INFORMATION ON COURSE REGISTRATION

❑ **Course registration timetable**

Winter semester 2024/2025	1st year students	03.09.2024, 10:00 AM – 12.09.2024
	2nd and higher-year students	03.09.2024, 9:00 AM – 09.09.2024
Summer semester 2024/2025	**For all students**	28.01.2025, 9:00 AM – 06.02.2025

❑ **General information on registration**

From 3rd September 2024 (from 9:00/10:00 AM), the electronic registration for winter semester courses of 2024/2025 will take place. Students are required to register for courses in their STAG. If a student fails to register, there is a risk that they will not be admitted into the course and take the exam, their exam results will not be recorded and they will not be able to register for courses in the following academic year.

Electronic registration for courses will close on 09th September or 12th September 2024 at 24:00 o'clock. After this deadline, it is not possible to make changes to the timetable.

Registration for courses for the summer semester will be open from 28th January to 6th February 2025.

> **Before the electronic registration, students should look up their login credentials in the application form (prihlaska.upol.cz) in the *Personal data* section. There, they will find their login name and instructions on how to set up a password to access the student university information system (STAG).**
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> **The credentials are available 2 days after enrolment for study. Students will be notified about their login details via e-mail sent to the address specified in the application.**

❑ **Instructions for electronic registration for courses**

> **Before registering for courses, look up the relevant study timetable for the 1st year on the FZV website for easier orientation in the offered courses:** https://www.fzv.upol.cz/en/students/study/study-plan-timetables/

For the electronic course registration, use the address *https://stag.upol.cz/*

- Click **English** (in the right upper corner)
- Click **Log in** (in the right upper corner)
- Enter **Username** (found in the application form)
- Enter **Password**
- Select the **"My Study"** tab
- Select the **Pre-registration** tab
- Select a block of courses (e.g., **Obligatory course**, **Elective course**, or **Optional course**)

In case of any problems with the registration, contact the Student Affairs Officer on the email address: *lucie.sehnalkova@upol.cz*

- Find the courses of the winter semester of the 1st year
- By clicking on the abbreviation of the course (*e.g., HUM / PAA01*), the schedule of the given course will be displayed
- check the vacancy in the schedule check box on the right (if the course is divided into groups, choose a group with respect to the study year schedule on the web FZV to avoid collisions)
- click **Save Changes** to confirm your registration

FZV UP students can register for optional courses of the recommended and lower year in any field of study at the FZV, observing the condition of the so-called prerequisites. They can also register for optional subjects from the university-wide offer to the permitted extent. In such a case, students can search for a course according to the schedule abbreviation within the options **Pre-registration** and **Search for courses.**

❑ Advice on registration:

The year study timetables on the FZV website usually display the courses by day. You can change the setting by clicking on the tiles "days of the week" (Monday – Friday).

By registering for courses, students create their personal timetable, which can be found in the section "My study".

The timetable of a course can be in the form of "grouping". The "grouping" system is used when the lectures don't have a regular timetable, take place on different dates and rooms, or with more than one lecturer. Therefore, as the course does not have a unified form for the whole semester, it is divided into individual lessons with specified information. In this type of course, students need to click on one of the lesson dates, and the system automatically adds them to the rest of the lessons in the "group". Students are obliged to attend the course lessons according to the timetable.

Please pay attention to the notes written in the timetable box – there might be additional information specifying the place or date of the lessons.

Regarding the set capacity of the courses, the capacity of the 1st year obligatory courses must correspond with the number of students in the year. If not, the capacity will be increased. When dividing a class into groups, the capacity of both groups should be of equal number. The capacity of elective and optional courses can be limited upon the decision of the relevant course-guaranteeing department, i.e., it does not have to reach the total number of students in the year.

Additional changes to the timetable are not possible. Therefore, **students should check their personal study timetable before the beginning of the semester.**

In case of trouble registering for the courses, contact the Student Affairs Office by e-mail. Don't forget to specify the **abbreviation of the course and its full name** (e.g., FYT/FTA01: Functional Movement Diagnosis I.), **your name, surname, and your study programme.**

If you are unable to enter the UP information system, please contact the helpdesk at www.helpdesk.upol.cz

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