

## Instructions for students - registration for Undergraduate Thesis Seminar

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, every student is obliged to make sure that their proper average grade from the first year of bachelor studies is uploaded into the system. In case of any doubts or a lack of such an average, a student should contact the [Student Service Centre \(malgorzata.bocianowska@uni.lodz.pl\)](mailto:malgorzata.bocianowska@uni.lodz.pl) at least 24 hours prior to the beginning of the registration: **Student's section -> Rankings -> Average for registration.**
3. After logging onto their accounts, students have access to registration: **Student's section -> Registrations -> Registration for Undergraduate Thesis Seminar on the programme.**
4. To register to a selected course, one should click on an icon of a basket with a green arrow. Then one should press F5 to refresh the page.
5. To check one's position in ranking, one should click on the icon of a list (right from the icon of a basket).
6. After the first stage is complete, the administrator "recalculates the queue".
7. Before the second stage begins, student is obliged to check if they are already registered for a seminar. If not, they are obliged to participate in the second stage. If the student is registered, they can still switch to a group with vacancies.
8. After the end of registration and the nearest data migration, the student is obliged to verify if they were successfully registered.

### Contact:

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