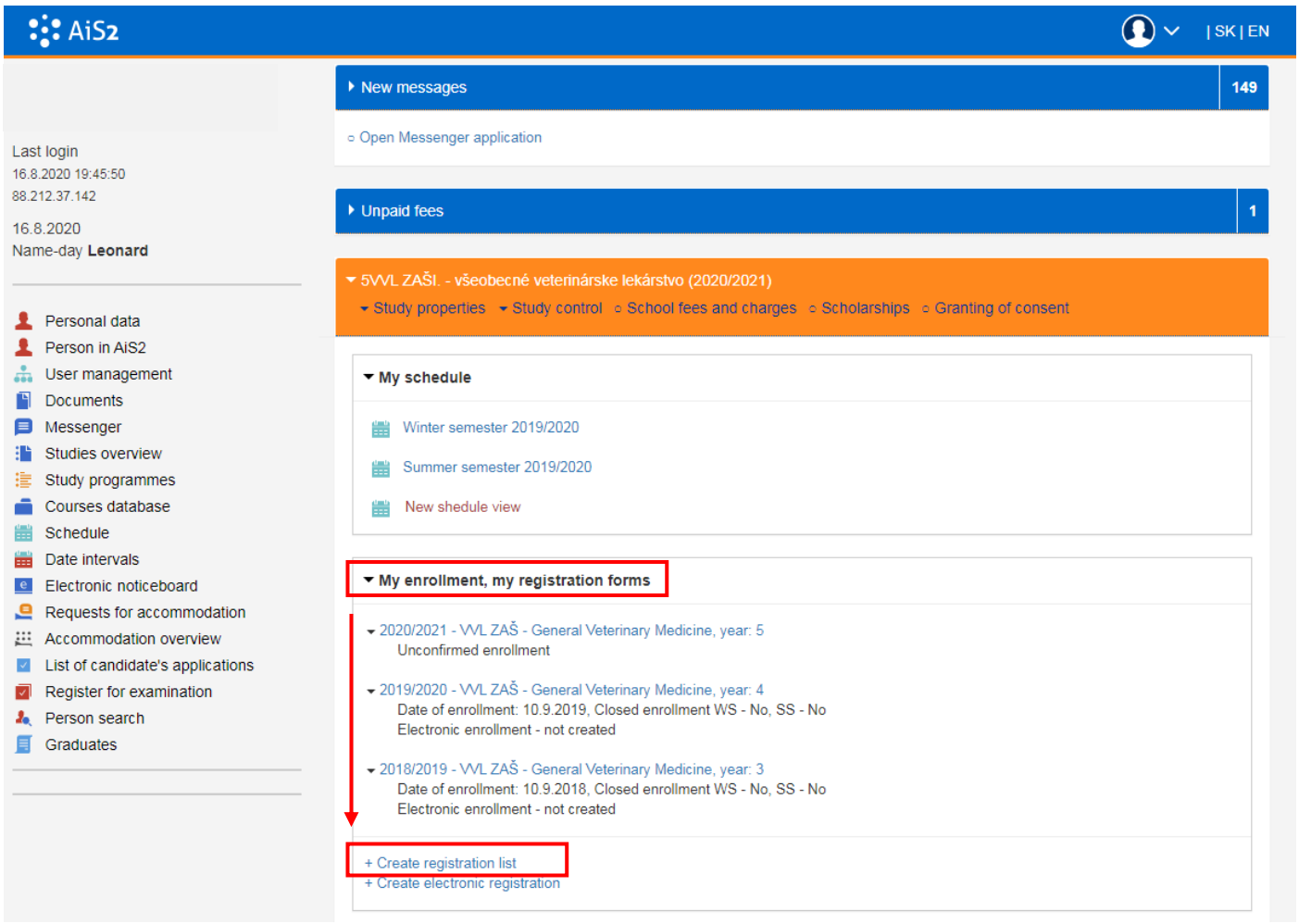
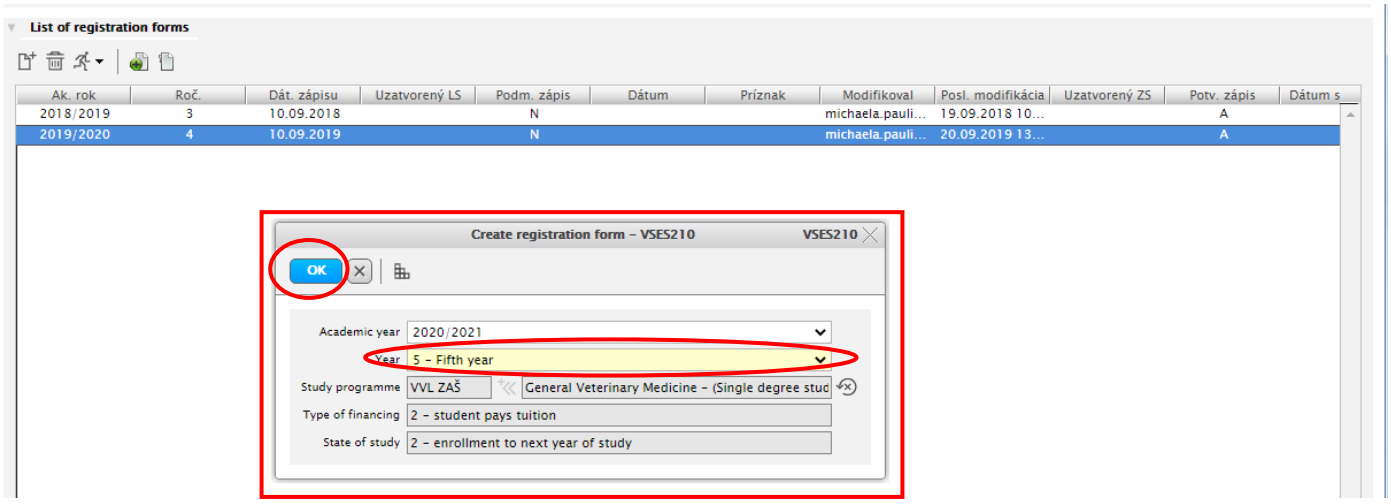
CREATING A NEW REGISTRATION FORM AND REGISTRATION FOR SUBJECTS IN THE ACADEMIC INFORMATION SYSTEM AiS2

