Universidad Carlos III de Madrid

TUTORIAL TO CHECK AVAILABLE COURSES

VERY IMPORTANT INFORMATION BEFORE STARTING TO CHECK AVAILABLE COURSES

1. - Before starting the enrollment process **you must have checked the offer of available subjects**.

2. - Bear in mind that there will be two different periods to consult the available courses:

- First period: To check the courses, prerequisites, groups, timetable.
- Second period: Additionally, you will also be able to see the available spots.

3. - Once accessing to the program, take into account that **all subjects that you see on screen are subjects that are available for you to enroll in, although they might not be directly connected to your field of studies.**

Universidad
Carlos III de Madrid

HOW TO SEE AVAILABLE COURSES AT UC3M

The Registration of UC3M courses will be divided into 3 different steps:

A) Consult available courses:

During this period the access is limited as to look which are the courses available for you at UC3M and which are the ones that you may be most interested in.

We highly recommend that you take your time to check carefully the available courses. Please make sure that the groups you choose **do not overlap** with each other. It is also really important to look for some alternative courses in case that your first option may be already full. Remember that attendance at UC3M classes is mandatory.

B) Register the courses you are interested in:

In this period you can officially register for your UC3M courses. The courses you select will be the courses you will be taking throughout your stay.

VERY IMPORTANT! TO COMPLETE BOTH STEPS: YOU MUST HAVE ACTIVATED YOUR UC3M ACCOUNT. If you have not done so yet, please click on:

https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461085/

C) Change period:

You could access again the online program to make the last changes on your courses at UC3M. You could add/delete/change courses as many times as the period will be open.

Remember that all the process will be online so you will only need a computer with internet connection.

A) HOW TO CHECK AVAILABLE COURSES AT UC3M

Please visit the website in order to know when the registration program will open to check the available courses.

The following instructions will explain you how to check the available courses, their codes, groups, timetables and languages of instruction.

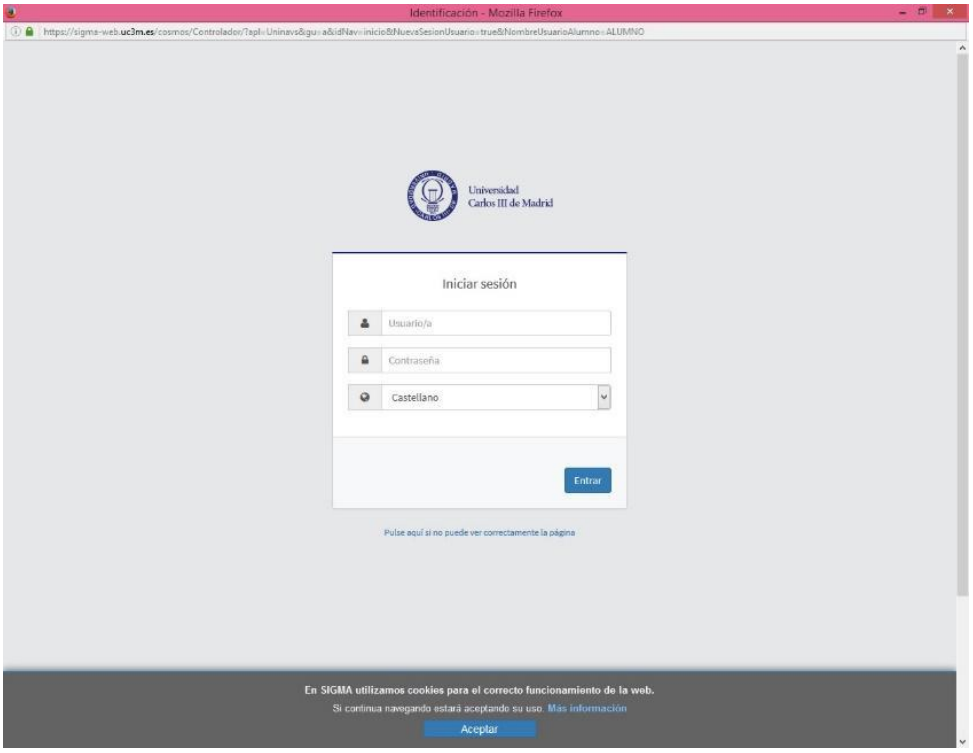
Please remember that it will be **ONLY possible to check** the courses, but not to enroll in them. After checking the courses we strongly recommend that you already fill in your provisional timetable to make sure that your chosen courses do not overlap.

Please visit https://sigma.uc3m.es/InicioAlumno.html to log in the program and enter:

a. Your **UC3M username** (**100**xxxxxx)

