

Compulsory Optional and Optional  
Courses

**INFORMATION & REGISTRATION**

SIS




The compulsory optional courses (hereinafter referred to as PVK) and the optional courses (hereinafter referred to as VP) will be registered (preregistered) by means of SIS – the **Subjects and Schedule Registration** application. Before registration you can **view** all subjects (**including schedule, syllabus, etc.**). All this information should be available approximately two weeks before registration begins. First part of the document shows you how to access this information by means of SIS. Second part of the document deals with the registration itself.



## Part One – Information about Subjects and Schedule

A list of subjects to be open next year and for which you may enroll **can be found in the Subjects application**:

1. Launch the Subjects application (  )
2. Choose the correct academic year (i.e. next academic year) – **the default application setting shows the current academic year. Therefore, you have to change this setting:**

Select the Setup menu item

Choose the **appropriate next** academic year

Press the Set button

3. Select the **View by branch / plan** menu item. Choose your branch and year **you will study next year**:

Open a list box Branch / plan

Choose branch and year you will study next year

Code	Description
<b>AVSEOB</b>	
	A General Medicine - 1. úsek studia (CCSA1)
	A General Medicine - 2. úsek studia (CCSA2)
	A General Medicine - 3. úsek studia (CCSA3)
	A General Medicine - 4. úsek studia (CCSA4)
	A General Medicine - 5. úsek studia (CCSA5)
	A General Medicine - 6. ročník (CCSA6)
<b>BDH</b>	
	Dentální hygienistka - 1. úsek studia (CCDH1)
	Dentální hygienistka - 2. úsek studia (CCDH2)
	Dentální hygienistka - 3. úsek studia (CCDH3)
<b>BF</b>	
	Fyzioterapie - 1. úsek studia (CCRH1)
	Fyzioterapie - 2. úsek studia (CCRH2)
	Fyzioterapie - 3. úsek studia (CCRH3)
<b>BVS</b>	
	Všeobecná sestra - 1. úsek studia (CCNS1)
	Všeobecná sestra - 2. úsek studia (CCNS2)
	Všeobecná sestra - 3. úsek studia (CCNS3)
<b>BVSK</b>	
	Všeobecná sestra - K - 1. úsek studia (CCCNSK1)
	Všeobecná sestra - K - 2. úsek studia (CCCNSK2)
	Všeobecná sestra - K - 3. úsek studia (CCCNSK3)
<b>BVZK</b>	
	Veřejné zdravotnictví - K - 1. úsek studia (CCPHK1)
	Veřejné zdravotnictví - K - 2. úsek studia (CCPHK2)
	Veřejné zdravotnictví - K - 3. úsek studia (CCPHK3)
<b>BVZ1</b>	
	Veřejné zdravotnictví - 1. úsek studia (CCPH1)

4. As a **future student of the third year** (for example) you will see the following lists (see figure below). In the individual paragraphs (compulsory course – PP, compulsory optional course – PVK, optional course – VP) you can see all courses that will be in your study plan. For the purposes of this document, the most interesting paragraphs are PVK and VP. By clicking on blue icon, course code or course name you can display **subject details** with all annotations, syllabuses, schedule references, etc...

**Filter:**

Faculty:

Branch / plan:

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**obligatory course**

	CMCLXX23	Czech Language - Communication with the Patients
	CMCPA34	Pathology and pathophysiology
	CMCPXX33	Module IIC - Clinical and Pathological Foundations of Medicine
	CMCP0133	IIC - 1. Infectious and Febrile Conditions

**obligatory with alternative course**

	CCOCA0014	Molecular basis of apoptosis, apoptosis dys...
	CCOCA0016	Introduction to the philosophy of science
	CCOCA0020	Diagnosis, classification and treatment of primary headache disord...
	CCOCA0022	Selected Topics in Neurosurgery
	CCOCA0028	Molecular basis of apoptosis, apoptosis dysfunctions and its clinica...

