

INFORMATION ON THE ELECTRONIC REGISTRATION FOR COURSES **SUMMER SEMESTER 2022/2023**

From 31st January 2023 (9:00 AM) to 9th February 2023 (till 24:00 o'clock), the STAG database for the registration for courses of the summer semester of the academic year 2022/2023 will be open.

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 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 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.