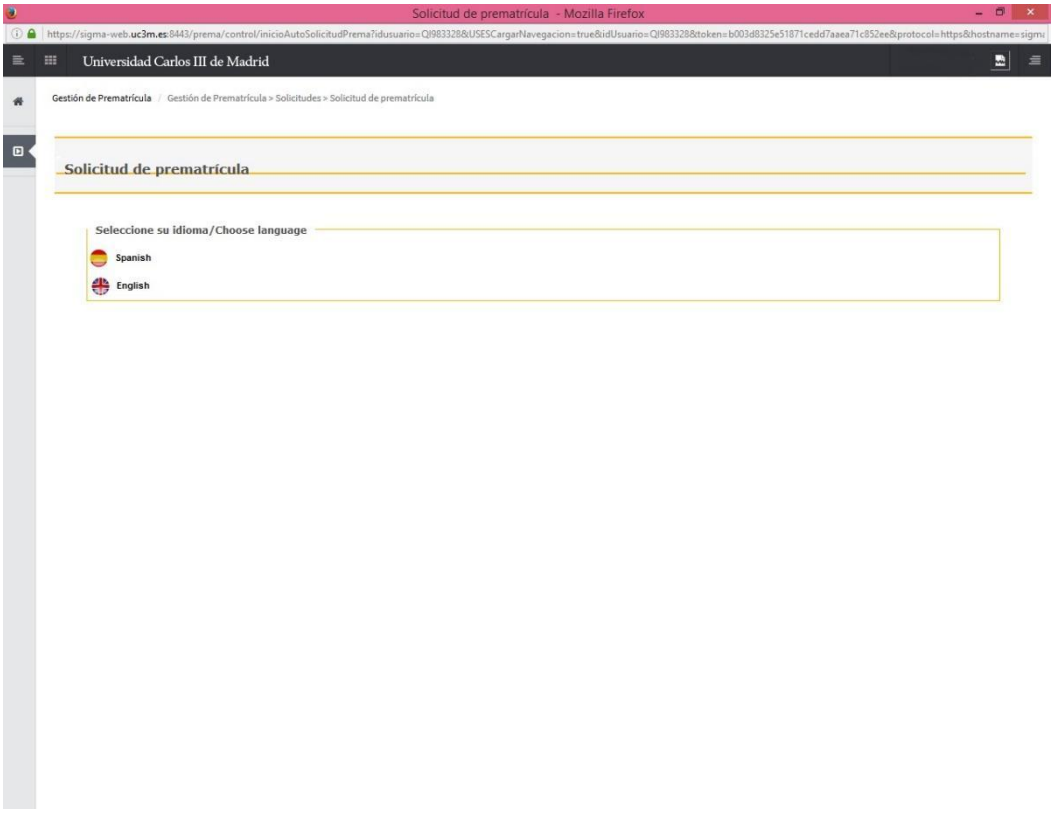
b. Your **personal password** (the one you have selected when activating your UC3M account)

Then click on **Entrar**:



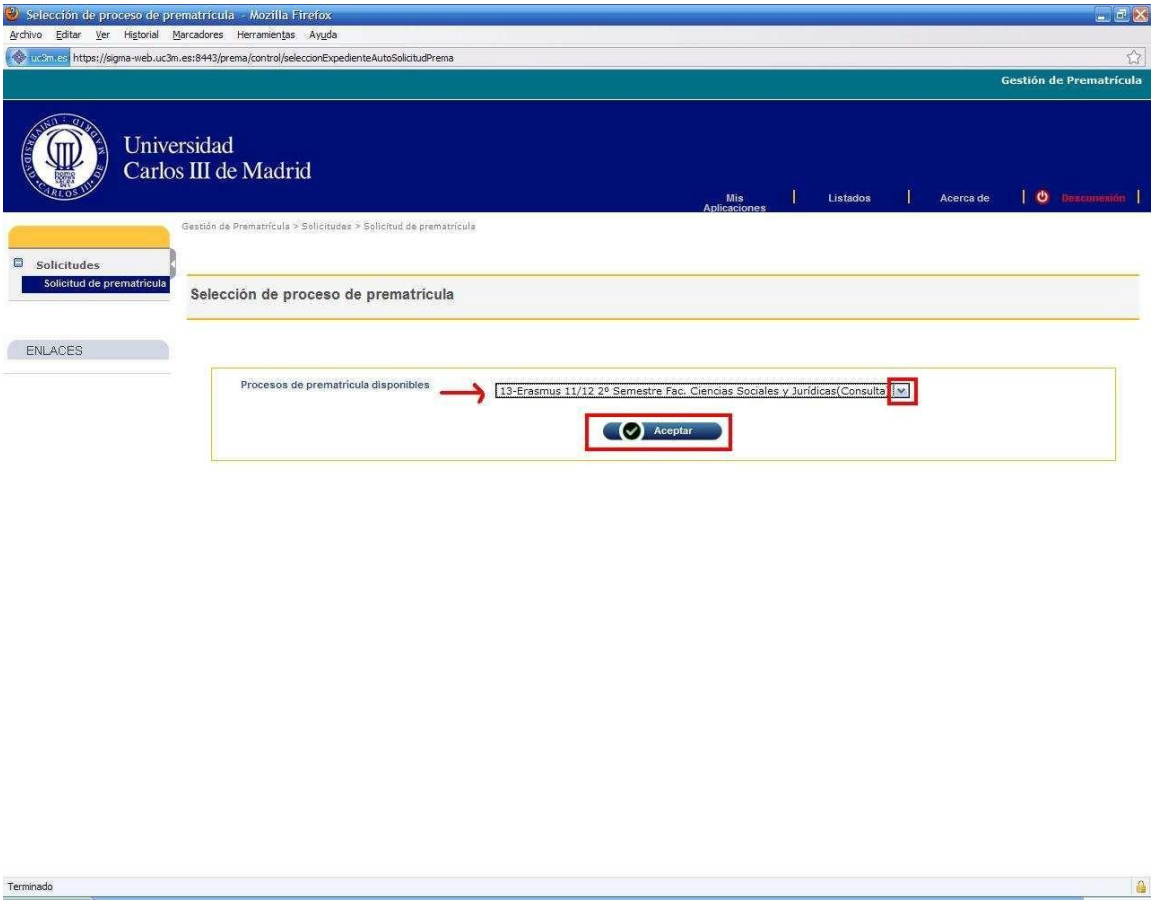
1. Click on the Menu “**Gestión de prematrícula**”.

