

Pre-enrolment:

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

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

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

The screenshot shows the STAG portal interface. The top navigation bar includes 'Welcome', 'My study', 'Browse IS/STAG', 'Applicant', 'Graduate', and 'Evaluations of Stu'. The left sidebar contains a list of menu items, with 'Pre-registration' highlighted. The main content area displays 'Information about user and his IS/STAG roles' for Beatrice HURBEAN, 'Standard pre-registration' dates (14.01.19 - 25.01.19), and 'Study group pre-registration' status. Below this, there are options to 'Study plan structure', 'Search for course', 'By certif. programme', and 'Help'. The 'Branch / Qualification' is 'Biological Chemistry'. A table lists subjects with columns for 'Min.', 'Acq.', and 'Reg.':

FBB bioch -			
	Min.	Acq.	Reg.
A Mandatory subjects 1st year 1st semester	4	0	3
A Mandatory subjects 2nd year	61	0	61
A Mandatory subjects 3rd year	7	0	7
C Elective subjects	0	0	0

At the bottom, there is a 'Registered:' section with a 'Student's timetable' dropdown set to 'Summer semester' and '2018 / 2019'. The timetable shows 'Timetable contains no events'. Below that, 'ZS' (UCH/055) and 'LS' (Credits 0) are listed.

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

This screenshot shows the 'Search for course' step. The 'Search for course' button in the main content area is highlighted. The search form below it has 'Department' set to 'UCH' and 'Course abbreviation' set to '055'. The 'Search course' button is also highlighted. A blue information box provides an example: 'Example: If you want to find course e.g. KMA/M1, then KMA is a department abbreviation and should be entered in the field 'Department', M1 is a course abbreviation and should be entered in the field 'Course abbreviation'.'

4. Click on **UCH/055**

Pro aktualizaci stavu obsazení předmětů klikněte zde...

Zaps	Obs	Course	Name - click to see syllabus			Capacity Occ. / Max		Course eval. by students (0 - 5)
			Number of classes L. + T. + Sem.	Completion(credits)	WS	SS		
<input checked="" type="checkbox"/>		UCH/055	Study Placement - Bachelor Study	0+0+0	Zp (0)	-/-	-/-	

5. Click in the box and save the changes by pressing button **Uložit změny**

Timetable events: UCH/055

Sem.	Typ	Míst.	Zbývá	Den	Grupa	Od	Do	Obs. / Max	Týp
SS	Le	-	-	-		0:00	0:00	0 / -	<input checked="" type="checkbox"/>

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**

Registration list - part B
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	