

# Courses Enrollment

## Terms and Definitions

During enrollment you chose the courses, that you want to study. If all condition are met (free capacities, prerequisites etc.), they will be added to the list of your courses. The term for **courses enrollment for all students of OPF (all forms or years of study)** was set by **Dean's decision n. 1/2023** to:

**12.9.2023 from 17:00 to 24.9.2023 until 24:00.**

Enrollment to the courses only adds the lectures. You'll need to sign into the **seminar groups** during this terms:

**12.9.2023 from 17:00 to 24.9.2023 until 24:00.**

The dates can be always found in the Schedule for chosen term.

## Instruction for enrollment



**First Year** Students **only** enroll to the first term courses!

Detailed instructions for enrollment can be found [HERE](#).

Dont forget to sign into the seminar groups!

**Write off of courses can ONLY be done during the time for enrollment and then from 20.2. at 17:00 to 26. 2. 2023 until 24:00.**

## Capacities

If the capacity of the seminar group is **exhausted**, send a request for the increase to the address **is(at)opf.slu.cz**. Don't forget to add the code of the course.

## Exceptions

In case, that you get a message telling you, that you cannot enroll to the course, you can ask the so-called Contact Person for exception ( [Video instructions in Czech language](#)). **You also have to do this for the elective courses**, that are marked in the list with the requirement to ask for exception. First and foremost check, whether your request is justified. For instance, if the prerequisite form, type

of study, year, field or specialization (major) are matched. Don't forget to add short reason for your request (for instance: „I want ask for enrollment to the elective course.“ or „There is collision in my seminars.“). Mail will be sent to your university inbox for every request and also for reactions of the Contact Persons.

In case of acceptance, your request will be automatically resolved next day or you can use this instructions ( [Video instructions in Czech language](#)).

## Help

In case you don't understands some of the information, try to look at the **Help** section at [is.slu.cz](https://is.slu.cz). There you'll find **Registration for and Enrollment in Courses** and **Timetable and Seminar Groups**

## My timetable

You can **view the timetable before** the enrollment to the courses by using the attributes after login in on [this](#) page. Make sure, that you have selected the right term under your name.

Attributes on OPF SU (for instance. KB2BPP) are created by this formula:

1. position	form of study
2. position	type of study
3. position	year
4. - 6. position	programme

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