2. Choose the most suitable language for you: “**Castellano” (Spanish) or “English”**.



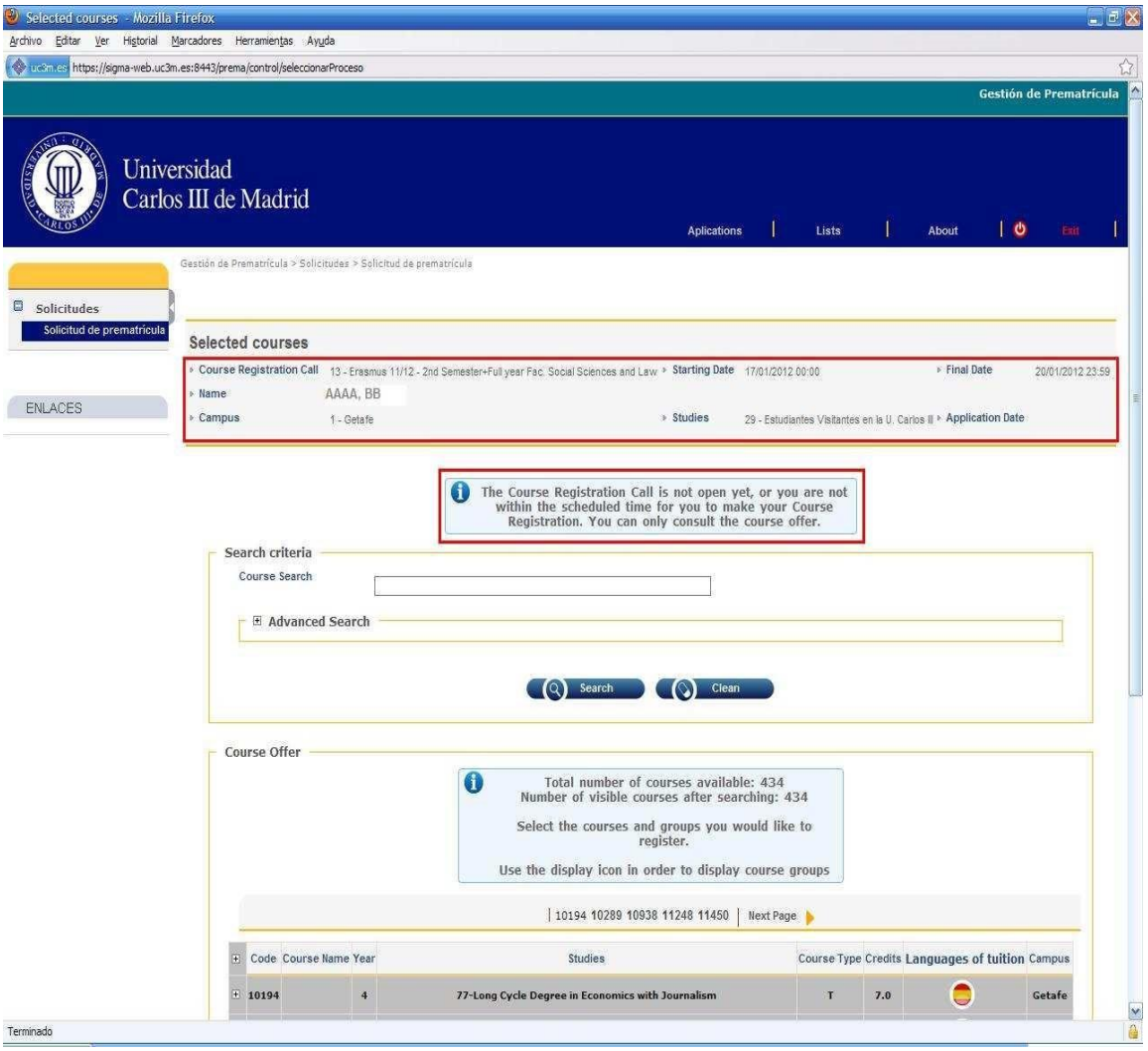
3. Please select the menu **Course registration calls available** and choose the available option.

In this example the user is an Erasmus student (European student) from the Faculty of Social Sciences and Law. He/She is only allowed to see the courses from this Faculty because he/she was nominated by his/her home university to study in this Faculty.



