USOSWEB ENROLLING
DIRECT ENROLLMENT IN GROUPS

A "Step-by-Step" Guide for Students

Compiled by:  
Adam Stępień M.A.  
Konrad Kośla, B.S.  
Maria Krysiak-Klejnberg, M.A.  
Alicja Kudelska

Consultants:  
Janina Mincer-Daszkiewicz, Ph. D.  
Agnieszka Majewska, M.A.  
Agata Wroczyńska, M.A.

Project Coordinator:  
Lidia Guzek, M.A.

Faculty of Geology  
Polish Studies  
Section of IT Applications  
Student Council  
Faculty of Mathematics, Informatics and Mechanics  
Section of IT Applications  
Office for Quality of Education  
Chancellor’s Deputy Office

Warsaw, May 2008
CONTENTS

I. GENERAL INFORMATION........................................................................................................3
II. PROCEDURE FOR ENROLLING IN GROUPS........................................................................4
  STEP 1: ENTERING THE USOSWEB PAGE...........................................................................4
  STEP 2: SIGNING IN...........................................................................................................5
  STEP 3: GOING TO THE ENROLLMENT MODULE...............................................................5
  STEP 4: THE SUBJECTS YOU ENROLL FOR.......................................................................6
  STEP 5: ENROLLING FOR SUBJECTS..................................................................................8
    DETAILED INFORMATION CONCERNING ENROLLMENT PROCESS.........................9
  STEP 6: CHOOSING A GROUP............................................................................................9
  STEP 7: DOUBLE-CHECKING YOUR ENROLLMENTS (YOUR CART)..............................11
  STEP 8: “STOCK EXCHANGE” – THE POSSIBILITY TO CHANGE YOUR GROUP..........12
  STEP 9: FINISHING YOUR WORK WITH THE USOSWEB...............................................12
III. ADDITIONAL REMARKS...................................................................................................12
I. General Information

On-line enrollment for subjects involves choosing the subjects you want to attend among all the subjects within UW’s offer. This may be done in three ways:

1. **direct enrollment in groups**
2. **multi-stage enrollment**
3. **indirect enrollment, i.e., first enrolling for the subjects, and then direct enrollment in groups.**

In this booklet you will find a description of direct enrollment in groups. Multi-stage enrollment is described in a separate booklet.

Direct enrollment in groups is used to register a student in particular groups among different kinds of classes (lectures, exercises, etc.) offered by the teaching unit where you are a student. This concerns the subjects that are necessary for your studies program, according to the requirements defined by your teaching unit.

This kind of enrollment does not concern classes of the token kind (foreign language classes, general university subjects, subjects providing teaching qualifications, P.E.). Please see the TOKEN REGISTRATION guidebook for information about them.

**IMPORTANT:** During enrollment the student indicates the group he or she wants to enroll in – of course, taking into consideration the lecturer, terms and localization of the classes. Enrollment takes place in strictly defined terms (enrollment rounds) and only in those specified periods is enrollment possible.

Registration can be defined with regards to the number of places in groups:

1. enrollment when there is a limited number of places in groups – on a rule “first come, first served” basis
2. enrollment when there is *not* a limited number of places in groups – here the student’s request for enrollment is automatically considered by the Dean’s Office (though not always is it approved).

Direct enrollments are clarified within the following USOSweb services:

- [https://usosweb.chem.uw.edu.pl/](https://usosweb.chem.uw.edu.pl/) - Faculty of Chemistry
- [https://usosweb.fuw.edu.pl/](https://usosweb.fuw.edu.pl/) - Faculty of Physics
- [https://usosweb.mimuw.edu.pl/](https://usosweb.mimuw.edu.pl/) - Faculty of Mathematics, Informatics and Mechanics
- [https://usosweb.wne.uw.edu.pl/](https://usosweb.wne.uw.edu.pl/) - Faculty of Economic Sciences
- [https://usosweb.wpia.uw.edu.pl/](https://usosweb.wpia.uw.edu.pl/) - Faculty of Law and Administration
- [https://usosweb.dak.uw.edu.pl/](https://usosweb.dak.uw.edu.pl/) - other didactic units
The guide below was prepared on the basis of direct enrollment in groups with a limited number of places, as defined in the DAK server, for III year students majoring in geology.

II. Procedure for Enrolling in Groups

Step 1: Entering the USOSweb Page

After opening your browser, type in the following address https://usosweb.dak.uw.edu.pl/. Most browsers then show an announcement:

![Wystąpił problem z certyfikatem zabezpieczeń tej witryny sieci Web](image)

or

![Witryna certyfikowana przez nieznany organ certyfikacji](image)

which informs you about a safety certificate error. Nevertheless, you should let it to be opened to enable displaying the USOSweb main page (Figure 1):

![Figure 1: The USOSweb main page and the “sign in” button’s location](image)
**STEP 2: SIGNING IN**

Direct enrollment in groups requires you to click on the “sign in” button in the upper right corner of the screen (Figure 1).

