Registration for courses and editing the registered courses

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Note: in this document, author uses a term "registration for courses", meanwhile the student application KOSi uses a term "enrollment for subjects". Please understand them as synonyms.
Similarly, this document uses "pre-registration for courses" and KOSi uses "preliminary enrollment for subjects".

1. Pre-registration

On the eve of pre-registration, the Office of study registered you for **compulsory** courses that you should have registered for given the number of the semester you are about to start according to your study plan. You, then, edited the list of pre-registered courses by adding elective courses of your own. During the pre-registration, the capacity of the courses was not taken into consideration; hence, everybody is allowed to sign up for all courses. The faculty and its department consider the pre-registration as an order put forth by the students – and the faculty then tries to find the relevant sources to 'fulfill' the order: the relevant sources include both staff and classrooms for the courses. While evaluating these orders, each department sets a manageable capacity for each of its courses given the available (staff and classroom) resources. Should the person responsible for timetabling detect excess of student demand over the department capacity for a particular course after the pre-registration, she/he may have set the capacity of the course lower than the number of pre-registered students; based on the decision made by the head of the relevant department, the pre-registration for the course is then canceled to those students, for whom the given course has the lowest weight in their study plan. The students get the pre-registered course annulled in the following order:

Role	Title in English	weight
	Elective from outside the student's Study Plan	999
V	Elective from the Study Plan	19
VH	Compulsory Elective Humanities	18
VE	Compulsory Elective Economics and Management	17
PH	Compulsory Humanities	16
PJ	Compulsory Exam in English Language	16
PT	Compulsory Physical Education, Sport	16
PE	Compulsory Economical	15
PV	Compulsory Elective	15
VO	Compulsory Elective for Branches	14
PZ	Compulsory of Specialization	13
PO	Compulsory of Branch	12
PP	Compulsory of Programme	11

- If there is a set of students with the same role, the annulment starts with the students with the worse weighted average results during the whole period of their study,
- The capacity of the course must be set so that it is not necessary to annul the course for a student for whom the course is compulsory (roles P (compulsory), PP (compulsory for study program), PO (compulsory for study branch), PZ (compulsory for study specialization)).

The department may also set other criteria for the course cancellation; for instance, it gives priority to students for whom the next semester is the final semester of their studies. For attractive elective courses, students might not be allowed to register for the course the second time (hence, those who try get their pre-registration annulled). In disputable cases, you must contact the head of the relevant department through the mediation of the departmental study referent or the person responsible for the timetabling in the department.

It is only study officer of the department that may enroll, with the consent of the head of the department, a student for the course even though the course capacity has been reached. The officers of Office of study of the faculty do not know reasons for pre-registration annulment of a course to a student, they are not authorized to increase the capacity of a course, neither are they authorized to register a student „by force".

The people responsible for timetabling – both from the faculty and from each department – created a class timetable of each course listed in KOS for the next semester. According to the number of students registered for the course and in accordance with the capacity of the classrooms, the person responsible for timetabling has created a relevant number of **blank** parallel classes for lectures, pro-seminars, seminars / laboratory exercises, so that that the required (preset) capacity of students' registrations is met. Given the course weekly time allocation, either one or several schedule slots are created for each parallel class (for example, two two-hours long slots weekly or one two-hours long slot in an odd week and another slot in an even week). Each such schedule slot is allocated to a certain classroom (and the classroom capacity must match the capacity of the parallel class).

Once the binding registrations for courses start, a student can create a personal timetable for enrolled courses; if you have an unsolvable schedule conflict for two (or more courses), you can cancel one of them and enroll for another one. However, from now on, you can only enroll for a course with a free space within the specified capacity.

2. Personal timetable, and how to open an access to the editing of timetable

You can create a personal timetable only after you have met the conditions for continuing your studies. On Faculty of Information Technology see the document Administration of the Bachelor and Master Study Program (Dean's Directive No. 13/2015, Article 7).

In the courses registration period, every morning, a set of students who have already met the conditions for continuing their study is set by KOS (and the students are ordered by number of the weighted credits in the last two semesters) – and the best 300 students get access to create their personal timetable.

