Schedule registration

To participate in classes, students need not only to register for a course in SIS, but they also need to register for a schedule.

The registration takes place in SIS in the module *Subject and schedule registration* within a deadline that is published in the news in SIS.

Courses are organised in forms of lectures and seminars, or sometimes their combination. Seminars are held in smaller groups and there are often more possible schedules. If more time is assigned to a course, it can occur that such course (be it a lecture or a seminar) is divided into more time slots throughout the week. In such case, these slots are displayed in more lines in the schedule. The students participate only in the time slots they registered for.

Attention: The teachers of different slots of these courses often communicate only with the students from their own group (registered for one time slot), not with all the students registered for the course.

How to register for a schedule

First, set the correct year and semester (fig. 1).

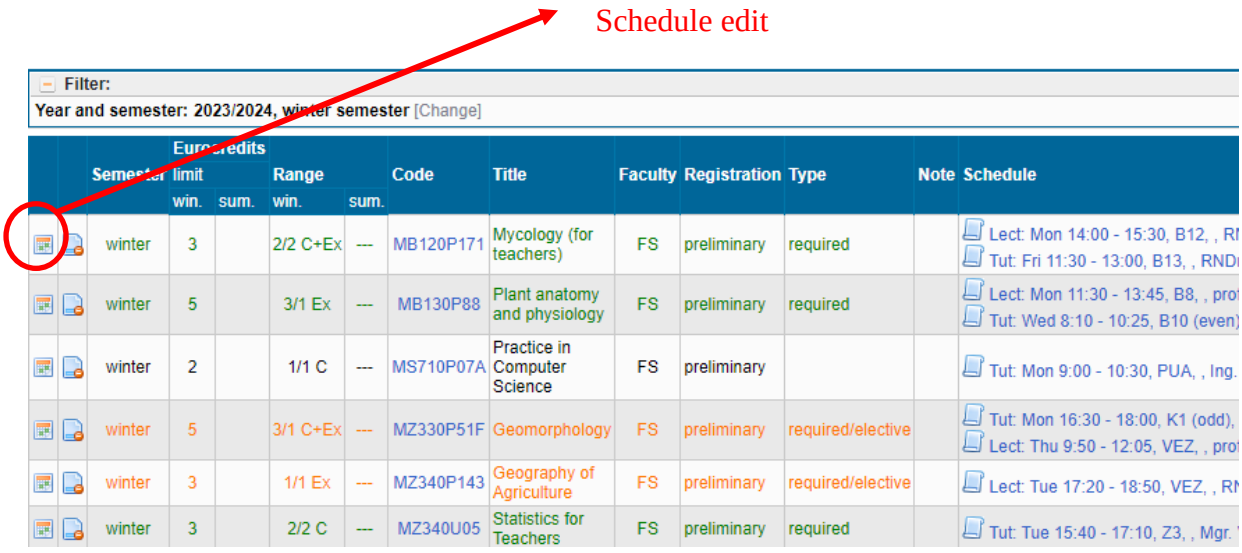


Fig. 1: Display of courses registered in the module Subject and schedule registration

At the left side, you can find the icon titled “schedule edit”.

