Pre-registration
Ing. Ivan Halaška, Office of Study
Last updated 15.10.2011

1. Log into KOS
Start your browser and enter the address <u>https://kos.cvut.cz</u>.

Sign in using your username and school (all-school) password. If you are unable to sign up, follow the instructions located at the bottom of the page.

On the eve of pre-registration, the Office of study registered you for all the compulsory courses that you should have registered for given the number of the semester you are about to start and given your study plan. Suppose for instance that we follow the recommended course of study in the given study plan. Suppose further that it is a first year student that wants to register for courses in the summer semester. Assume that the study plan to the left is her/his study plan. At the beginning of the pre-registration, the student is signed up ('pre-registered') for the courses shown in the second slot in the picture to the left.

From the KOS menu, run the form 'Courses – Registered courses'. A list of currently registered courses appears. For some of the courses, the button 'Cancel' is available. Such courses, you can cancel – though, why should you want to do that? For certain courses, the 'Cancel' button is not available; the Office of Study determined these courses as not cancellable. At the bottom of the form, notice the error message field. Should you have the patience, click on the 'CTU Helpdesk'. The Helpdesk is a stand-alone web application and it requires the same login info as WWW KOS.

 3. Register for a course
In addition to the compulsory courses you have (been) already registered for, suppose you want to register for one of the summer-semester courses offered by department 18104. Run the form 'Courses – Register – Register for any courses – Courses by name'.

Select the department that teaches the relevant course and then select the course with the relevant role for your study plan. Select the appropriate courses in the menu on the left (in the checkbox), and then click the 'Register' button.

In the picture, the following roles are displayed: CP(PP) (a course compulsory for the given study program), CB(VO) (a course compulsory for a certain branch of study) and E(V) (elective); notice, however, that courses can play also different roles. In the picture, you can see that the given elective course (with the role E) is recommended only for the 5th semester, hence, you do not register

for that course; instead, you browse courses on offer from different departments, both within your faculty or outside, within the university.

Suppose further that you find a course that does not play any role in your study plan. The role the course then plays in your study plan (if any) depends on the settings your faculty has for such cases. In the case of FEL and FIT, credits for such courses are counted as credits for elective courses (even though the relevant E(V) role is not listed in the menu, the way you see it).

Role   Explanation
CP(PP)   a course compulsory for the given study program
CB(PO)   a course compulsory for the given branch of study
CS(PZ)   a course compulsory for the given specialization
CB(VO)   a course compulsory for a certain branch of study;
If you didn't select the branch of study (specialization), such a course has the role (branch) elective
E(V)   an elective course

If you know the course code, you can use the form 'Courses – Register – Register for any courses – Courses by code'. Using the keypad, enter the course code. There is another option: to register for courses according to your specific study plan; this, however, has been already done automatically by the Office of Study before the start of the pre-registration period. Therefore, we assume that you only fill in individual courses of your choice and, thus, the general possibility of following the study plan is not described here.