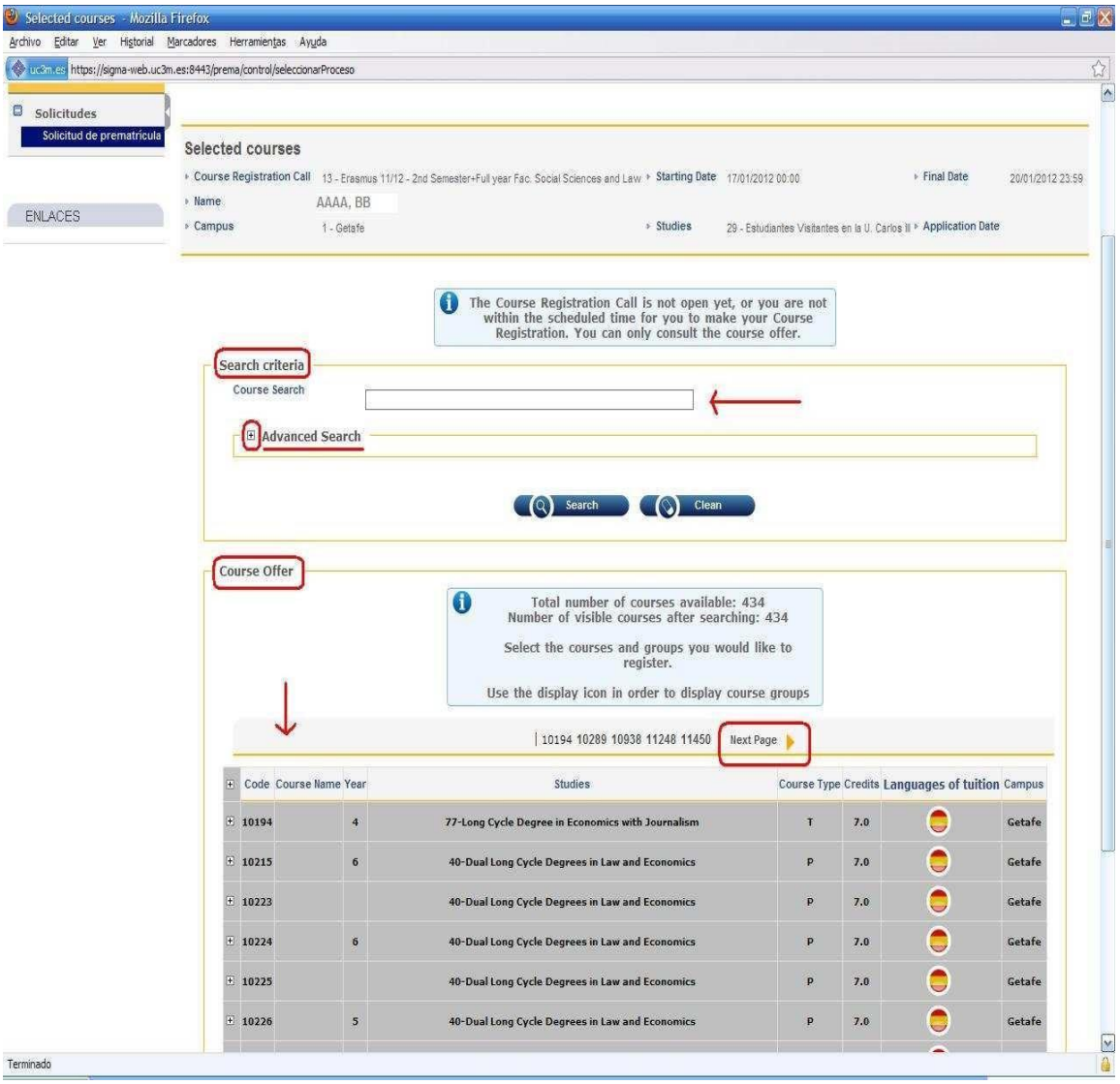
4. On the following screen you will ONLY be able **to check courses available** next semester as a student from the Faculty of Social Sciences and Law. Check the **courses' codes**, **groups** (timetables) and **languages** they are taught in.

At the top of the screen you will see your name, the study you are nominated in, the Faculty and the deadline and time of the procedure you are involved in.



5. There are several ways to look for the courses:

- By typing the name of the course in the field "**Course Search**".
- By choosing one of the options expanding "**Advanced Search**".
- Looking at the **"Course Offer**" and its pages.



6. If you expand the "**Advanced Search**" option, you will be able to filter

Studies (all study programs you can select courses from)

Faculty School (Faculties where you can select courses from)

Course name "from"and "to": If you want to look for a course by the code number you will haved to write the number of the course under the gap "course name from" and select it.

Campus (Leganés, Getafe or Colmenarejo)