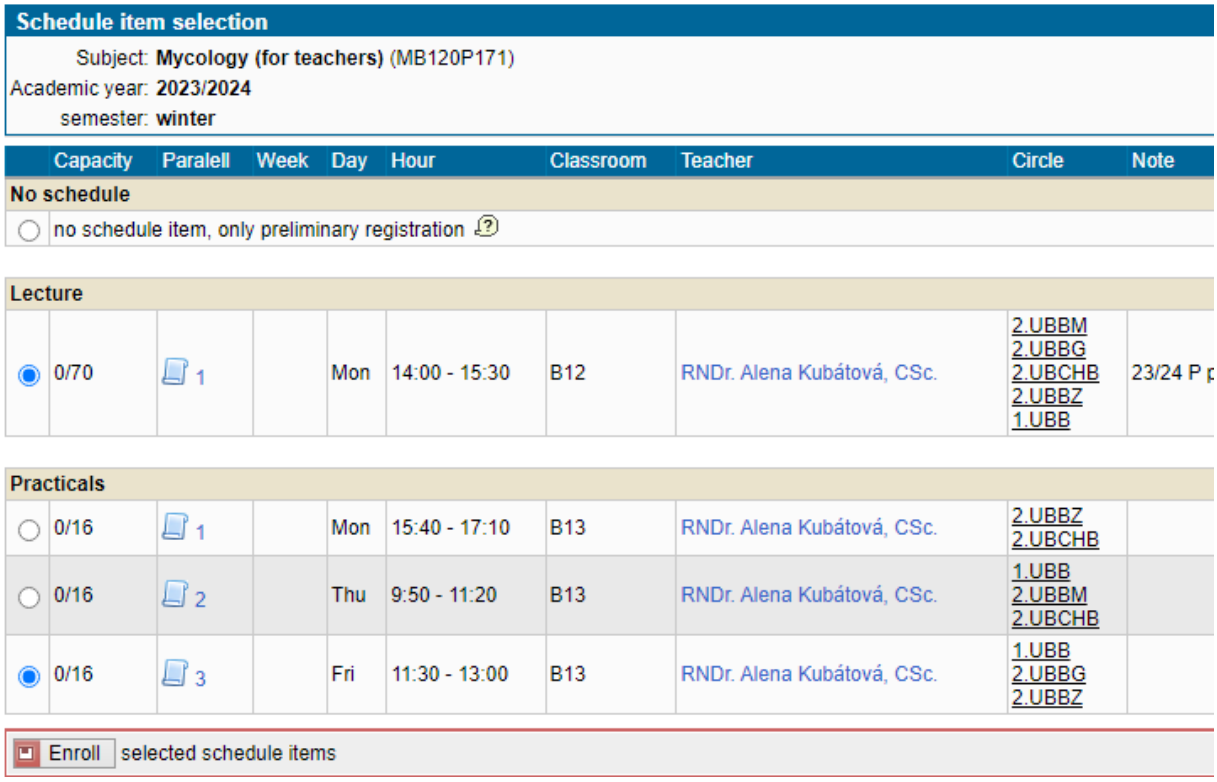
You open a tab (fig. 2) with the schedule for the given course – all lectures and all seminars. The students register for these slots themselves, eventually they can be registered by the teacher or the department secretary.

The first-year students of bachelor programmes are usually already assigned to time slots for their obligatory courses. This means that all students who registered in time for their obligatory courses do not have to deal with any overlapping classes. The students may not be allowed to

change these time slots (e.g. with P.E. for the first-year students). When considering changes of schedule, think carefully about possible overlaps.

Each time slot has a certain capacity stated. After this capacity being full, it is not possible to register for the given time slot. If there is not free time slot for a course you are registered for, contact the guarantor of the given course.

For some practical lab classes organised in block classes, it may be possible to register for schedule only later on.



Schedule item selection

Subject: **Mycology (for teachers)** (MB120P171)
Academic year: **2023/2024**
semester: **winter**

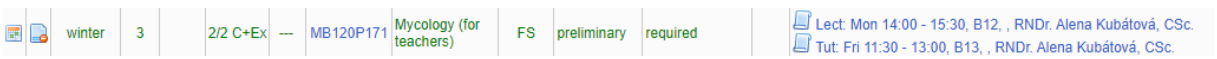
	Capacity	Paralell	Week	Day	Hour	Classroom	Teacher	Circle	Note
No schedule									
○	no schedule item, only preliminary registration								
Lecture									
◉	0/70	1		Mon	14:00 - 15:30	B12	RNDr. Alena Kubátová, CSc.	2.UBBM 2.UBBG 2.UBCHB 2.UBBZ 1.UBB	23/24 P p
Practicals									
○	0/16	1		Mon	15:40 - 17:10	B13	RNDr. Alena Kubátová, CSc.	2.UBBZ 2.UBCHB	
○	0/16	2		Thu	9:50 - 11:20	B13	RNDr. Alena Kubátová, CSc.	1.UBB 2.UBBM 2.UBCHB	
◉	0/16	3		Fri	11:30 - 13:00	B13	RNDr. Alena Kubátová, CSc.	1.UBB 2.UBBG 2.UBBZ	

Enroll selected schedule items

Fig. 2: Choosing the schedule (time slots)

The registration for a specific schedule (time slot) is done by clicking on the button next to the time slot you want to choose. After that, you confirm your selection by clicking ***Enroll.***

If the operation is successful, you will get a confirmation and you will see the schedule next to the course in the list of the courses you are registered for.



winter	3		2/2 C+Ex	---	MB120P171	Mycology (for teachers)	FS	preliminary	required	Lect: Mon 14:00 - 15:30, B12, , RNDr. Alena Kubátová, CSc. Tut: Fri 11:30 - 13:00, B13, , RNDr. Alena Kubátová, CSc.