**optional course**

	CPHTXX63	Physical Training 3
	CSTCXX11	Summer Training Course
	CVOL68	Methods of detection of DNA, RNA and proteins in medicine
	CWTCXX11	Winter Training Course

*Note: A callout box points to the course name 'Molecular basis of apoptosis, apoptosis dys...' in the 'obligatory with alternative course' section, stating: 'To show course details click on its name'.*

5. The figure below shows all detailed information (in detail) about the course including annotation, syllabus, schedule reference, etc.

**Molecular basis of apoptosis, apoptosis dysfunctions and its clinical impacts - CCOCA0014**

Guaranteed by: [Department of Pneumology \(12-PNEU\)](#) Guarantor: [MUDr. Evžen Křepela CSc.](#)

Faculty: [Third Faculty of Medicine](#)

Actual: from 2011

Semester: both

Hours per week, examination: 0/15 C [hours/semester]

Points: 1

Credits: 1

Examination process:

Volume of tuition: 15 hours

Capacity: winter:unknown / unknown summer:unknown / unknown

State of the course: taught

Language: English

Teaching methods: full-time

Level:

Note: you can enroll for the course in winter and in summer semester


Examination dates  Schedule

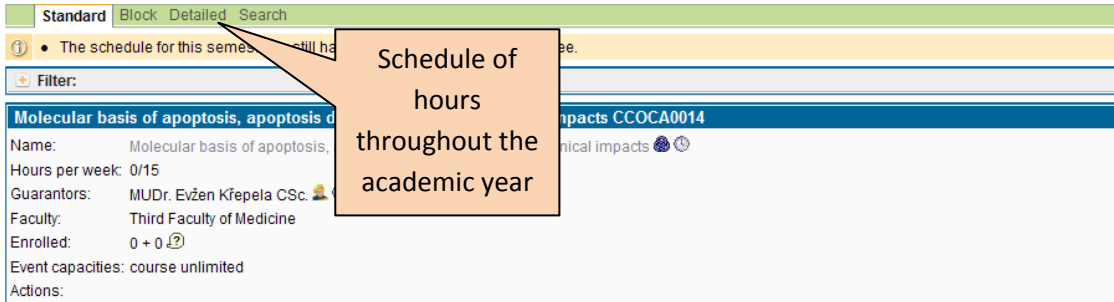
**Annotation - English**

The aim of this one-semester course is to provide the students the basic overview of molecular mechanisms underlying the process of cell apoptosis under physiological and pathological conditions.

**Syllabus - English**

*Note: A callout box points to the 'Annotation' section, stating: 'Here you can see Annotation, Syllabus, Course objective, Literature, etc.' Another callout box points to the 'Schedule' link, stating: 'Here you can see schedule reference'.*

6. The last part of the information about PVK and VP is their **scheduling**. By clicking on the **Schedule** reference (see above) you will get into the Schedule NG application (  ), where the scheduling is stored. The default view of schedule tabs is on a **year-round basis**, where you can see a day in a week and hour, when the course is taught. If you want to see all weeks of the academic year, when the course is taught, you have to change over to the **Detailed view**, or click on any hour and you will see a list of hours with specific weeks:



Standard Block Detailed Search


• The schedule for this series is still ha...

Filter:


**Molecular basis of apoptosis, apoptosis d...**

Name: Molecular basis of apoptosis, ...

Hours per week: 0/15

Guarantors: MUDr. Evžen Křepela CSc. 