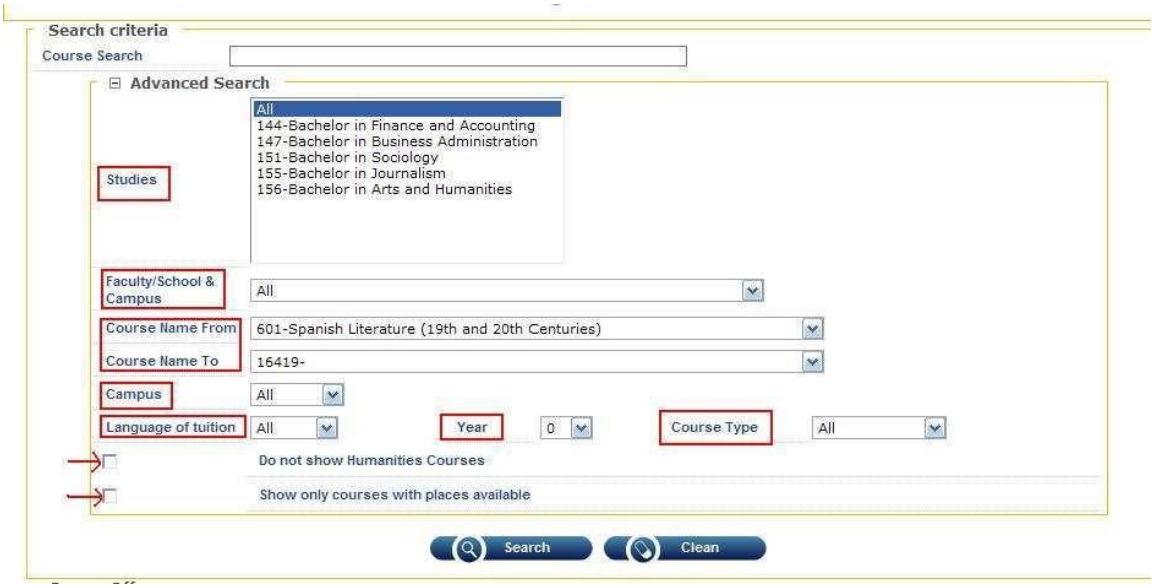
Language of tuition (if you want to see courses taught in English or Spanish)

Year (First, second year…)

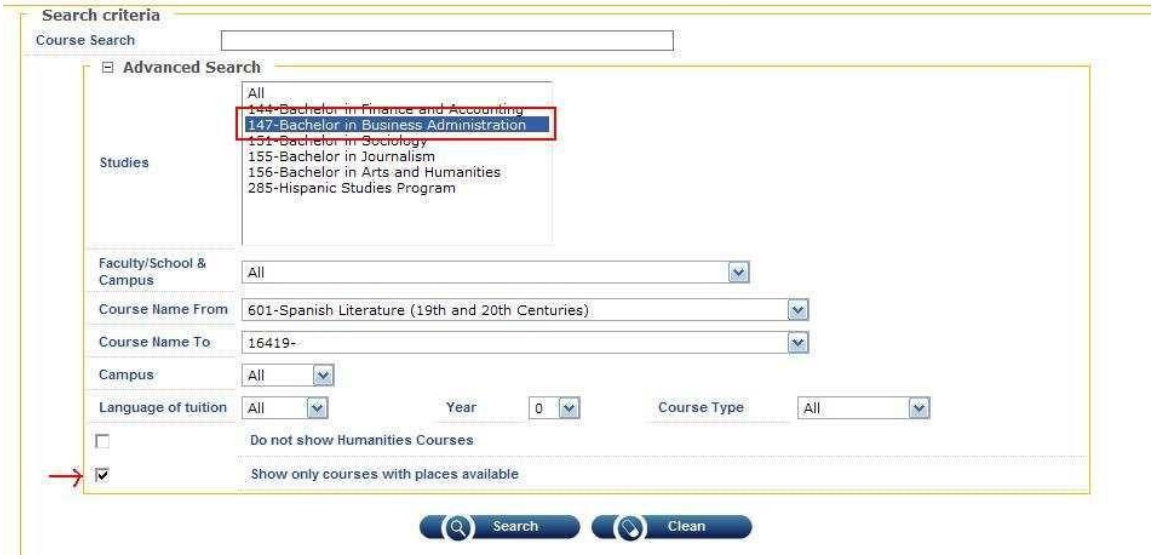
Course type (mandatory courses, elective, humanities short courses…)
The following options can also be checked:

"**Do not show Humanities Courses**": We recommend **not checking** this box (maybe you are interested in any Humanities short courses. These are courses of 2 or 3 ECTS credits. You are allowed to choose a maximum of three Humanities short courses).

"**Show only courses with places available**": We recommend your **checking** this box. It is the way to see the groups with available slots. If one group does not have available slots, you will not be allowed to register in it. (Not available until August 29).