➢ your personal screen after login into the Academic Information System AiS2 of UVMP in Košice:

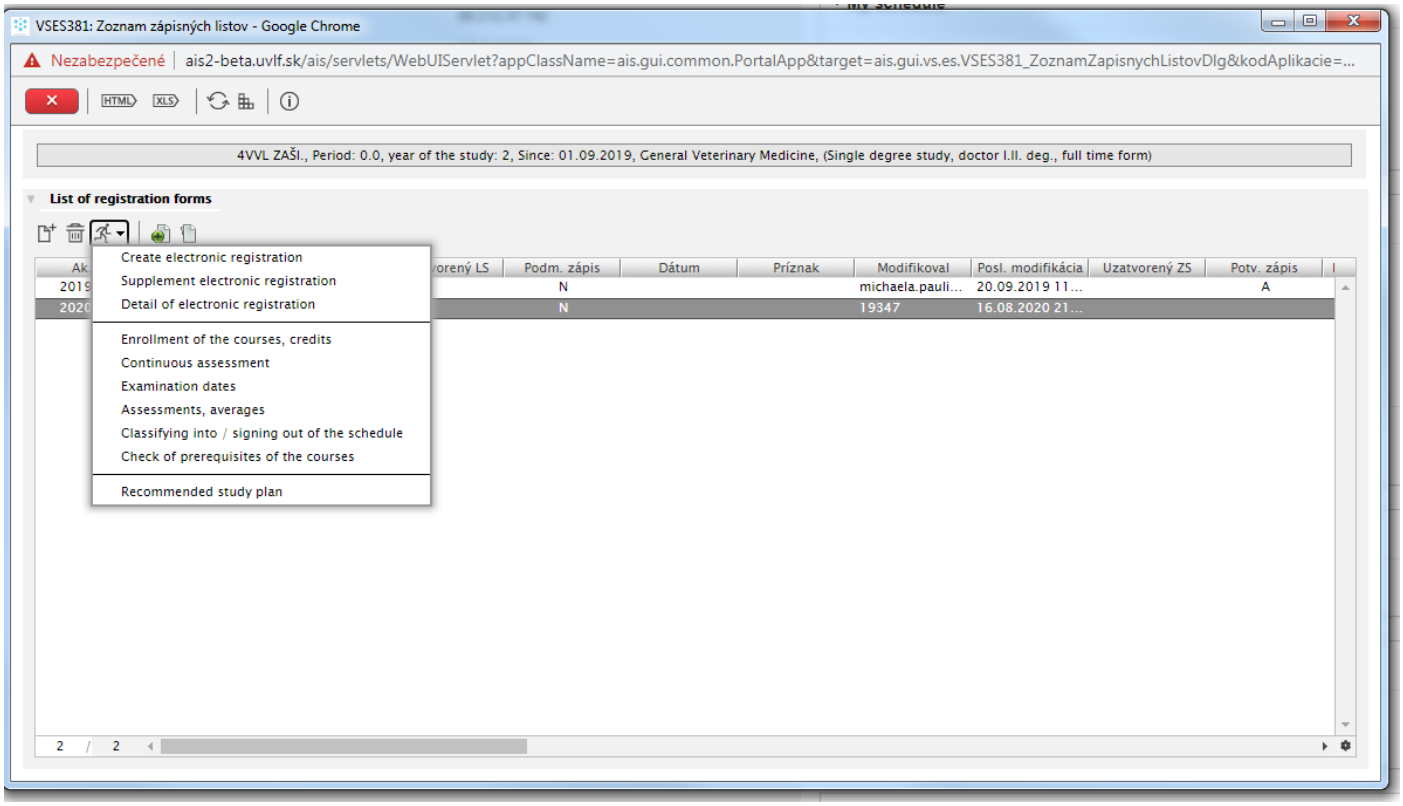


– to create new registration form, find section *"My enrollment, my registration forms"* and click on the **"Create registration list"** below

– *"Create registration form"* dialog box will appear – choose the correct year of study and confirm with OK