Now the main page of Central Authentication Server website opens (Figure 2). Enter your ID number (or artificial ID, in the case of foreigners) and your password (the same you used when opening your IRK account, token registration, etc.) in the indicated fields and press **ZALOGUJ** or your keyboard’s “Enter” button.

![Figure 2: The Central Authentication Server website](image)

**STEP 3: GOING TO THE ENROLLMENT MODULE**

After the Central Authentication Server’s positive verification you go to the USOSweb user’s account (Figure 3). In order to enroll for subjects, click the upper menu bookmark **DLA STUDENTÓW** [which means, “for students”]. Now the **REJESTRACJA** button is inactive, so don’t bother trying to use it.

![Figure 3: Choosing the bookmark for students](image)

After opening the bookmark **DLA STUDENTÓW** you will see the main page of this module (Figure 4).
Below the upper menu an announcement might be displayed about planned layout and functional changes to the module. Read this carefully – this information may be useful over the next steps.

In order to enroll for particular classes, click the icon Rejestracja. Currently, there is only one active button for the enrollment process: Rejestruj na przedmioty. This is what allows you to go to the site where you can choose subjects (Figure 5).

**Figure 4: The “DLA STUDENTÓW” module**

**Figure 5: Choosing enrollment for subjects**

**STEP 4: THE SUBJECTS YOU ENROLL FOR**

At this point you only need to find a list of the subjects to enroll for at your teaching unit. These subjects are combined in regard to the groups corresponding with the relevant program of the particular didactic cycle (Figure 6 – in our example: Przedmioty obowiązkowe dla III roku jednolitych studiów magisterskich na kierunku geologia – REQUISITE SUBJECTS FOR THIRD YEAR STUDENTS MAJORING IN GEOLOGY).
IMPORTANT: Remember that the enrollment process is determined by the unit responsible for your program of studies. So look for that process among the enrollments defined by that unit (e.g., using the name of the group of subjects). If you are doing an inter-faculty major or more than one major simultaneously, search for your enrollment among the ones run by particular units (the first four digits in every subject’s code designate the unit’s code, e.g., 1300 stands for the Faculty of Geology).

After choosing the right code for the group of subjects, a list of enrollment subjects for the particular group will be displayed (Figure 7).

Remember that all parts of the text marked in blue contain additional information that may be useful, but those marked enable getting detailed information about the subject or group of subjects.

In the example described here the active links are:

→ Zobacz wszystkie przedmioty, na które możesz się rejestrować (bez podziału na grupy), which displays a list of all your subjects for enrollment, together with their descriptions, their ECTS points, lecturers, class scheduling and location, etc.

and

→ Przedmioty obowiązkowe na III roku jednolitych pięcioletnich studiów dziennych na kierunku geologia filtruj, which enables you to go to the full window for the enrollment process (Figure 7).
For practical reasons, it is better to click the icon “filtruj” [“filter”], which allows you to see only those subjects in the group that you currently can enroll in (Figure 8).

**Figure 8: Enrolling for subjects**

**Step 5: Enrolling for Subjects**

The list of subjects for enrollment page contains a table. In order to enroll for a particular subject you need to find it in the column “Nazwa jednostki/ Nazwa przedmiotu” [“name of subject”] (Figure 8). There are three symbols 🌺 in the crossing of the line with the name of subject and the column of the appropriate didactic cycle (e.g., 2007Z stands for the
winter semester, academic year 2007/08, and 2008Z – the winter semester, academic year 2008/09). They offer important information:

- enables enrollment
- shows how full the groups are
- sends you to the page Szczegółowe informacje o rejestracji (i.e., detailed information concerning the enrollment process).

**Detailed information concerning enrollment process**

Information on this website is divided into sections:

- information on subjects,
- current status of your rights and possibilities in relation to this subject,
- information on the enrollment process for this subject,
- statistics of the requests of students interested in this subject.

You will find information here on: what kind of enrollment your particular unit runs for the subjects you are interested in (type B – direct to the groups, type D – multi-stage), what is the status of enrollment (open/closed), and what is the status of the subject for enrollment (enrolling/un-enrolling). Essential information concerning direct enrollment is given in the table below:

<table>
<thead>
<tr>
<th>Okres trwania tury</th>
<th>Nazwa</th>
<th>Odmiana</th>
<th>Ranking</th>
<th>Dedykowana</th>
<th>Giełda</th>
<th>Przeliczena</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008-05-28 15:00 - 2008-06-12 23:00</td>
<td>tura</td>
<td>kto pierwszy</td>
<td>NIE</td>
<td>NIE</td>
<td>NIE</td>
<td>NIE</td>
</tr>
</tbody>
</table>

Icons in the headline offer descriptions of the terms used.