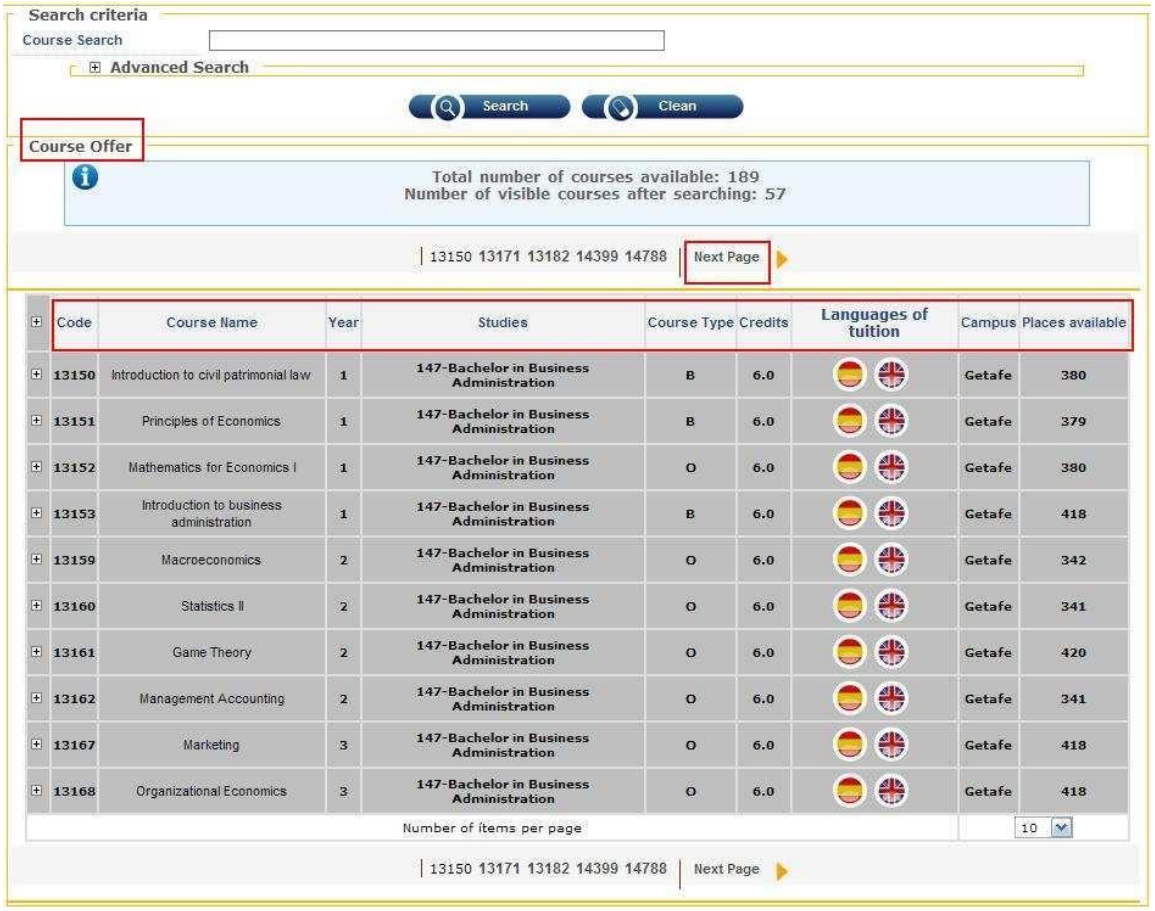


Let's see an example. We are going to look for all the courses with available slots in *Bachelor in Business Administration* in any academic year and taught in Spanish and in English.

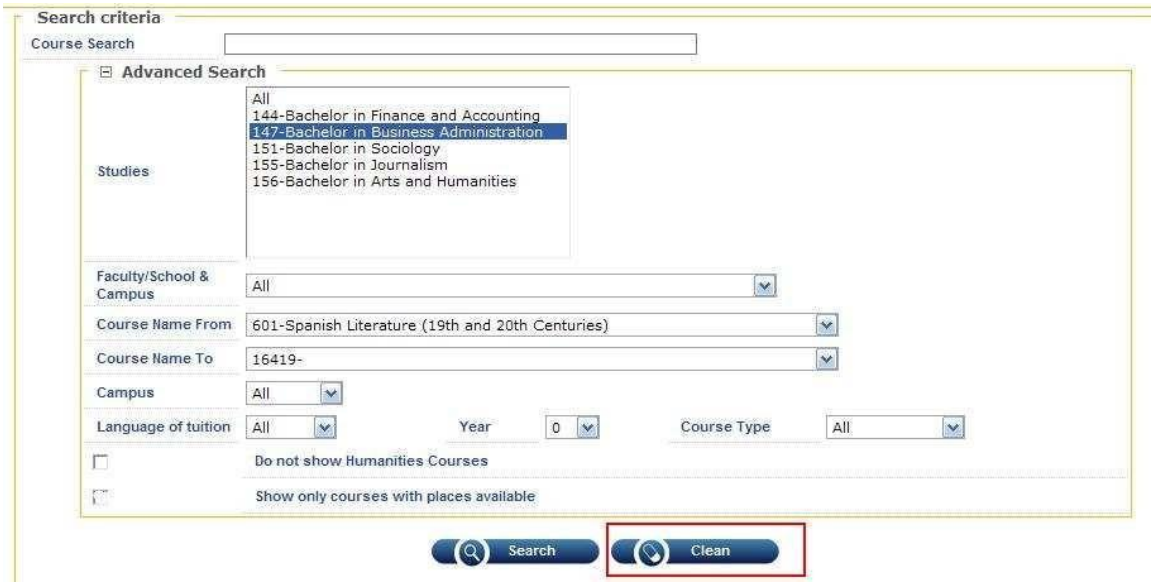


Once you have clicked on the "**Search**" button all the available courses will be shown at the bottom of the screen.

If you do not see the course you are interested in, you can click on "Next Page" and more courses will be shown.

