

## INFORMATION ON THE REGISTRATION OF COURSES WINTER SEMESTER 2022/2023 SECOND AND THIRD-YEAR STUDENTS

### □ Information on the dates of course registration

#### **Courses listed in the study plans of the 2<sup>nd</sup> and 3<sup>rd</sup> years of FZV study programmes**

From 5th September 2022 (from 9:00 AM), the registration for courses for the winter semester of the academic year 2022/23 will begin. Students will register for courses they want to complete in the given academic year.

If students do not pass a course in the previous academic year, they are obliged to register for the course in the current academic year. In case students have already passed the course lessons, they will contact the respective Student Affairs Officer, who will enable the student to register for the examination date without the need to attend the lectures.

### □ Registration Instructions

**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**)
- Find the courses of the winter semester of the 1<sup>st</sup> 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 so 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**.

In case of trouble with the course registration, contact the Student Affairs Office. Don't forget to state your study programme, year of study, and the course abbreviation.