courses is done in two rounds. The students must register all the courses by themselves, even in the case they have to repeat an obligatory course that they have not managed to complete successfully.

During registration, it is recommended to follow the curricula and register courses according to their code, not their name. Colours and titles of the courses are only informative.

It is necessary to pay attention to the course registration and to the number of credit points. Students are advised to check their total number of courses and credit points. Students must be aware that with more credit points registered, it is necessary to obtain a higher number of credit points to proceed to the next year of study (min. 60, 120, 150 in bachelor programmes, min. 30 and 120 in master programmes).

A course for which the registration is confirmed cannot be cancelled, not even due to absence in classes.

The exam and course credits can be obtained only for courses registered in SIS properly.

### **Registration of courses according to a curriculum**

Obligatory and elective courses for each study programme (study plan/curriculum) are published in Karolinka. The students of study programmes in biology can find their sample study plans in so called Blue Karolinka for study programmes in biology at the website of the section of biology.

In the recommended study plans, the courses are divided into years of study. This division is not binding, but it is designed in such a way that there are no schedule conflicts between obligatory courses recommended for given years of study.

It is recommended to check how you are doing with following the curriculum during your studies in the module *Summary of exam results*, under *Validations* (check for own control where you can choose between checking the given year or all the course before the final exams).

In case a course listed in older curricula is not taught, students register for a course that is listed in Karolinka as a substitution.

All the courses with the exception of the final state exams, are registered by a student. Courses not completed are not automatically transferred to the next year, students need to register such courses again.

Obligatory courses registered for the second time must be completed successfully in the given academic year. It is not possible to register a course for the third time.

Elective courses do not have to be completed successfully when registered for the second time, but they need to be substituted with a different course from the same group of elective courses in order to obtain the required number of credits for the given group of courses.

Optional courses (out of required groups of elective courses as above) do not have to be completed successfully. It is also possible that these courses will not take place if not enough students register. The courses registered for the second time are included in the number of registered courses, i.e. that credits are included for both the first and the second registration. This is the case also for the elective courses.

The courses related to the state exams are registered by the Department of Study Affairs.

### **Dates and deadlines**

The deadline for priority registration, registration and final changes in the courses and schedules are listed in the academic calendar and in the news in SIS.

In the first week of registration, the priority registration takes place. During this week, a course can be only chosen by students for whom it is obligatory. After the registration of courses in SIS, a schedule is prepared. Then it is possible to register for the schedule.

In the period for final changes, students should make a check whether they meet all the requirements for the courses (e.g. a requirement to complete successfully one course before taking another). The control is done in *Validation* in the module *Subject and schedule registration*. The check is done within a few minutes, it is necessary to refresh the browser. If everything is alright, the message “no errors found” appears.

If there is a problem, the student needs to make changes to correct it. Otherwise, it is not possible to take a given course.

A couple of days before the given deadline, the Department of Study Affairs checks the courses registered in SIS. The courses with mistakes in the registration are deleted. After one week of classes (which is the period for final changes), there is one more check and all the correctly registered courses are confirmed by the Department of Study Affairs. The registration then does not say “preliminary” anymore.

In the autumn period for final changes, it is possible to register also for bachelor/master project for the summer semester. The other courses are not recommended for this early registration. If students register courses for summer semester in autumn, they will get confirmed by the Department of Study Affairs and students then lose a possibility to adjust their registration in the summer semester.

It can happen that the capacity of elective and optional courses is already full. During the second round of registration, some students may cancel their preliminary registration. It is possible to register on a waiting list for such courses. SIS automatically offers a date which is not suitable for our two-phase system of registration. Therefore, we recommend inserting a date from a period for final changes.

Before the end of the period for final changes, make a control of the courses you have registered to see whether there was not automatic registration of courses you were on a waiting list for (and you might have already made your schedule in a different way without this course).

### **Schedule registration**

After registering for the courses, it is also necessary to register for their schedule. This is done in the module *Subject and schedule registration* within the deadline given in the news section of SIS. Details are [here](#).

### **Other important information**

After SIS is closed, only exceptional cases allow for further registration of courses, for instance filling the capacity of a course. It can be done only after a written request of a student, signed and explained by a guarantor of the given course.

It is not possible to register courses retroactively after a semester is finished, not even when a teacher or guarantor confirmed that the student had attended the given course.

Cancelling courses after SIS is closed is possible only in exceptional and carefully assessed situations (e.g. a course that was not taught due to serious reasons on the teacher's side).

Students who continue with their studies and had completed a prerequisite of a course in previous studies have to register the course in SIS and submit a [request for binding registration of course with fulfilled prerequisite in previous studies](#) to the Department of Student Affairs in order to have the course properly registered. In each semester, this needs to be done before SIS is closed for the given semester.

If a student wants to have course accepted as completed, they need to register such course in SIS. Otherwise, it is not possible to be accepted as completed successfully.

The course Bachelor project is usually registered in the third year of study, the course Master project is usually registered in the first year of study. Course credits for these projects can be obtained only if a student has the bachelor/master thesis correctly inserted and confirmed in SIS.

### **Foreign languages at the Faculty of Science**

The language courses are organised by the department of lifelong education. More information is at [this website](#).

### **Course of other faculties of Charles University**

The registration for courses at other faculties of Charles University depends on [deadlines of each faculty](#). The registration takes place electronically through *Subjects and schedule registration* – the same way as for the courses at the Faculty of Science. The students with course from other faculties need to meet the deadlines for given faculties.

### **Courses at different universities and colleges (courses not in the Charles University database)**

Students have to complete a request (form [Request for recording the result of a course completed at another university](#)) as soon as possible after finishing a course (by passing an exam or course credit). The application includes the following information:

- Czech and English name of the course according to the system of the given university/college

- full name of the teacher, including all titles, department that guarantees the course, faculty and university/college
  - teacher's confirmation of the results and number of credits, including the date of exam/course credit, teacher's signature and department's stamp
- Such course is then inserted in SIS as an optional course.

### **Courses from universities/colleges abroad**

Study plan for the stay abroad within the Erasmus programme is filled in the application of Charles University. The application then generates the form for confirmation of the plan (see below). After being confirmed by the guarantor of a programme of study, the plan becomes a binding agreement between the student and the school. The main information is that about the courses and which will be accepted as obligatory and which as elective, as well as the number of credits obtained by the student.

Obligatory and elective courses that are approved by the guarantor as adequate to courses completed abroad, will be acknowledged as completed. Students need to register these courses in SIS. The courses for these Czech equivalents will not be given credit points (e.g. acknowledgement without credits). However, the credits will be taken into account when counting the minimum of credits necessary to continue with the studies in a following study unit.

### **Physical education**

The obligatory courses of physical education for the first-year students are scheduled for whole groups of students according to their study plans. The groups are assigned to students by the members of Department of Physical Education. The groups are published on the website of this department.

For the obligatory courses of later years of study and elective classes of physical education, the students register their schedule by themselves (the same way as their register schedule for other courses).

### **Related regulation**

[Academic Calendar](#)

[Rules of Study](#)

Art. 4 Minimum Number of Credits

Art. 5 Registration for a Subject, Cancellation of Registration for a Subject, Cancellation of Registration and Replacement with Another Subject

Art. 6 Repeated Registration for a Subject

Art. 9 Recognition of Fulfilment of Assessment of a Subject

Art. 15 Registration for Subjects