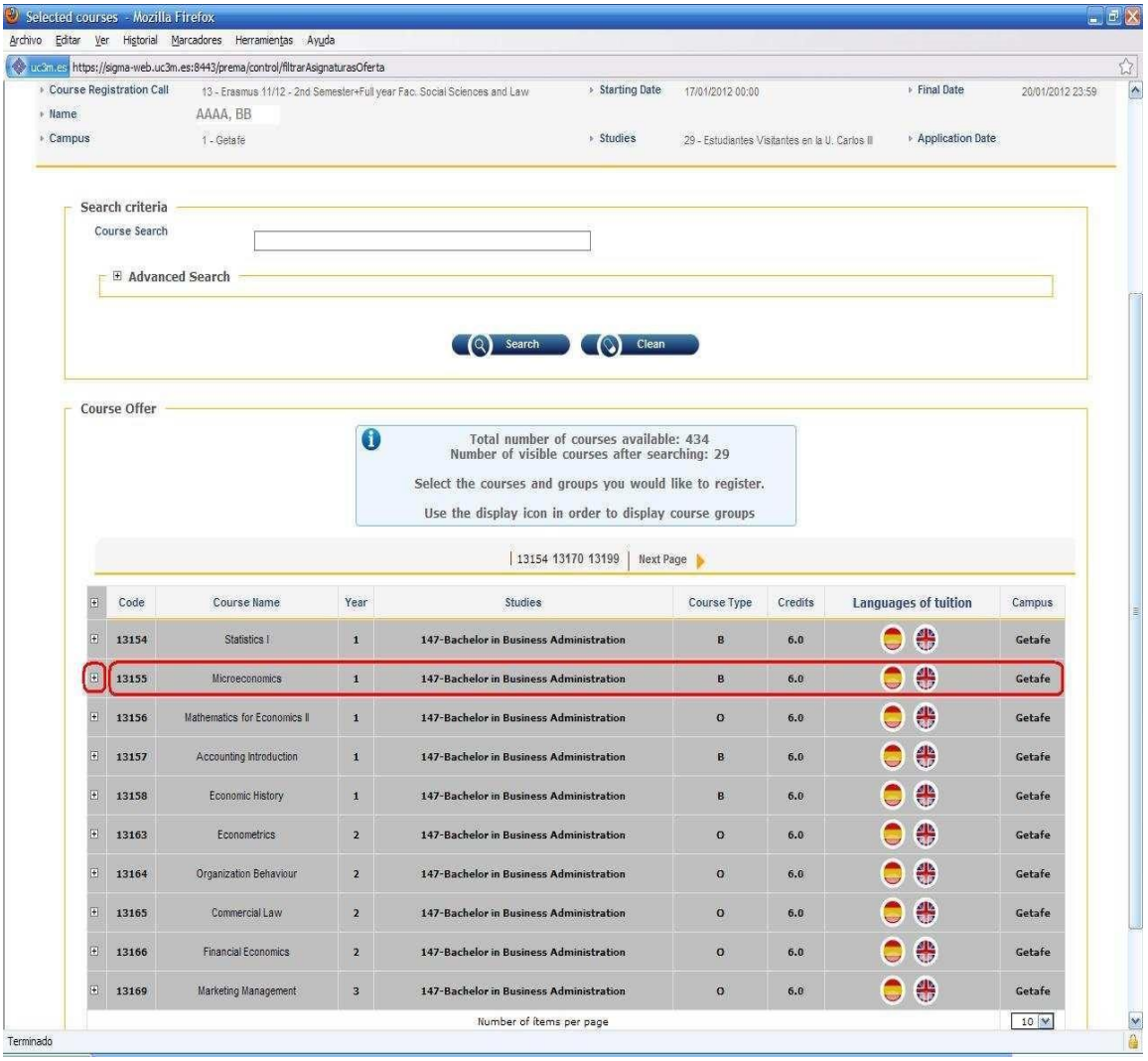

Search criteria
Course Search
Advanced Search
Search
Clean
Course Offer
Total number of courses available: 189
Number of visible courses after searching: 57
13150 13171 13182 14399 14788
Next Page
Code
Course Name
Year
Studies
Course Type
Credits
Languages of tuition
Campus
Places available
13150 Introduction to civil patrimonial law 1 147-Bachelor in Business Administration B 6.0 Getafe 380
13151 Principles of Economics 1 147-Bachelor in Business Administration B 6.0 Getafe 379
13152 Mathematics for Economics I 1 147-Bachelor in Business Administration O 6.0 Getafe 380
13153 Introduction to business administration 1 147-Bachelor in Business Administration B 6.0 Getafe 418
13159 Macroeconomics 2 147-Bachelor in Business Administration O 6.0 Getafe 342
13160 Statistics II 2 147-Bachelor in Business Administration O 6.0 Getafe 341
13161 Game Theory 2 147-Bachelor in Business Administration O 6.0 Getafe 420
13162 Management Accounting 2 147-Bachelor in Business Administration O 6.0 Getafe 341
13167 Marketing 3 147-Bachelor in Business Administration O 6.0 Getafe 418
13168 Organizational Economics 3 147-Bachelor in Business Administration O 6.0 Getafe 418
Number of items per page
10
13150 13171 13182 14399 14788
Next Page

If you want to look for new courses, do not forget to click on the “Clean” button:



We are going to show you **how to check the groups** of the subject “Microeconomics”, course code 13155. This is a course from the Bachelor in Business Administration, first year, with 6 credits, taught in Spanish and in English at Getafe Campus.