**Step 6: Choosing a Group**

**IMPORTANT:** This enrollment is conducted on a “first come, first served” basis, so it is wise to enroll as soon as possible.

Choosing the icon we go to the enrollment page for a particular subject and choosing a group (Figure 9).
Figure 9: Choosing a subject group

In the example given, the subject “Applied geology II – geomechanics” contains lectures and classes. The subject has only one lecture group (the line in the table with the heading “Wykład”), so there is no choice (no alternative lecture). It is automatically marked (□) – a line with a green background and a circle with a dot in the middle, in the column “Wybór”).

**IMPORTANT:** If there is a choice among several lecturers for a particular subject, you have to choose, because the system will not let you go on to the next steps of enrollment.

In the case of the example subject, 8 groups of classes are defined (particular lines give group numbers, terms and locations of classes, names of lecturers and the number of enrolled students and group capacity).

**IMPORTANT:** You choose the group that suits you by marking the circle (column “Wybór”) in the right line (then the whole line has green background), and you confirm the choice with clicking [Zarejestruj]. Confirmation of enrollment is when you go back to the previous page, though the enrollment cart’s buttons now have a slightly different look (i.e., the icon ![cart](https://example.com/cart.png) turns into ![cart-out](https://example.com/cart-out.png). This icon – “cart with arrow out” – enables signing out of the group.
WARNING: If you want to resign from an enrollment and choose another group (after making sure if that group’s capacity allows it – second column “Zapełnienie/Limit” in Figure 9), you have to click 🔄. This lets you go back to the main page, where you choose enrollment (Figure 10). Then you have to follow the instructions described in **STEP 6**.

**STEP 7: DOUBLE-CHECKING YOUR ENROLLMENTS (YOUR CART)**

**IMPORTANT:** In order to make sure your enrollments were completed properly, you should double-check everything.

We have to go back to main page of enrollment for subjects by clicking 🔄 or 🛒 koszyk (Figure 10).

This website (just as shown in Figure 5) enables you to glance at the list of chosen subjects (for a particular didactic cycle). When you click 🛒 or 🛒 koszyk, the page “Twój koszyk” [“your cart”] with your completed enrollments will open (Figure 11).
STEP 8: "STOCK EXCHANGE" – THE POSSIBILITY TO CHANGE YOUR GROUP

The unit organizing direct enrollment in the groups process can also open a "stock exchange". You will find information concerning this issue on the page “Szczegółowe informacje o rejestracji” (see Table 1, column “Giełda”, TAK - if opened, NIE – if not).

The exchange mechanism for this kind of enrollment enables the student to exchange groups during the enrollment process, while the round is underway – that is, at the same time as enrolling for other subjects (or resigning from them).

If you are happy with your enrollment, you can skip this step.

If you want to change a group, then by ticking the fields in the column “Wybór tabeli” in Figure 9 you may put an offer of exchange into one or more groups. Confirm your choice by clicking “Zatwierdź i wróć”.

The system confirms reception of an exchange declaration by displaying the announcement: “Deklaracje wymiany grup zostały przyjęte”. It then returns to the previous page, where accepted declarations are shown with the date and time they were received.

During the enrollment process your request to be enlisted in a group with unoccupied places will be considered immediately. If the group you prefer is overcrowded, your request will wait for an opening (i.e., for someone to give up his or her place).

STEP 9: FINISHING YOUR WORK WITH THE USOSWEB

Once you are sure you have enrolled in your chosen subjects correctly, you can safely finish by clicking the button in the upper right part of the screen (Figure 12).

III. ADDITIONAL REMARKS

➢ If you cannot enroll in a chosen group (in spite of unoccupied places), make sure it is not a “dedicated group” (in such case, students of a particular program and stage of studies have priority in enrolling).
Check if the enrollment has a limited number of choices, i.e., a maximum number of subjects of cycles the student can choose within one enrollment (regardless of the number of classes of each subject).

If you forgot your USOSweb account password, contact the student’s office in the Dean’s Office of your teaching unit (this is the only place where you can generate a new password).

Avoid using the browser’s options BACK: or (upper left corner of the screen). This operation can delete completed enrollments. Using the enrollment services menu is the alternative solution.

Remember to check the terms of enrollments, because elsewise you will not be able to enroll in or sign out from a particular subject.

In the event you need a break during the registration process, signing out is advised.

It is also advised to use the Firefox browser to operate the USOSweb service. You can download it as freeware from the website http://www.firefox.pl/.

CONGRATULATIONS ON YOUR FIRST DIRECT ENROLLMENT IN THE GROUPS IN USOSweb!