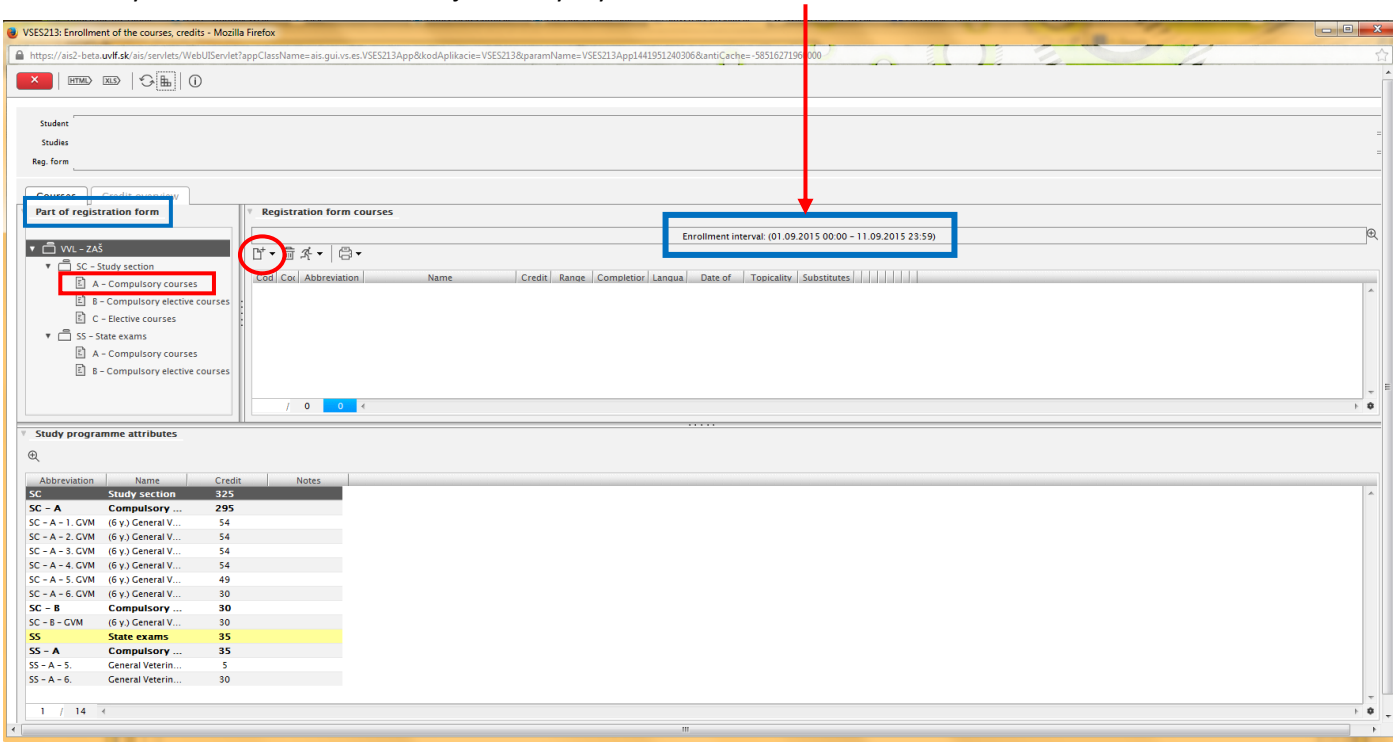


➢ **"List of registration forms"** will remain open, and you will see all your registration forms for all your years of study including the new one



– to register for subjects, click on the new registration form and on  to display your options and choose *"Enrollment of the courses, credits"*