Faculty: Third Faculty of Medicine



Enrolled: 0 + 0 

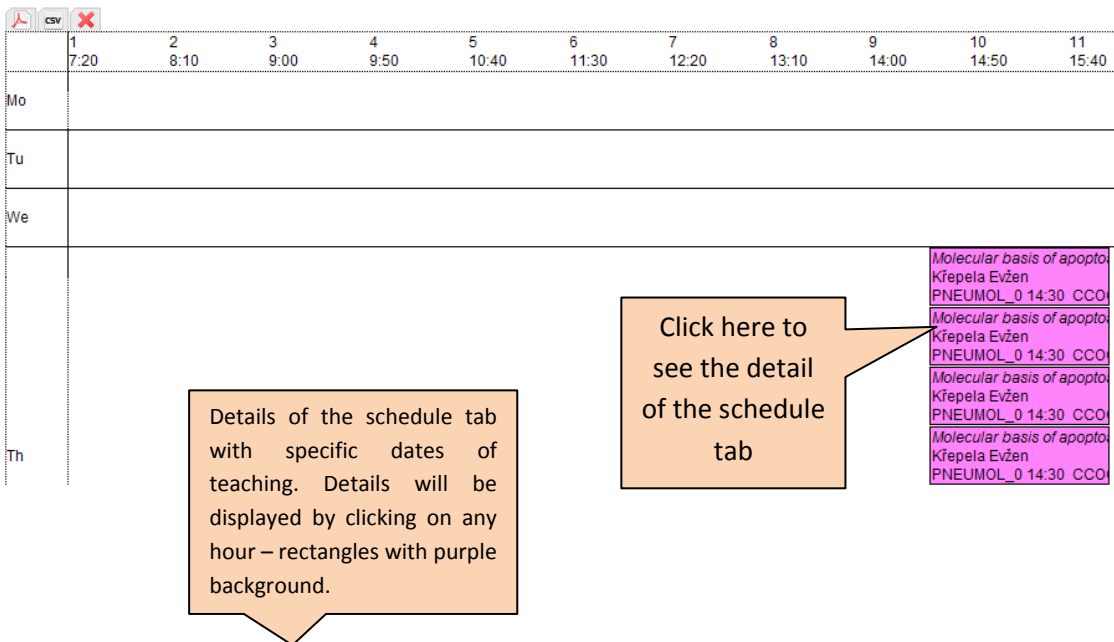
Event capacities: course unlimited

Actions:

Schedule of hours throughout the academic year

...impacts CCOCA0014

...ical impacts  



csv

	1 7:20	2 8:10	3 9:00	4 9:50	5 10:40	6 11:30	7 12:20	8 13:10	9 14:00	10 14:50	11 15:40
Mo											
Tu											
We											
Th											

Details of the schedule tab with specific dates of teaching. Details will be displayed by clicking on any hour – rectangles with purple background.

Click here to see the detail of the schedule tab

Molecular basis of apopto  
Křepela Evžen  
PNEUMOL\_0 14:30 CCO

Molecular basis of apopto  
Křepela Evžen  
PNEUMOL\_0 14:30 CCO

Molecular basis of apopto  
Křepela Evžen  
PNEUMOL\_0 14:30 CCO

Molecular basis of apopto  
Křepela Evžen  
PNEUMOL\_0 14:30 CCO

				 Week No.	Date	Time
				1	23.2.2012	Th 14:30 - 16:00
				2	1.3.2012	Th 14:30 - 16:00
				3	8.3.2012	Th 14:30 - 16:00
				4	15.3.2012	Th 14:30 - 16:00
				5	22.3.2012	Th 14:30 - 16:00
				6	29.3.2012	Th 14:30 - 16:00
				7	5.4.2012	Th 14:30 - 16:00



## Part Two – PVK and VP Registration (Subjects and Schedule Registration)

The compulsory optional courses and the optional courses are registered (preregistered) by means of the **Subjects and Schedule Registration** (📝) application. The courses are offered for the next academic year, i.e. students of the second year can register PVK or VP for the third year. The courses are enrolled **separately for winter and summer semester**.

The default application setting shows the preregistered courses (Registration menu) – to make the registration **change over to the enroll tab (Enroll (standard) menu)**, where you can enroll all courses (both PVK and VP). The figure below shows the enroll tab. **Rectangles in orange background with informative texts indicate and explain briefly the important points with graphic interface controls.**

The screenshot shows the 'Enroll (standard)' application interface. The top navigation bar includes 'Enrolled', 'Enroll (standard)', 'Enroll (my own)', 'Validation', and 'Settings'. The 'Enroll (standard)' tab is active. Below the navigation bar, there are several controls:

- Year and semester:** 2011/2012, winter semester [Change]
- Block of courses:** --- (dropdown menu)
- Show courses from both semesters
- Show only courses with available capacity
- Show** (button)

The main content area displays a table of courses. The table has columns: Code, Title, Odkazy, Capacity, Limit, Begins, 1st sem., 2nd sem., and Eurocredits 1/2 sem. The table is divided into two sections: 'Block of selectable courses' and 'Block of elective courses'.

