

## 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 1<sup>st</sup> and 2<sup>nd</sup> 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.icu.cz/portal/studium/index.html?pc\\_lang=en](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. At the top, there is a navigation bar with the following items: **Welcome**, **My study** (highlighted with a green circle), **Browse IS/STAG**, **Applicant**, **Graduate**, and **Evaluations of Stu**. Below the navigation bar, the main content area is divided into two columns. The left column is a sidebar menu with the following items: **Course of study**, **Visualization of study**, **Remaining obligations**, **Registration for examinations**, **My data**, **Study resources**, **Pre-registration** (highlighted with a green circle), **Graphical pre-registration**, **Study group pre-registration**, **Thesis topics**, **Final thesis**, **Plagiarism checking**, **ECTS departures**, **ECTS arrivals**, **Evaluation of teaching** (with a right arrow), **Student application forms**, **Automatic messages**, **Reminder**, and **Nahlížení do spisu**. The right column contains the main content area. At the top of this area, there is a header: **Information about user and his IS/STAG roles**. Below this header, there is a table with the following data: 

Standard pre-registration	14.01.19 (08:00) - 25.01.19 (12:00)	?	Beatrice HURBEAN	Role / user Stud
Study group pre-registration	No examination date found			

 Below the table, there is a section: **Select course to register/withdraw (S030) - 2018/2019**. This section contains a navigation bar with the following items: **Study plan structure**, **Search for course** (highlighted with a green circle), **By certif. programme**, and **Help**. Below the navigation bar, there is a section: **Branch / Qualification: Biological Chemistry**. This section contains a table with the following data: 

	FBB bioch -	Min.	Acq.	Reg.
A	<a href="#">Mandatory subjects 1st year 1st semester</a>	4	0	3
A	<a href="#">Mandatory subjects 2nd year</a>	61	0	61
A	<a href="#">Mandatory subjects 3rd year</a>	7	0	7
C	<a href="#">Elective subjects</a>	0	0	0

 Below the table, there is a section: **Registered:**. This section contains a table with the following data: 

ZS	
UCH/055	0
Credits	0
LS	
Credits	0

 Below the table, there is a section: **Student's timetable**. This section contains a dropdown menu for **Summer semester**, a dropdown menu for **2018 / 2019**, and two radio buttons: **Table** and **Graphic** (selected). Below the radio buttons, there is a message: **Timetable contains no events**.

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

The screenshot shows the STAG portal interface. At the top, there is a navigation bar with the following items: **Welcome**, **My study** (highlighted with a green circle), **Browse IS/STAG**, **Applicant**, **Graduate**, and **Evaluations of Stu**. Below the navigation bar, the main content area is divided into two columns. The left column is a sidebar menu with the following items: **Course of study**, **Visualization of study**, **Remaining obligations**, **Registration for examinations**, **My data**, **Study resources**, **Pre-registration** (highlighted with a red bar), and **Graphical pre-registration**. The right column contains the main content area. At the top of this area, there is a header: **Information about user and his IS/STAG roles**. Below this header, there is a table with the following data: 

Standard pre-registration	14.01.19 (08:00) - 25.01.19 (12:00)	?	Beatrice HURBEAN	Role / user Stud
Study group pre-registration	No examination date found			

 Below the table, there is a section: **Select course to register/withdraw (S030) - 2018/2019**. This section contains a navigation bar with the following items: **Study plan structure**, **Search for course** (highlighted with a green circle), **By certif. programme**, and **Help**. Below the navigation bar, there is a section: **Department**  **Course abbreviation**  **Course name**  **Search course** (highlighted with a green circle). Below the search form, there is a blue information box with the following text: 

**i** 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"/>		<a href="#">UCH/055</a>	<a href="#">Study Placement - Bachelor Study</a>	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**

1/1

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	