Fig. 3: Schedule information in the listed of registered courses

If there is no free place in the time slot you most want, you can register on a waiting list. Be careful when choosing the date you want to wait until because if the capacity appears in the time slot, you will be automatically moved to this given time slot.

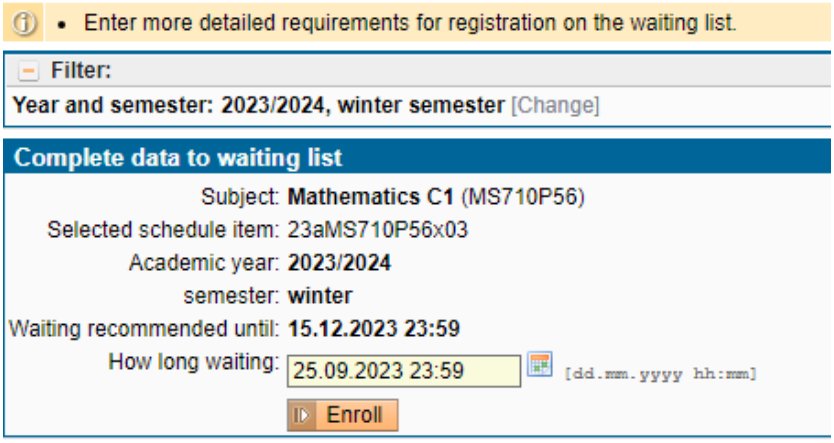


Fig. 4: Registering on a waiting list

If you click on

in the list of your courses, you will be able to see details about the given time slot.

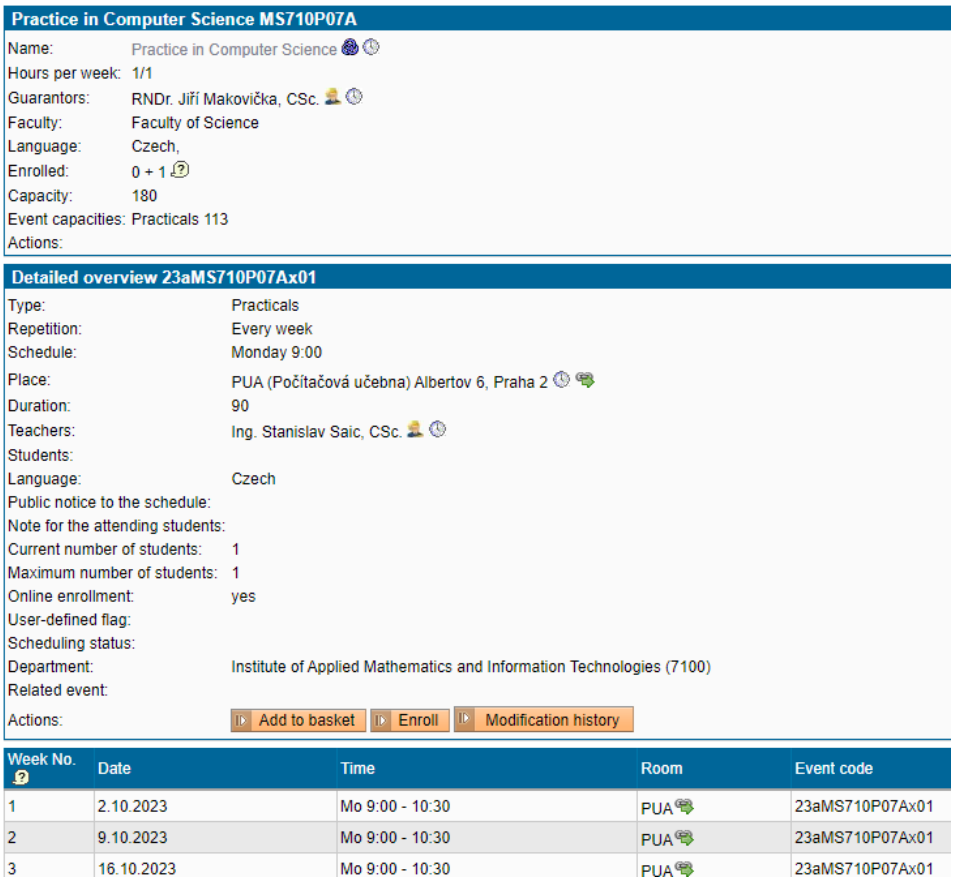


Fig. 5: Detailed information about the time slot you have chosen

Attention! It is necessary to see the difference between registering for a time slot in the schedule and registering for a course. Registering for a course does not mean choosing a schedule.

More information is at this website.