- **"Enrolment of courses, credits"** dialog box opens, where you can select your subjects (courses)
  – you can add or remove subjects only if you are in the enrolment interval



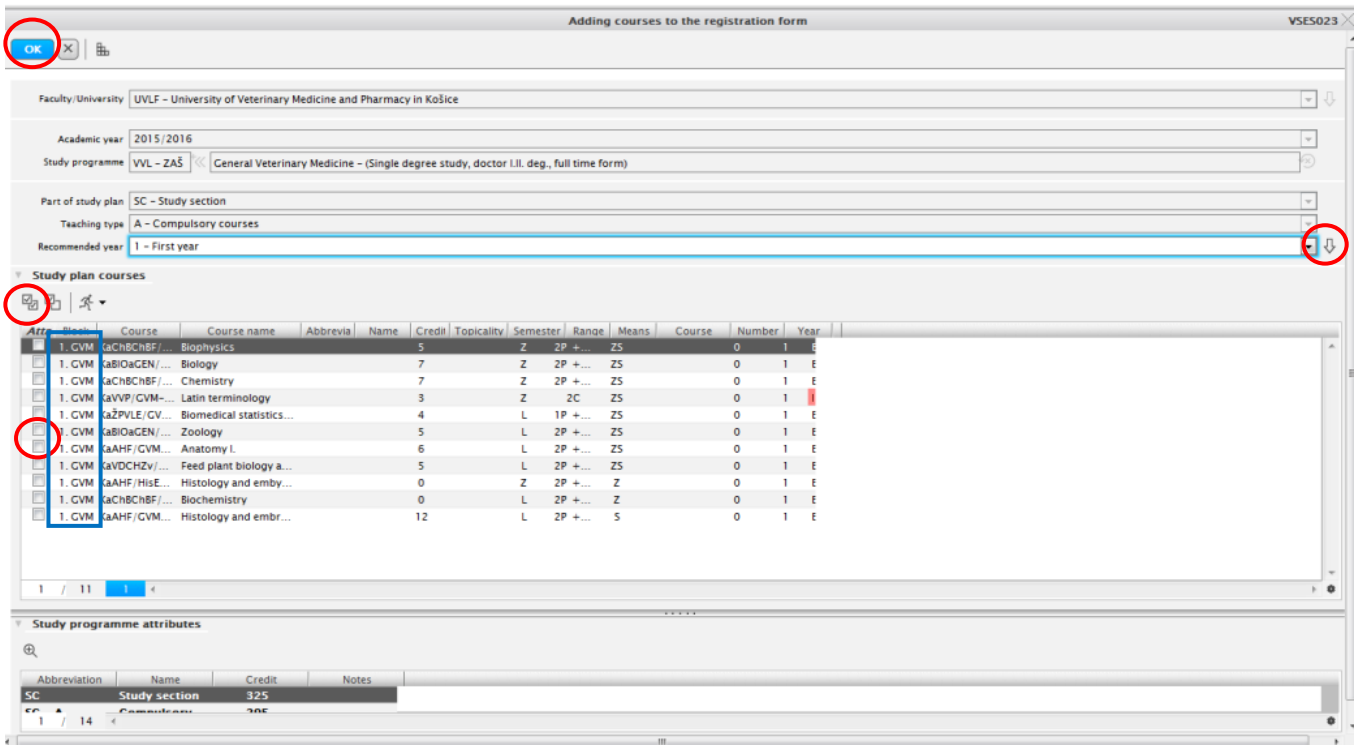
– in the section *"Part of registration form"* choose *"A – Compulsory courses"* by clicking on it
– then click on to add subjects



