Compulsory Optional and Optional Courses

INFORMATION & REGISTRATION

SIS
The compulsory optional courses (hereinafter referred to as PVK) and the optional courses (hereinafter referred to as VP) will be registered (preregistered) by means of SIS – the **Subjects and Schedule Registration** application. Before registration you can **view** all subjects (including schedule, syllabus, etc.). All this information should be available approximately two weeks before registration begins. First part of the document shows you how to access this information by means of SIS. Second part of the document deals with the registration itself.

**Part One – Information about Subjects and Schedule**

A list of subjects to be open next year and for which you may enroll **can be found in the Subjects application**:

1. Launch the Subjects application (/favicon.png)

2. Choose the correct academic year (i.e. next academic year) – the **default application setting** shows the current academic year. Therefore, you have to change this setting:

3. Select the **View by branch / plan** menu item. Choose your branch and year **you will study next year**:

...
4. As a **future student of the third year** (for example) you will see the following lists (see figure below). In the individual paragraphs (compulsory course – PP, compulsory optional course – PVK, optional course – VP) you can see all courses that will be in your study plan. For the purposes of this document, the most interesting paragraphs are PVK and VP. By clicking on blue icon, course code or course name you can display **subject details** with all annotations, syllabuses, schedule references, etc...

5. The figure below shows all detailed information (in detail) about the course including annotation, syllabus, schedule reference, etc.
6. The last part of the information about PVK and VP is their **scheduling**. By clicking on the Schedule reference (see above) you will get into the Schedule NG application ( ), where the scheduling is stored. The default view of schedule tabs is on a **year-round basis**, where you can see a day in a week and hour, **when the course is taught**. If you want to see all weeks of the academic year, when the course is taught, you have to change over to the **Detailed view**, or click on any hour and you will see a list of hours with specific weeks:

![Schedule NG application](image)
Part Two – PVK and VP Registration (Subjects and Schedule Registration)

The compulsory optional courses and the optional courses are registered (preregistered) by means of the Subjects and Schedule Registration (⏰) application. The courses are offered for the next academic year, i.e. students of the second year can register PVK or VP for the third year. The courses are enrolled separately for winter and summer semester.

The default application setting shows the preregistered courses (Registration menu) – to make the registration change over to the enroll tab (Enroll (standard) menu), where you can enroll all courses (both PVK and VP). The figure below shows the enroll tab. Rectangles in orange background with informative texts indicate and explain briefly the important points with graphic interface controls.
**Enroll (Standard) Tab**

**One or two blocks of courses** should be prepared on the Enroll (standard) tab for all branches and years that will participate in the registration.

**PVK Block**
For PVK block, the program **checks the maximum number of students enrolled in the course** (you can see the information about current fullness of the course in the Capacity column – the number of already enrolled students/maximum number), as well as the **maximum number of points** (if the capacity is exceeded, the program makes another registration from PVK block impossible), which can be received by the student from the courses of this type.

**Blok VP**
For VP block, the program checks **only the maximum number of students** – for some VPs, there is no restriction (TV, TV courses).

**Courses**
A list of courses (independently of the block) contains a lot of important information for each record (course) – as shown in figure above.
There should be two active references in the References column for each course – [courses] and [schedule]. By clicking on the courses reference you will launch the Subjects application with the details of the course, see part one of the document. By clicking on the schedule reference you will launch the Schedule application with the details of schedule tabs of the course, see part one of the document.

The **Capacity** columns informs about current fullness of the course, while the first number indicates the number of currently enrolled students and the second number (after slash) indicates the maximum number of enrolled students – if there is a letter “x” indicated instead of number, this means that the course has no restriction imposed on the number of students.

The **Limit** column shown the number of points available per course – the sum of points for summer and winter semester (the limit is shown only in the case that the block of courses in question has the restriction imposed on the maximum number of points obtained from the courses of the type in question).

The **Begins** column shows the teaching semester for single-semester course, the winter semester for double-semester course and the currently selected registration semester for single-semester course beginning in both semesters.

The **1st sem. and 2nd sem.** columns show the number of teaching hours in the semester.
The **Credits** column shows the number of points that can be obtained in the individual semesters.

**Registration**
The courses are enrolled separately for winter and summer semester. By filtering the courses by semester you can view all courses, but the registration itself is only enabled for courses corresponding to the currently selected semester. If you want to change the registration semester, click on the [Change] button, see figure above. Choose the semester (in the appropriate academic year). The program will then redirect you automatically back to the registration of courses.
You can have only one course selected for the registration at a time, and that is from all blocks available. Click on the circle in front of the course (✓) and confirm the selection by pressing the Enroll button. You can repeat the whole process until you are satisfied with the registration. If there is a restriction making it impossible to enroll any course, a red cross (✗) will be shown in front of the course instead of the circle, for example, when the limit of points or the capacity of course is exceeded, or when the course has already been completed. In the case that the course is already enrolled, you will see a green tick (✓) in front of the course instead of the circle.

**Enrolled Tab**

If you want to check, which courses are enrolled, or cancel the registration of some course, then select the Enrolled menu item. An overview table will show you all enrolled courses – by clicking on the cancel registration (✗) icon the program will prompt you to confirm the selection and will cancel the registration after receiving a positive response.