

## Instructions for students - registration for elective classes and modules

1. Student logs on the [www.usosweb.uni.lodz.pl](http://www.usosweb.uni.lodz.pl) website through the central logging system, using their University email address.
2. Before registration, each student is obliged to make sure that they have enough tokens: **Student's section -> Registrations -> Token registration**
3. To check what subjects are available for registration, we click: **Student's section ->Token registration -> go to registration**. Then the student can see a list of subjects available for this particular registration. Student can use filter options to find out which classes are suggested particularly for them.
4. After clicking on the „attach” square next to the name of the subject, a student receives information about the available places and a number of people who submitted for the subject.
5. Student applies for registration or deregistration only during the micro-tour by clicking on the icon of a cart. Deregistration means resignation and there is no guarantee for potential re-registration.
6. During a micro-break one should check if the registration for selected classes was successful. It can be done through the “my registrations” window, which is placed above the filters. The number of spent tokens (especially if equal to the number of initially admitted tokens) is also informative about the results of registration.
7. The aim of the system is to register student for classes. If a student applies for more than one classes, the system will at first register them on the classes where first available places appear.
8. Before the end of registration a student has to verify if all the subject or module applications are complete.

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