Course Enrollment

Basic Rules

Course enrollment is organized online via the Student Information System. You can find the course enrollment dates and deadlines in the the academic year´s schedule : September, October (winter semester), and February (summer semester).

You should enroll in courses according to your study plan . Details of it are explained here .

There are three categories of courses - compulsory, elective and optional. **You can enroll in elective and optional courses via the SIS. Your secretary enrolls you in compulsory courses at the beginning of the academic year** (in September).

It is highly recommended to fulfill courses in your study plan continuously, especially essential elective courses in group 4, of which there is only a limited offer each semester.

Enroll in enough courses, so you have the required amount of credits for going into the next year of study . It´s better to enroll in more than fewer courses, so you have a reserve, in case you fail something.

If you experience any issues or need help with the course enrollment, please, contact the secretary.

Enrollment

In SIS: Subject and Schedule Registration – Enrollment (my own) – choose Faculty of Humanities, Liberal Arts and Humanities program, current academic year and semester etc – choose preferred subject and click on „enroll".

If there is a cross next to the course, the course is already at full capacity or you have exhausted the number of web-registrable courses, or you have already completed the course, and therefore you cannot enroll.

If the course has a yellow triangle with a mark, you have not met the requisites, or there is incompatibility, therefore you cannot enroll in the course.

Validation

After the enrollment, do not forget to do validation – Subjects and Schedule Registration – Validation (right next to the Enrollment (my own)) – Validation request – Refresh result. If there are any problems with your enrollment (you don´t meet some requisite etc.), it will be seen there. In case of these problems, the course will have the status „preliminary", and it won´t be possible to attest it.

You can find your schedule in the Schedule NG tab.

What you should know before enrollment

It is a good idea to choose courses in which you want to enroll before the course enrollment starts. You can see the schedule (courses offered by our programme) for the next semester here: Schedule NG ? Courses ? Standard ? Filter: Liberal Arts and Humanities ? Show

Or you can see the list of courses here: Subjects ? Filter: Faculty of Humanities, Liberal Arts and Humanities Department, semester (you can filter other departments, programmes, faculties etc.).

Syllabus

By clicking on each course, you can see its syllabus (the blue mark right next to the course´s name = detail of course). You will find there an annotation, information about the entry requirements (language competence, familiarity with the

subject matter, the recommendation that only students of a particular study programme or specialization can attend the course, etc.), information about the form of the attestation, the teaching method and the requisites.

Requisites

You can find the requisites at the top of the syllabus after clicking on the course (under the guarantor and teacher). They are of two kinds - prerequisites and corequisites.

Prerequisites are courses that you must have completed in order to enroll in the course. Without this, SIS will not allow you to enroll in.

Corequisites are courses in which you must have been enrolled at the same time as in the course you wish to enroll in. SIS will only alert you to an unfulfilled prerequisite if a "validation" is done and your enrolment status will be "preliminary" (and will not be converted to a binding status).

You may also come across **incompatibility and substitution for the course**. If you have taken or are enrolled in a course listed in the incompatibility box, you cannot enroll in a course for which this incompatibility is listed. If you have completed a course listed in the substitution box, you no longer need to complete a course for which the substitution is listed.

Codes

Every course has its specific code. By the code you can identify the study programme and the study plan in which the course is listed. For the new study plan of the Liberal Arts and Humanities programme (from the academic year 2018/19), the codes usually begin with YBAJ. If the code begins with YBE, it´s a course for students who started their studies earlier and have the old study plan (but there are a few exceptions). Courses in master´s progammes usually have codes with the beginning YMHA.

Enrollment in courses in other faculties

You can enroll in courses in other programmes or faculties, however, you need to know, that these courses will be enrolled as optional (with the limit of 31 credits counted to the total of 180 credits required for graduation). I recommend reading the syllabus beforehand because there might be some limitations for students from other programmes/faculties. If you are unsure whether to enroll in such a course, email the teacher.

Each faculty has its own enrollment period; you need to see the academic year's schedule on the faculty´s website and look at the term for enrollment for students from other faculties. When the enrollment starts, choose the concrete faculty and department in SIS (Subject and Schedule Registration tab). Some faculties have a waiting list (f. e. Faculty of Arts). If there is a full capacity, you will be added there and when someone drops the course, you may get there.