'To create a personal timetable' is to sign up for a particular slot (of a parallel class) for each enrolled course. In this way, the students get divided into the slots of parallel classes, that is, the classes in which the same material (though not necessarily at the same time) is taught. Class parallels for lectures have a large capacity (about 200 students), parallels for demonstration seminars (pro-seminars) are smaller (about 100 students) and the capacity for seminars and laboratory exercises is the smallest (based on the classroom or laboratory capacity).

Thus, for a particular course, each student must 'sign up' into a parallel class for a lecture, for a demonstration lecture and a seminar / computer / laboratory exercise. To make things easier, the person responsible for timetabling can (and often does) link a parallel lecture class with a number of (parallel classes of) demonstration exercises – and each (parallel class of) the demonstration exercise is linked to several seminars (or laboratory exercise) classes.

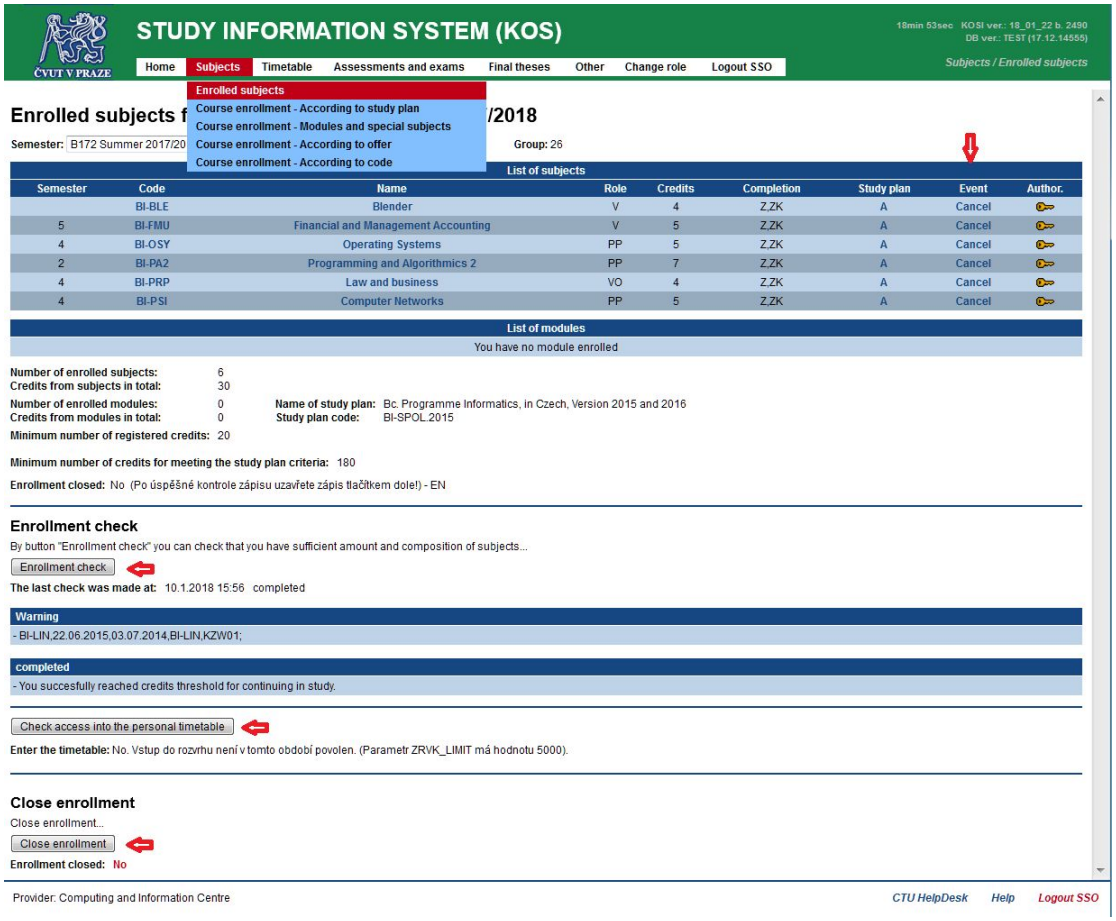
In such a situation, you can sign up only to the lowest level of the parallel classes, since by selecting a parallel class at the lowest level, the student gets signed up to a (parent) demonstration lecture (parallel class) and to a (parent) lecture (parallel class) in the given hierarchy automatically.