1. at first, select *"Add not completed courses"* (as not completed are regarded subjects you have already been registered for, but not yet received the final evaluation) and after this selection, AiS2 will automatically enrol and designate such subjects as repeatedly registered for – always try this option because you may not be aware you are missing final evaluation in any subject

2. second, select *"Add course form study plan"* to add new subjects
   - AiS2 will enable you to enrol subjects from the recommended study plan – subjects that don't have determined prerequisites or to which you have already completed determined prerequisites
   - if you have not completed determined prerequisites of a subject, you will not be able to register for it
   - also subjects from lower years of study which you have not yet been registered for and completed (e.g. because of said prerequisites) fall to this category

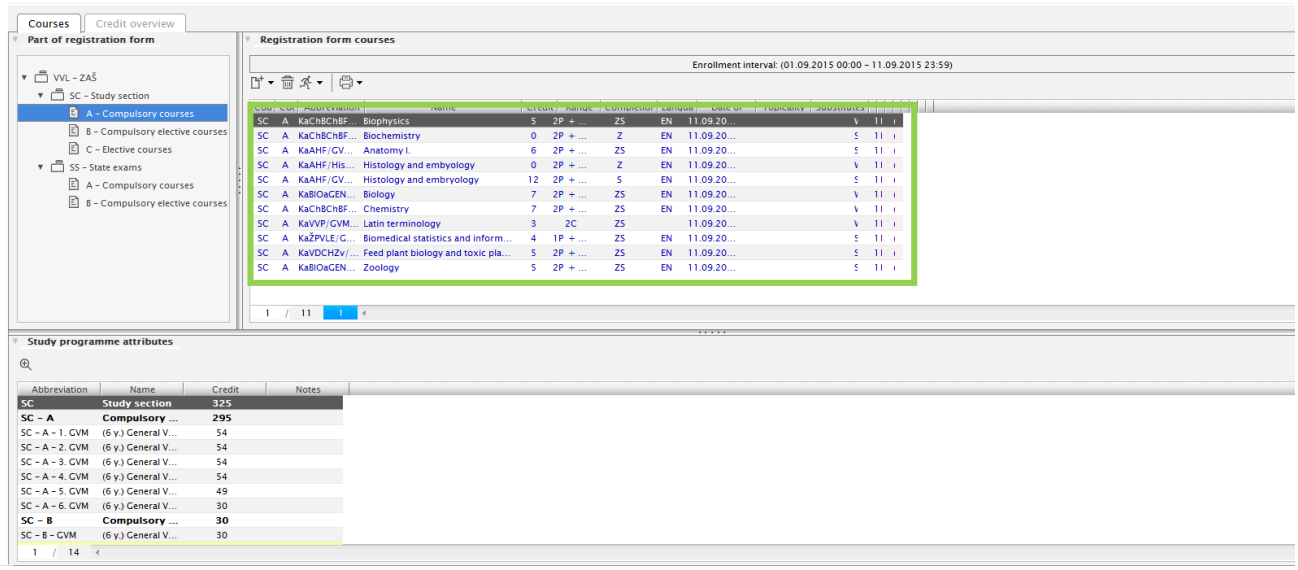
- **"Adding courses to the registration form"** dialog box opens