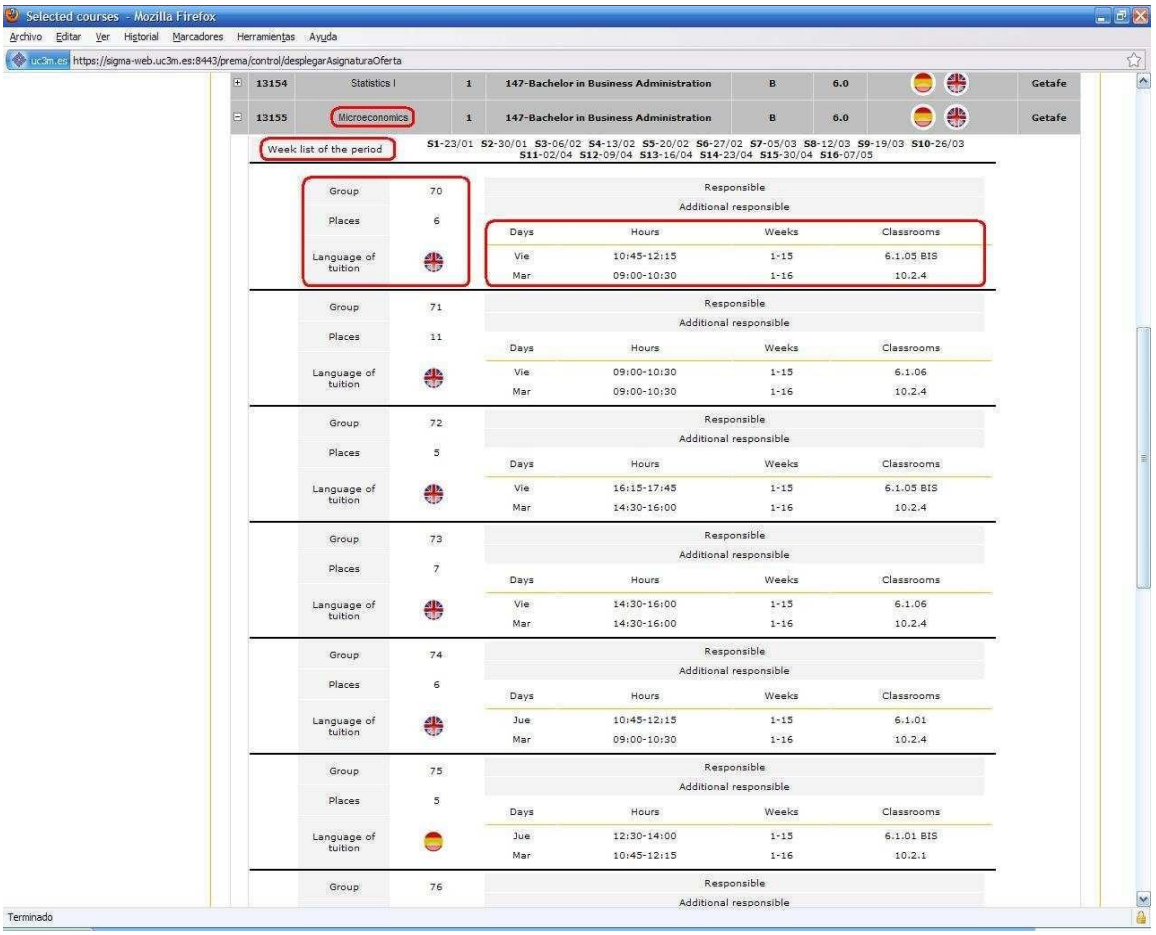
If the selected course is only taught in Spanish, the Spanish flag will be shown:



- If you want to check the syllabus of this course, you will only need to click on the course title and a popup window will be opened.
- Click on the ⊞ **icon** (left side) **to check which groups have available slots**.

You can see which groups have available places and how many of them next to the text “Places”. The course “Microeconomics” has the following **groups with available places**:

- Groups taught in English: 70, 71, 72, 73 and 74
- Groups taught in Spanish: 75, 76, 77, 78, 79 and 80



- First of all you will see how many weeks this course lasts and the meaning of S1, S2, etc E.g. week S1 means the one from January 23rd.

- Then you will see the information connected with the group, free places and language in which it is taught in. The difference among the groups is the timetable and the language. This is why it is important to fill in a timetable sheet in order to be sure that the chosen groups do not overlap.

- Finally, you will also see which days of the week you have to attend the course and its classroom number.

- If you choose group 70, you will see that there are 4 available spots and that it is taught in English. You should have to attend your course **twice** a week, Tuesdays (9 to 10.30 – room 10.2.4) and Fridays (10.45 to 12.15 – room aula 6.1.05 Bis).

Please remember that you are only checking groups. YOU ARE NOT REGISTERING YOUR COURSES YET.

Please write down the groups you prefer in a timetable sheet to be sure that your chosen courses do not overlap.

VERY IMPORTANT

Please read the following information carefully:

- Please activate your UC3M account to access to the registration program: https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461085/

- You will only see the courses you are allowed to choose when checking the available places or registering your courses. You are allowed to choose any course and any group offered.

- Remember that your session will be expired after 10 min of not activity.

- If you look for a course and its timetable is shown blank, please click on the course title and check its timetable. If you need further information, please send us an email.

For any doubt please contact:

- incoming@uc3m.es (for Social Sciences and Law; and Humanities, Communication and Library Sciences)
- internationaleps@uc3m.es (Engineering School)