If you want to change your primary selection of a parallel class (and choose another one), sign up to a new parallel class. Thus, your previous sign-up in the original parallel class is going to be cancelled. A word of caution is in order here: use the cancellation of the sign-up to a parallel class with caution, since once you have cancelled your sign-up, it might not be easy to return to the original parallel class, as somebody else might have signed up to your original place instead.

3. Operative procedures using the KOS web interface

3.1. Reviewing the registered courses and checking on the requirements for continuing in the study

From the menu, launch the form **Subjects – Enrolled subjects**.



The form displays courses that you have registered for yourself – or you were bulk registered for them during the preliminary enrollments. When you set the cursor on the column header, a bubble information bubble appears with context-sensitive help.
For some of the courses, the ***<Cancel>*** button is available. After the cancelation, the course disappears from the list. Think before you cancel a course – in particular, do not cancel courses that are compulsory for you. It just may happen that you cancel the course – and you will not be able to sign up for it later, since the capacity of the course might be filled in the meantime.

3.2. Verification of compliance with the conditions for continuing the studies

At the bottom of the form, all the relevant data are summarized and you find three buttons there.

Button ***<Enrollment check*** checks whether>

- All the conditions for continuing your studies are met
- You have a 'reasonable' number of registered courses, at least 20 credits, and maximally 40 credits. These limits are determined by the Office of Study regulation and can be changed, if necessary
- For all the registered courses, you have fulfilled all the set prerequisites

Below the button, the time and the result of the last check are displayed.

Button< ***Check access into personal timetable>***
Every morning, a system automatically generates a weighted average result of the present and the last past semester to the students who have not yet been admitted to create their own personal schedule. The schedule is subsequently opened to the students with the best POCST. The result of the check as well as the information whether you have been granted access to the personal schedule are displayed below the button.
The absolute value of the weighted average result of the worst of the students admitted to the personal schedule any given day becomes the so-called 'Daily limit'. Hence, once you – for instance – learn that a teacher awarded a new classification in your KOS, you do not have to wait for the system to perform the check-up in the morning: You can

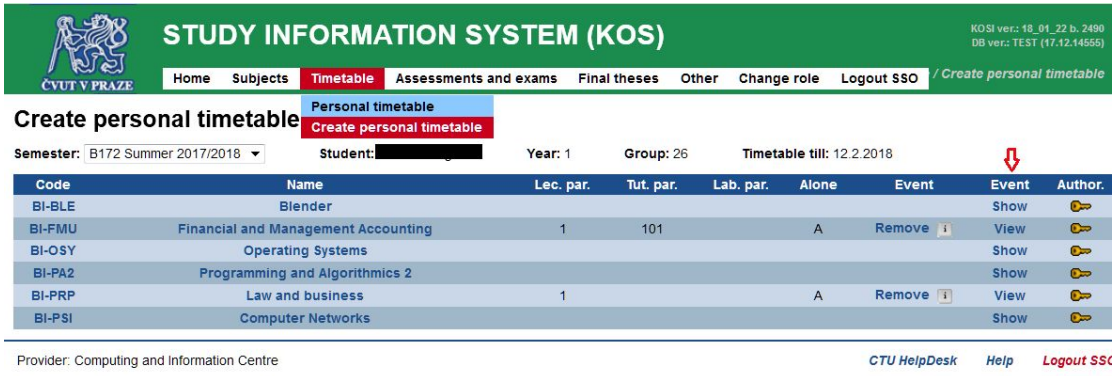
simply use the button to run the check yourself. If (with the new classification) you passed the daily limit, an access to the personal schedule is automatically opened to you.