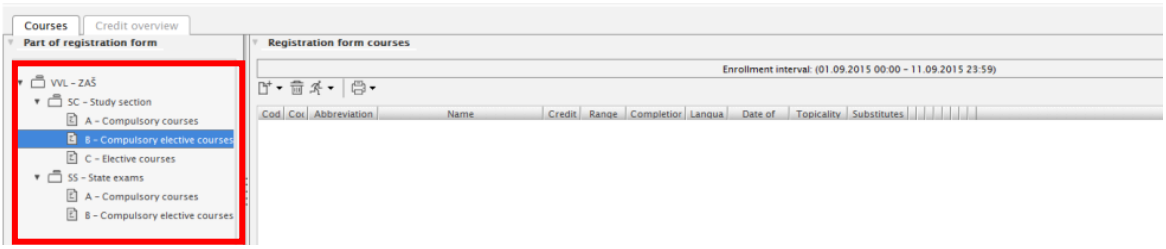
   - you can choose and check off subjects of prescribed study plan individually or you can check them off en bloc by clicking on 
   - when enrolling subjects, look at the column labelled *Block*, where you have to choose subjects from your correct study plan (make a difference between GVM, BSc and JSP label)
   - those who need to register for lower year subjects or those who are repeating a year and want to register for some subjects from higher year of study can do so by changing recommended year, confirming the selection by clicking on  and then repeating the choosing process again
   - you confirm your selection of subjects by clicking on 
   - when making registration for a particular subject, especially compulsory optional, pay attention also to column labelled *Course limitation* which limits the number of students allowed to register for the subject and column labelled *Number of* which shows how many students have already registered for

this particular subject, because if you are the one who has exceeded the limitation number, you may be removed from the subject and asked to choose another

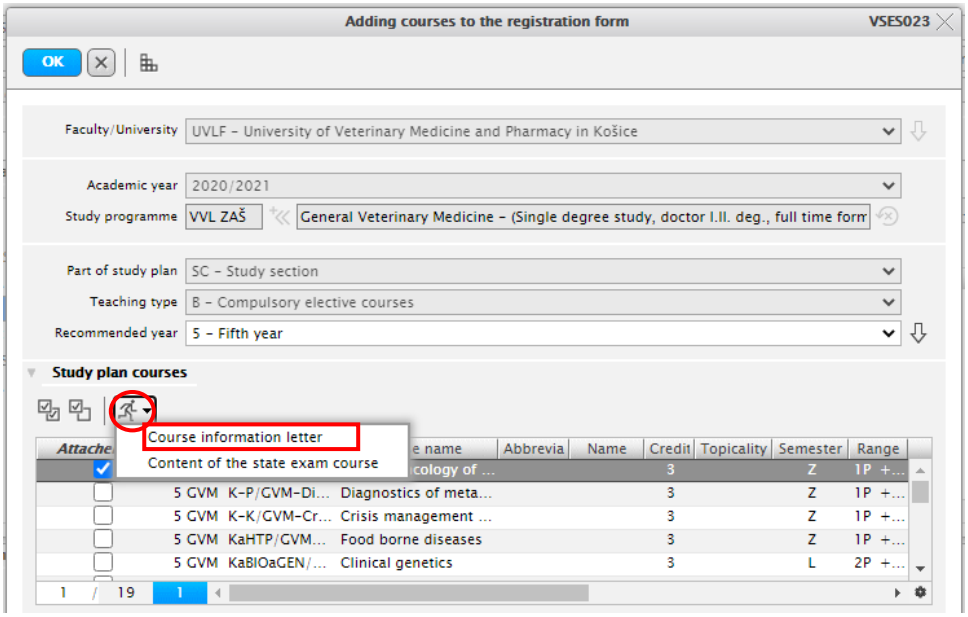
- selected subjects will appear back in the **"Enrolment of courses, credits"** dialog box



- continue in the same way with selection of subjects from other *"Study sections"* (B – Compulsory elective courses and C – Elective courses) as well as with *"State exams"* (A – Compulsory courses and B – Compulsory elective courses) if applicable

