Registering courses in SIS – guidelines

Registering courses is essential for the success of your studies, so please pay attention to it. The students register for all the courses themselves in SIS (with the only exception of parts of state examinations which are registered by the employees of the Department of Student Affairs). This is the case also when a student needs to register for an obligatory course that he/she already had registered before and failed to pass it. No courses are registered automatically! When registering, we recommend following the study plan in Karolinka.

There are two periods to register the courses at the Faculty of Science. The first priority period, registration of courses and period for additional changes is always included in current version of the binding Dean’s Measure – Academic calendar.

The priority registration takes places in the first week of the registration period. This means that students can register those courses that are obligatory in their study programmes. The other students who wish to register for the same courses and they do not have them as obligatory can do so only after the priority registration is over.

After the registration in SIS, the schedule of courses is made and the students can register for schedules. The exact dates are shown in time in the news in SIS.

After the additional changes, SIS is closed and the courses are registered as final and binding. However, this can be done only for those courses that have met all the conditions set for individual courses. The courses that do not meet the conditions are deleted. The courses successfully registered as binding are no more labelled as preliminary in the Subjects and schedule registration and the teachers can see the students in Exam results. The teachers can only control exams and course credits for the students shown in Exam results.

After SIS is closed, registration of courses is allowed only in exceptional cases (completion of the capacity of courses, excursions, etc.) based on a student’s written request with a signature and explanation of the course’s guarantor – see the Rules of organisation of study programmes.

Also deregistration from the courses after SIS is closed is allowed only in very limited and carefully evaluated cases (e.g. the course is not taught because of serious problems of the teacher). The reason for deregistration is not in any case crossing the limit of registered credits (70 or 140 credits) when students have to pass 60, or 120, credits to pass to the next unit of studies (see the Rules of organisation of study programmes, art. 4 Minimum number of credits), or absence in the classes. In such cases, the request will not be acceded to, not even when confirmed by the guarantor of the course or study programme. Details and guidelines on deregistration are in the Rules of organisation of study programmes.

The credits for repeatedly registered courses are included in the total amount of credits for a given unit of study. For extra years of bachelor studies (more than 3 years), the students have to complete at least 150 credits to proceed to the next unit of study. Pay great attention to the registration of courses and number of credits.
The study plans (list of obligatory and elective courses of the whole study programmes) are listed for all programmes in Karolinka (e.g. in Karolinka 2017/2018 for the students enrolled in the academic year 2017/2018). The students of programmes in biology (including Molecular Biology and Biochemistry of Organisms) can find sample plans in so called Blue Karolinka for Programmes in Biology on the website of Biology Section. In the recommended study plans, the obligatory courses are usually divided into units of study. This study plan is not binding for students, but it is taken into account in the preparation of schedule of obligatory courses so there is no conflict in obligatory courses that are recommended for the same unit of study. Therefore, it is in students’ interest to follow these plans. As for the elective courses, it is not possible to guarantee that the courses do not overlap – for that reason, there is a period of additional changes when students can adjust their courses to the schedule. If there are less than minimum students registered for an elective course, it is probable that such course will not take place. Students shall contact the course’s guarantor so they are able to register for a different course in time.

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

Elective courses do not need to be passed, but the number of credits for elective courses is included in the total amount of credits registered.

**If students register for an obligatory course for the second time, they have to complete it successfully. Otherwise, they cannot proceed to the next unit of study.**

With best wishes for your studies,

doc. RNDr. Pavel Chromý, Ph.D.
Vice-Dean for Study Affairs

In Prague 16. 8. 2019

**Additional information**

**Courses in SIS – Faculty of Science, Charles University**

Before SIS is closed, the students have to control if their courses meet the conditions set for individual courses for registration (menu Control in Subjects and schedule registration). The control is not done immediately, but within few minutes. It is necessary to refresh the tab of the browser! If there are no problems (sequence of courses etc.), the system should show the message *No errors found*. In case of any errors, the student has to adjust his/her courses, otherwise the course in concern will not be registered by the Department of Student Affairs (and therefore it will not be possible to pass the course).

The control has to be done during the registration. Preliminary registered courses that do not meet the conditions will by all deleted by the Department of Student Affairs (they will be displayed as refused). An automatic e-mail to the students is always generated before a course is deleted in order to inform the students about existing problems.

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 to the Department of Student Affairs in order to have the course properly registered. Application for a final registration of a course with a prerequisite passed in previous studies – in case of need please contact your study officer. In each semester, this needs to be done before SIS is closed for given semester. Dates of deleting of the courses are published in the Academic Calendar.

Note: Students enrolled in the first year of post-bachelor master studies and students enrolled in the first year of bachelor programme who have their maturita exam only in September register their courses only in the second round of registrations.

By registering courses in SIS, students create they own study plans of courses they want to pass in given semester (including obligatory courses such are Bachelor Project, Diploma Project, or courses not passed successfully in previous years).

Important note: Colour and description of the elective courses in SIS is only informative. It is highly recommended to check own study plan in Exam Results in the tab Control (control for oneself, control before state examination and its parts).

We would like to point out that for confirmation of results for courses Bachelor Project/Diploma Project, the students need to have completed the assignment of the topic of their thesis (bachelor or master respectively) in SIS. The topic needs to be assigned by their supervisor, only application by students is not enough.

In autumn, it is possible to register courses for the summer semester, but this option is intended only for courses that need to be registered together and for repeated registration of courses which allow taking an exam already in winter. The option is intended only for master students and bachelor students from the third to sixth year of study. The exception is the course MB150P88 that can be only registered in the summer semester. We strongly recommend registering courses for the summer semester only in the period for the summer semester. If students register courses for summer semester in autumn, they will get confirmed by the Department of Student Affairs and students then lose a possibility to adjust their registration in the summer semester (e.g. due to schedule problems).

Note: 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.

English language courses at the Faculty of Science, Charles University

The English language courses are organised with the programmes of lifelong learning. Details are available at: https://www.natur.cuni.cz/eng/study/llp/english-courses

Courses in the SIS database – 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. Students search for the subjects in the tab Enrol (my own) and they should not forget run a control of their registration.

The registration of courses is confirmed after SIS is closed at a given faculty.
Schedule and schedule registration

Around mid-September, students can view the schedule for the next academic year, or semester. In this period, the final schedule of obligatory courses in bachelor programmes is usually confirmed. There still might be some smaller changes in other courses. **Exact deadlines are published in SIS in time.**

To see the schedule, students need to go to *Subjects and schedule registration*. Students can view the schedule either in *My schedule* or in *Subjects and schedule registration (Enrolled – Schedule)* where they can also choose how to view the courses.

Gradually, other programmes – practice, laboratory work (in Czech “turnusová cvičení”, “laboratorní práce”) with schedule unknown at the beginning of the semester are included in the schedule.

Students usually register for a particular schedule by themselves, even when there is only one option or when they can choose any schedule (especially biology students). If there are more groups (mostly for obligatory courses for the first year of bachelor programmes), the students are usually already assigned to a specific group by a responsible person. This is done in order to provide a smooth schedule without overlaps.

In some cases, students can change the group they are assigned to (provided there is still some capacity left).

**Cancelling a particular schedule does not mean cancelling the course as such. To cancel a course, students need to change its preliminary registration. After SIS is closed, deregistration is possible only in situations described in the Rules for Study at the Faculty of Science of Charles University, art. 5.**