Button ***<Close enrollment>***

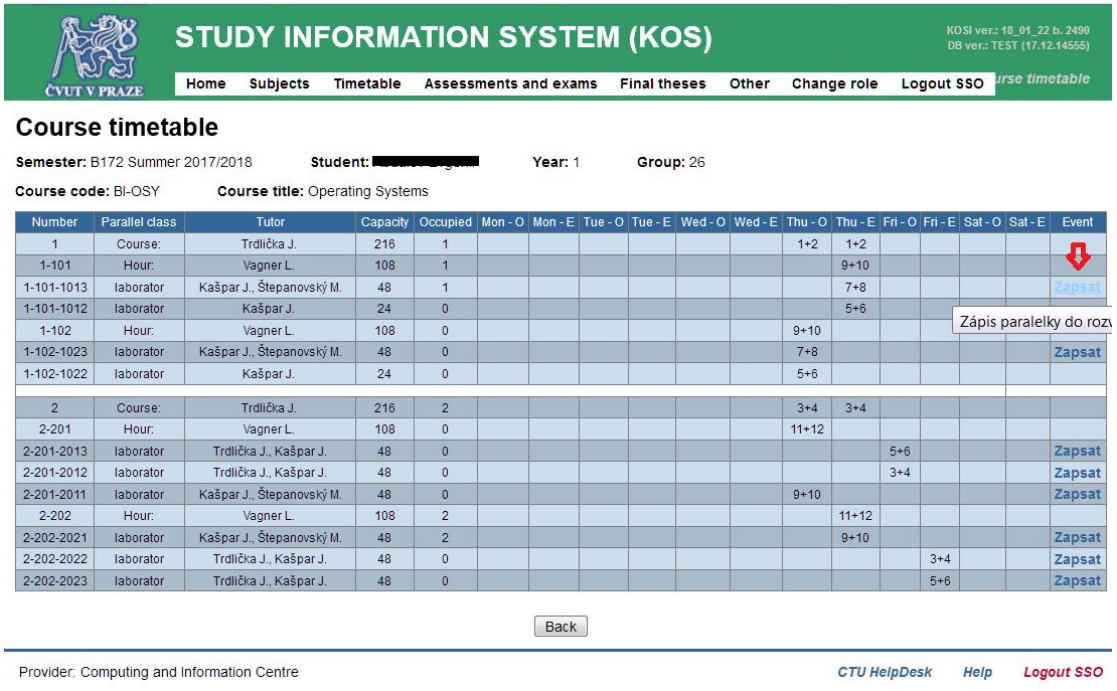
By clicking on the button, you declare that you are done with the courses registration and that you do not wish to make any further changes in your personal schedule. Once you press the button, the registration is considered a binding registration: this is rather important information for the departments, since from now on, you are a student in the registered courses and, importantly, you are no longer able to change the courses yourself. ***Therefore, use this button after careful consideration ɲ though make sure that you do use it, since before you make the registration binding, the courses are only pre-registered.***

3.3. How to create a personal schedule

From the menu, open the form ***Timetable / Create personal schedule***. If you try to do this prior the check, you will not be granted access (with the message 'You have no access to the timetable').



Click ***<Show>*** (or ***<View>***) to go to the form with the list of the parallels classes of the selected course.