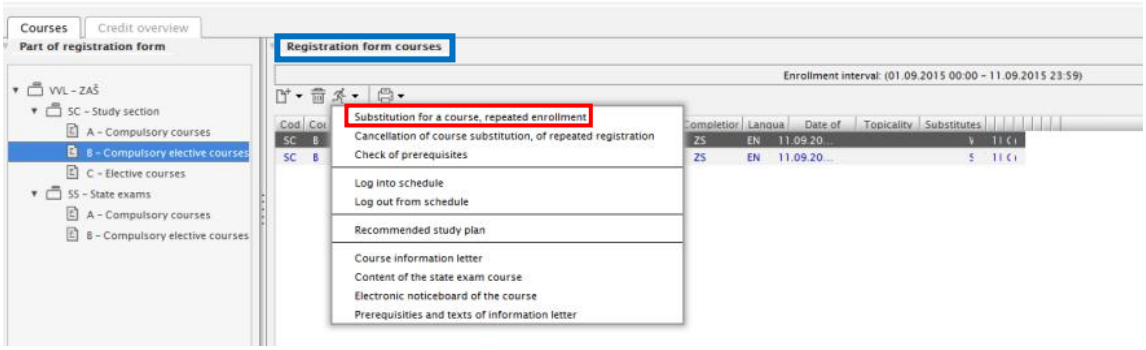


- if you have not yet decided which compulsory optional or optional subject you want to register for and you want to read more about its contents, click on the subject in the *"Adding courses to the registration form"*, then on  and select the option *"Course information letter"* by which you will be able to download a course information letter of the particular subject



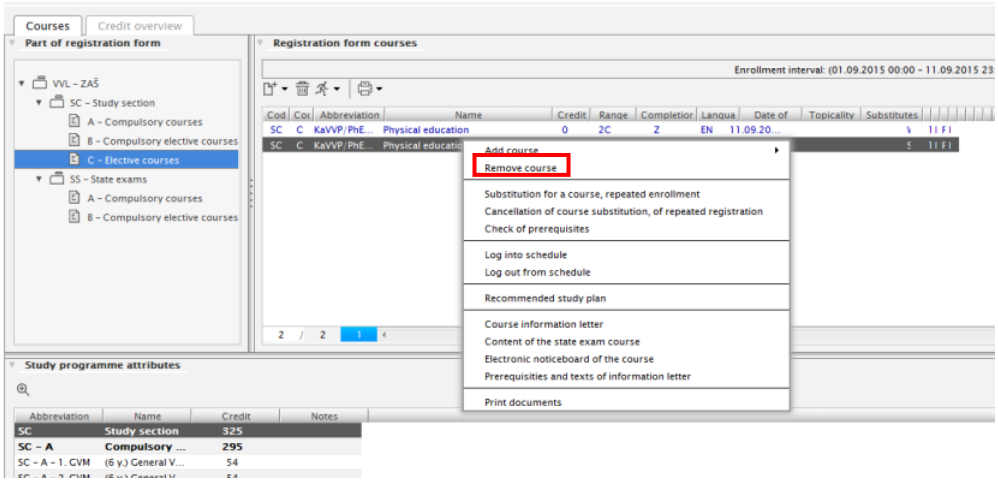
- you can repeatedly register for not completed subject of study section *"B – Compulsory elective courses"* (mandatory) and *"C – Elective courses"* (only if you don't have enough overall credits) as for the same not completed subject from the previous academic year through *"Add not completed course"* option similar to registration of not completed compulsory subjects
- however, not completed subject from the previous academic year/s in the study section *"B – Compulsory elective courses"* can be substituted by other subject from the same category, which you have never registered for so far
- not completed subjects from the previous academic year/s in the study section *"C – Elective courses"* can be also substituted by other subject from the same category or it does not have to be substituted or registered for again at all

- if you substitute a subject, it will not be automatically designated as repeatedly registered for and you have to do it yourself:



  - in the section *"Registration form courses",* click on the subject intended as substitution, then click on  and select *"Substitution for a course, repeated enrollment"*

