



INFORMATION ON COURSE REGISTRATION

☐ Course registration timetable

Winter semester 2023/24	1 st year students	4.09.2023, 12:00 – 11.09.2023
Winter semester 2023/24	2 nd to 4 th year students	04.09.2023, 10:00 – 11.09.2023
Summer semester 2023/24	For all students	30.01.2024, 9:00 – 08.02.2024

☐ Information on the dates of course registration

From 4th September 2023 (from 10:00 AM), the electronic registration for winter semester courses of 2023/2024 will take place. This registration applies to all 2nd to 4th year students registering for winter semester courses. Students are required to register for courses in 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 11th September 2023 at 24:00 o'clock. After this deadline, it is possible to make changes in the timetable only in exceptional cases via the Student Affairs Office.

Registration for courses for the summer semester will be open from 30th January to 8th February 2024.

☐ Registration Instructions

Before registering for courses, look up the relevant study timetable on the faculty 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

FHS 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.