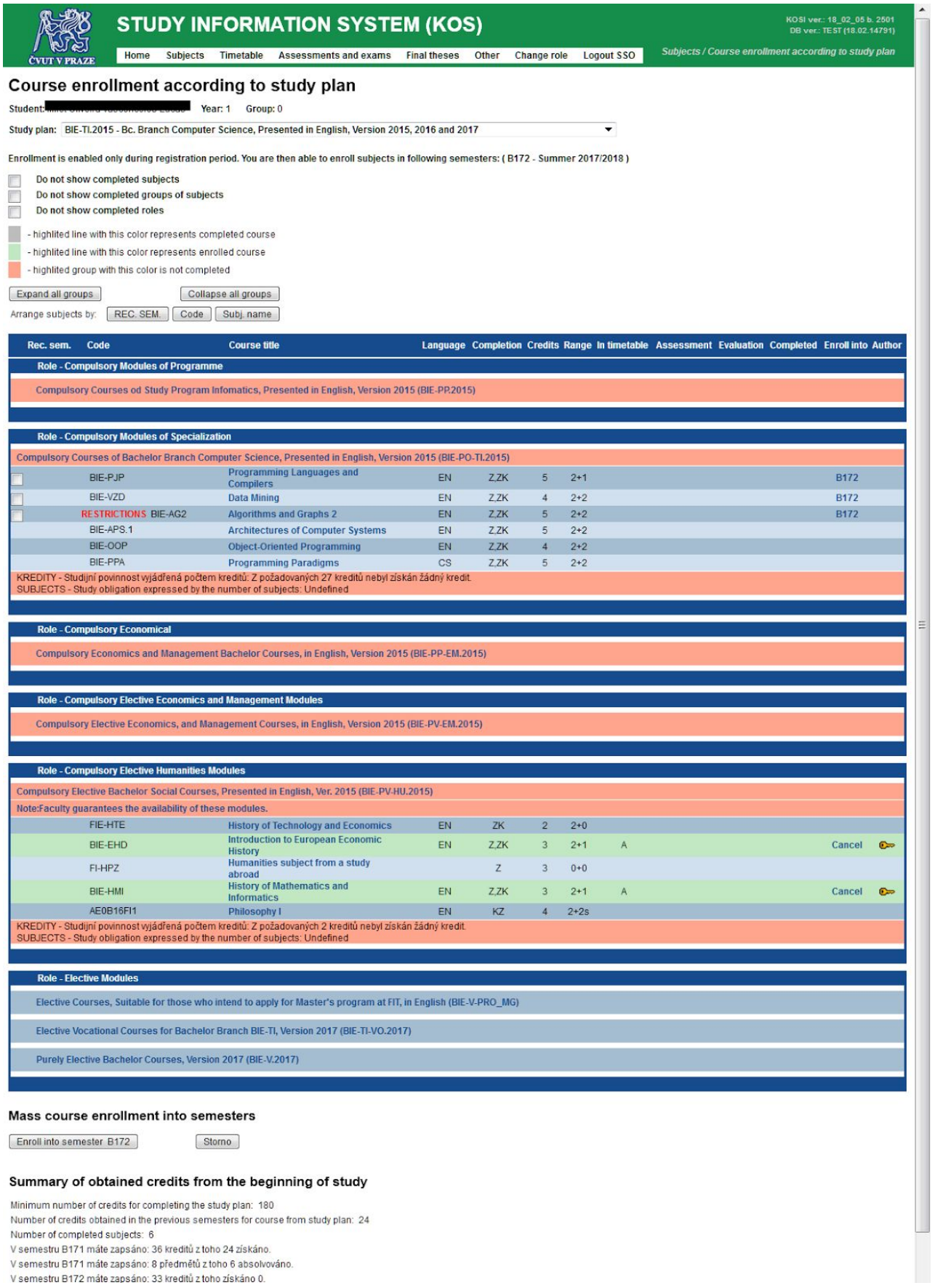
You can only register for a single parallel class of a course. Notice that you cannot 'sign up' to a lecture-class of any course: by signing up to a parallel class, you are automatically included ('registered') for the given (parent) lecture of the given course.

For some parallel classes, the ***<Zapsat>*** button is not active (the author of the application forgot to translate the label of this button into English). In the picture, for the parallel class 2-202, its capacity has most likely been already filled up; the parallel class 1-101 is not available to your study group (hence, you cannot register for this particular parallel

class). Other parallel classes might not be available for registration, as the person responsible for timetabling selected them as ‘a reserve’ for later registration.

3.4. Editing a set of registered courses

From the menu, select ***Subjects / Course enrollment /\ According to study plan***.
In the field 'Study plan', you see your Study plan. However, if you are in a phase of deciding your branch of study/specialization, you can select another Study plan. In other words, you choose that study plan that you want to fulfill (graduate from).