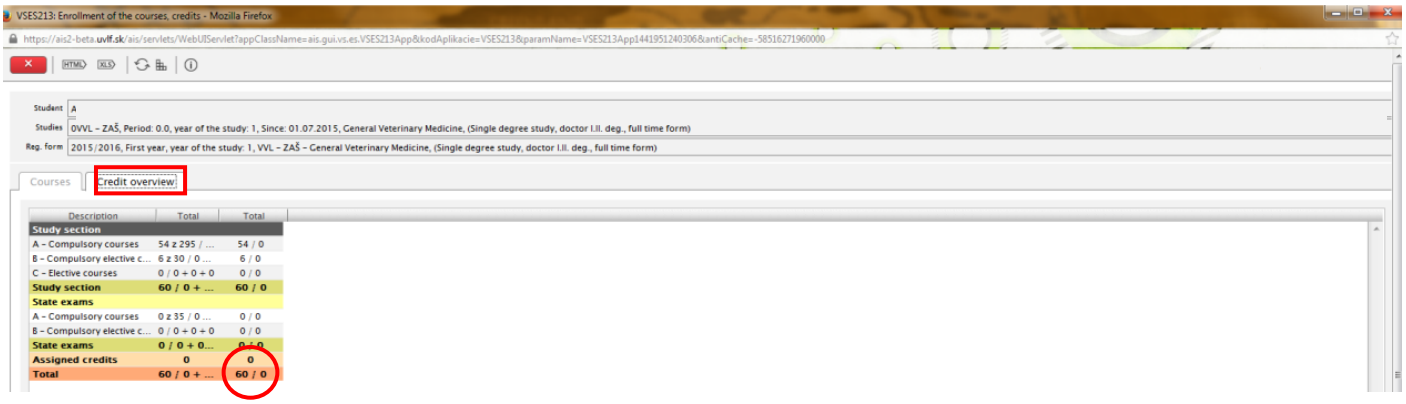
- if you make a mistake you can remove added subject/s



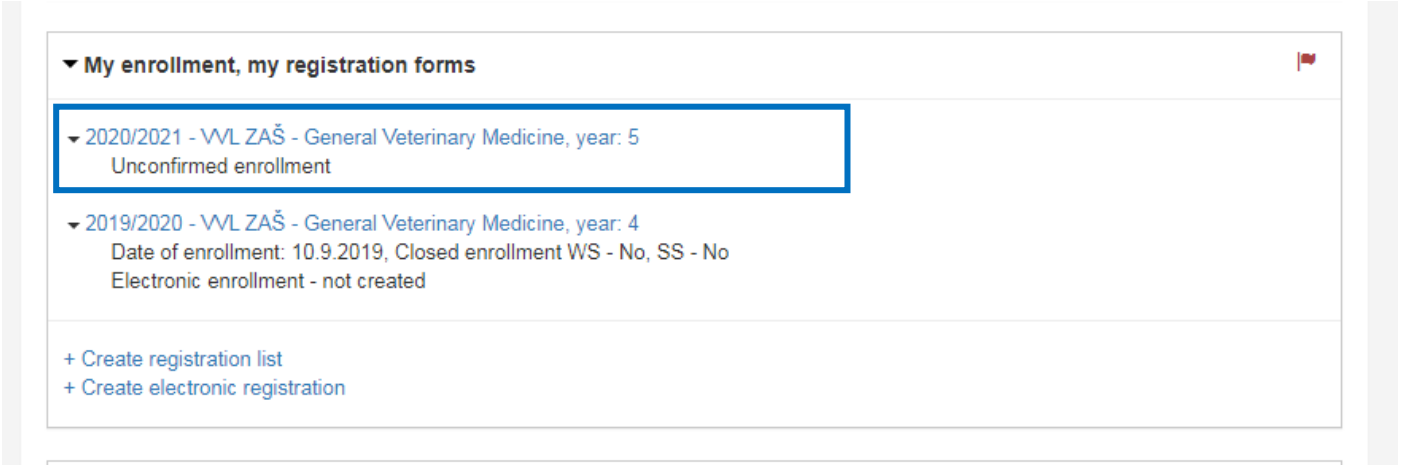
  - make right click on the subject in the section *"Registration form courses",* then select *"Remove course"*

- before you close registration for subjects, in the section *"Part of registration form"* click on the part *"SC – Study section"* which will display all subjects from all sections you have registered for:
  - read the list of subjects carefully, compare it with the recommended and prescribed study plan, make sure you have not missed anything
  - make sure you have not made mistakes and you have not added any compulsory optional or optional subjects you have not wished to, etc.
  - after the enrollment intrval closes, you will not be allowed to change anything and all you have registered for will become mandatory to attend and complete (even if you receive enough credits)!

- you can check if you have enrolled enough subjects to meet the total sum of allocated credits for the new academic year in the dialog box **"Enrollment of courses, credits"**, section *"Credit overview"*



➢ your new registration form for new academic year will appear also back in the section **"My enrollment, my registration forms"** on your main personal AIS screen



➢ you can return to registration for subjects also by clicking on the new registration form and choosing *"Enrollment of courses, credits"* option

