## How to register for courses in the upcoming semester at USB in Ceske Budejovice?

Each student of Biological Chemistry must be enrolled at both universities – JKU Linz and USB in Ceske Budejovice. Even if you are not an active student in Ceske Budejovice (e.g. you study in 1st and 2nd semester in Linz) you still have to register in Ceske Budejovice, before each semester, for the course called **Study placement UCH 055**. Your studies can be terminated if you fail to register this course.

## Registration of courses:

**Two steps must be done** to register for course(s) and to enroll to the next semester:

1. **Pre-enrolment** (also called "electronic enrolment (registration)")

2. **Enrolment** (also called "confirmation of enrolment (registration)")

Please register courses for the Summer semester 2019:

Pre-enrolment: **14.1. 2019 (8:00) – 25.1. 2019 (12:00)** – online via STAG

Enrolment: **11.2. 2019 – 14.2. 2019** – at the Study department in Ceske Budejovice

## 1. Pre-enrolment is online via university study system called STAG.

(see detail on page 2)

## 2. Enrolment – takes place at the Study department of the Faculty of Science, USB in Ceske Budejovice

For the enrolment, please bring your study report book (so-called INDEX, green book) and fill in name(s) of course(s) and its (their) code(s) according to the pre-enrolment.

**A.** Come to the Study department in Ceske Budejovice personally with the filled out study report book within the **registration period (11.2. 2019 – 14.2. 2019).**

**… OR …**

**B.** A Biological Chemistry student can collect study report books with filled out information about the course(s) of his/her fellow students and bring them to the Study department in Ceske Budejovice within **the registration period 11.2. 2019 – 14.2. 2019. This way is preferred.**

**Please inform the Study department about the date of this "bulk" enrolment in advance. Contact person: (Gabriela Markova, [gmarkova@prf.jcu.cz](mailto:gmarkova@prf.jcu.cz))**

**Please, do pre-enrolment and enrolment in time, otherwise you have pay a fee and/or later, your studies at USB in Ceske Budejovice can be terminated !!!**

**Study department of Faculty of Sciences, USB in Ceske Budejovice:**

https://www.prf.jcu.cz/en/structure/department-of-student-affairs.html

**Academic Calender 2018/2019:**

https://www.prf.jcu.cz/en/study/information-for-students.html

# Pre-enrolment:

1. Go to the **STAG and Login**

https://wstag.jcu.cz/portal/studium/index.html?pc_lang=en

2. Go to **My study** (header) and **Pre-registration** (left)



**3.** Press **Search for courses** and fill in **Department: UCH** and **Course Abbreviation: 055**, and press **Search course**

**4.** Click on **UCH/055**

| Zaps | Obs | ⏶ Course | ⏶ Name – click to see syllabus | | Capacity Occ. / Max | | Course eval. by students (0 – 5) |
|---|---|---|---|---|---|---|---|
| | | click to register/withdraw | Number of classes L. + T. + Sem. | Completion(credits) | **WS** | **SS** | |
| ✓ | | **UCH/055** | Study Placement - Bachelor Study 💬 | | - /- | - /- | |
| | | | 0+0+0 | Zp          (0) | | | |

**5. Click in the box** and save the changes by pressing button **Ulozit zmeny**

**Timetable events: UCH/055**                                                                ✖

| Sem. | Typ | Míst. | Zbývá | Den | Grupa | Od | Do | Obs. / Max | Tý | 🔻 |
|---|---|---|---|---|---|---|---|---|---|---|
| ⏵ | ⏵ | ⏵ | ⏵ | ⏵ | ⏵ | Vedoucí rozvr. akce. – kontakt | | | | |
| **SS** | **Le** | - | - | - | | 0:00 | 0:00 | **0** 💬 / - | J ) | ☑ |
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🔶 **Uložit změny**       **Barevná a obrázková legenda** 💬

Zvolené akce označte (odznačte) zaškrtnutím (odškrtnutím) vpravo
a zápis (odepsání) proveďte kliknutím na tlačítko ULOŽIT ZMĚNY.

**6.** Go to **My study** (header), **Course of Study** (left) and download **2018/2019, WS and SS**



**7.** Check the **downloaded document**, there should be **a new course**

<div align="center">

**Registration list - part B**                                   1/1
**Overview of registered courses in ac. year 2018/19**

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JIHOČESKÁ UNIVERZITA V ČESKÝCH BUDĚJOVICÍCH - FBI

| Pers.no. | Surname and name | Birth code | Place | Type | Form | Et. | Year | St.pgm. |
|----------|-----------------|-----------|-------|------|------|-----|------|---------|
|          |                 |           |       | B    | P    | 1   | 1    |         |

Branch: 1406R007-0/Biological Chemistry

| Abbreviation | Course name | St. | Sem | Type | Cr. | Class WS | Class SS |
|--------------|-------------|-----|-----|------|-----|----------|----------|
| UCH/055 | Study Placement - Bachelor Study | A | ZS | Zp | 0 | 0+0+0 | |
| UCH/055 | Study Placement - Bachelor Study | A | LS | Zp | 0 | | 0+0+0 |
| Sum of registered credits:  0 | | | | Sum of registered hours: | | 0+0+0 = 0 | 0+0+0 = 0 |