STUDY INFORMATION SYSTEM (KOS)

KOSI ver.: 18_02_05 b. 2501
DB ver.: TEST (18.02.14791)

ČVUT V PRAZE

Home | Subjects | Timetable | Assessments and exams | Final theses | Other | Change role | Logout SSO

Subjects / Course enrollment according to study plan

Course enrollment according to study plan

Student: [redacted] Year: 1 Group: 0

Study plan: BIE-TI.2015 - Bc. Branch Computer Science, Presented in English, Version 2015, 2016 and 2017

Enrollment is enabled only during registration period. You are then able to enroll subjects in following semesters: (B172 - Summer 2017/2018)

- Do not show completed subjects
- Do not show completed groups of subjects
- Do not show completed roles

- highlited line with this color represents completed course
- highlited line with this color represents enrolled course
- highlited group with this color is not completed

Expand all groups | Collapse all groups

Arrange subjects by: REC. SEM. | Code | Subj. name

Rec. sem.	Code	Course title	Language	Completion	Credits	Range	In timetable	Assessment	Evaluation	Completed	Enroll into	Author
Role - Compulsory Modules of Programme												
Compulsory Courses od Study Program Infomatics, Presented in English, Version 2015 (BIE-PP.2015)												
Role - Compulsory Modules of Specialization												
Compulsory Courses of Bachelor Branch Computer Science, Presented in English, Version 2015 (BIE-PO-TI.2015)												
	BIE-PJP	Programming Languages and Compilers	EN	Z,ZK	5	2+1					B172	
	BIE-VZD	Data Mining	EN	Z,ZK	4	2+2					B172	
	RESTRICTIONS BIE-AG2	Algorithms and Graphs 2	EN	Z,ZK	5	2+2					B172	
	BIE-APS.1	Architectures of Computer Systems	EN	Z,ZK	5	2+2						
	BIE-OOP	Object-Oriented Programming	EN	Z,ZK	4	2+2						
	BIE-PPA	Programming Paradigms	CS	Z,ZK	5	2+2						
KREDITY - Studijní povinnost vyjádřená počtem kreditů: Z požadovaných 27 kreditů nebyl získán žádný kredit. SUBJECTS - Study obligation expressed by the number of subjects: Undefined												
Role - Compulsory Economical												
Compulsory Economics and Management Bachelor Courses, in English, Version 2015 (BIE-PP-EM.2015)												
Role - Compulsory Elective Economics and Management Modules												
Compulsory Elective Economics, and Management Courses, in English, Version 2015 (BIE-PV-EM.2015)												
Role - Compulsory Elective Humanities Modules												
Compulsory Elective Bachelor Social Courses, Presented in English, Ver. 2015 (BIE-PV-HU.2015)												
Note:Faculty guarantees the availability of these modules.												
	FIE-HTE	History of Technology and Economics	EN	ZK	2	2+0						
	BIE-EHD	Introduction to European Economic History	EN	Z,ZK	3	2+1		A			Cancel	
	FI-HPZ	Humanities subject from a study abroad		Z	3	0+0						
	BIE-HMI	History of Mathematics and Informatics	EN	Z,ZK	3	2+1		A			Cancel	
	AE0B16FI1	Philosophy I	EN	KZ	4	2+2s						
KREDITY - Studijní povinnost vyjádřená počtem kreditů: Z požadovaných 2 kreditů nebyl získán žádný kredit. SUBJECTS - Study obligation expressed by the number of subjects: Undefined												
Role - Elective Modules												
Elective Courses, Suitable for those who intend to apply for Master's program at FIT, in English (BIE-V-PRO_MG)												
Elective Vocational Courses for Bachelor Branch BIE-TI, Version 2017 (BIE-TI-VO.2017)												
Purely Elective Bachelor Courses, Version 2017 (BIE-V.2017)												

Mass course enrollment into semesters

Enroll into semester B172 | Storno

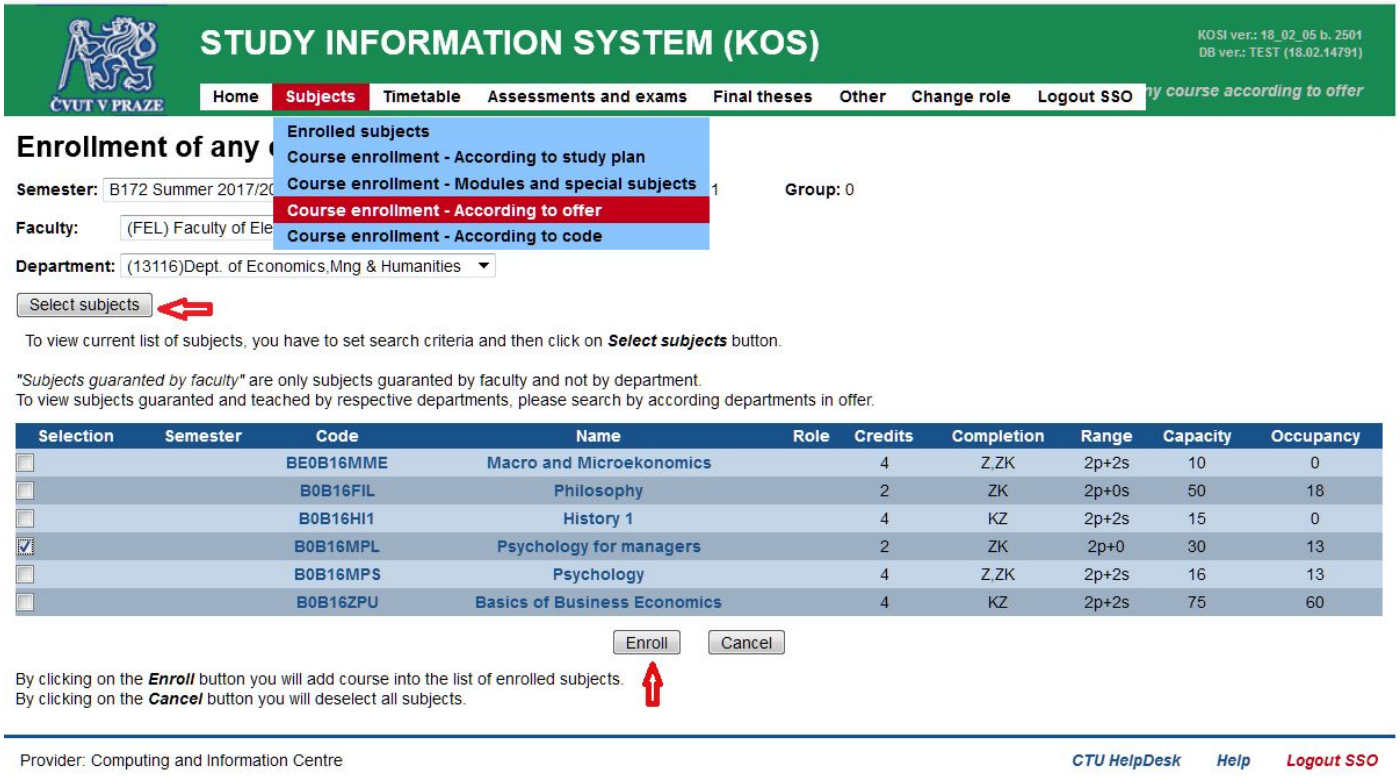
Summary of obtained credits from the beginning of study

Minimum number of credits for completing the study plan: 180
Number of credits obtained in the previous semesters for course from study plan: 24
Number of completed subjects: 6
V semestru B171 máte zapsáno: 36 kreditů z toho 24 získáno.
V semestru B171 máte zapsáno: 8 předmětů z toho 6 absolvováno.
V semestru B172 máte zapsáno: 33 kreditů z toho získáno 0.

Your study plan is divided into groups of courses according to the roles they play in your study plan. The groups you still need to work on (groups in which there are courses you still have to complete) are shown in brick-color. These groups (as well as a group of elective courses) will unfold if you click on the group name.
By clicking on the group name, her courses available for enrollment appear. On the right side (column **Enroll into**), you see the code of the semester for which the course is available to enroll. You can click on this semester for enrollment.
Notice that at some faculties, there is an option to register for two semesters at a time (though not at FIT).
Alternatively, you can select multiple courses at the left-hand side checkbox – and then click the button **<Enroll into semester …>** at the bottom of the form.

3.5. Register for any course according to offer of the specified department of faculty

If you want to enroll any course from a foreign department offer, in the menu, select ***Subjects ɲ Course enrollment ɲ according to offer***.



Fulfill fields Semester, Faculty and Department and then click on the button ***<Select subjects>***. A list of courses offered by the chosen department will appear. You can select multiple courses at the left-hand side checkbox – and then click the button ***<Enroll>*** at the bottom of the form.