Code	Title	Odkazy	Capacity	Limit	Begins	1st sem.	2nd sem.	Eurocredits 1/2 sem.
<b>Block of selectable courses</b>								
<b>AVŠEOB - PVK a SVA - 3. ročník (limit: 4)</b>								
<input type="radio"/>	CCOC0025	Biological weapons, bioterrorism	[courses] [schedule]	0 / 15	1	both	0/15	C 1/0
<input type="radio"/>	CCOC002W	Basic and Clinical Endocrinology	[courses]	0 / 30	2	both	0/30	C 2/0
<input checked="" type="radio"/>	CCOC007W	Urogynecology and modern surgical miniminvasive treatment	[courses] [schedule]	0 / 6	1	winter	0/15	C 1/0
<b>Block of elective courses</b>								
<b>AVŠEOB - 3. ročník</b>								
<input type="radio"/>	CPHTXX63	Physical Training 3	[courses]	0 / x		winter	0/30	C 0/30 C 1/2
<input type="radio"/>	CWTCXX11	Winter Training Course	[courses]	0 / x		winter	0/0	C 3/0

At the bottom of the interface, there is an **Enroll** button and a **Courses** button.

Orange callout boxes provide the following information:

- Enrolled:** A list of enrolled courses (default setting after launching the application). Here you can drop the enrolled courses.
- Enroll (standard):** Here you can pre-enroll the courses
- Enroll (my own):** Change of the semester in the academic year
- Validation:** Change of the semester in the academic year
- Settings:** Change of the semester in the academic year
- Year and semester:** Change of the semester in the academic year
- Block of courses:** Change of the semester in the academic year
- Show courses from both semesters:** Filtering courses by capacity and semester
- Show only courses with available capacity:** Filtering courses by capacity and semester
- Show:** Button for filter confirmation
- Block of selectable courses:** Information about maximum number of points
- Block of elective courses:** By clicking here you select the course you want to enroll. You can have only one course selected at a time (in all blocks)
- [courses] [schedule]:** Schedule – launches the Schedule NG application with the details of the schedule of the course in question.
- Enroll:** Button for preregistration confirmation
- Courses:** Courses – launches the Subjects application with the details of the course in question.

## *Enroll (Standard) Tab*

**One or two blocks of courses** should be prepared on the **Enroll (standard)** tab for all branches and years that will participate in the registration.

### **PVK Block**

For **PVK** block, the program **checks the maximum number of students enrolled in the course** (you can see the information about current fullness of the course in the Capacity column – the number of already enrolled students/maximum number), **as well as the maximum number of points** (if the capacity is exceeded, the program makes another registration from PVK block impossible), which can be received by the student from the courses of this type.

### **Blok VP**

For **VP** block, the program checks **only the maximum number of students** – for some VPs, there is no restriction (TV, TV courses).

### **Courses**

A list of courses (independently of the block) contains a lot of important information for each record (course) – as shown in figure above.

There should be two active references in the **References** column for each course – [\[courses\]](#) and [\[schedule\]](#). By clicking on the **courses** reference you will launch the Subjects application with the details of the course, see part one of the document. By clicking on the **schedule** reference you will launch the Schedule application with the details of schedule tabs of the course, see part one of the document.

The **Capacity** columns informs about current fullness of the course, while the first number indicates the number of currently enrolled students and the second number (after slash) indicates the maximum number of enrolled students – if there is a letter “x” indicated instead of number, this means that the course has no restriction imposed on the number of students.

The **Limit** column shown the number of points available per course – the sum of points for summer and winter semester (the limit is shown only in the case that the block of courses in question has the restriction imposed on the maximum number of points obtained from the courses of the type in question).

The **Begins** column shows the teaching semester for single-semester course, the winter semester for double-semester course and the currently selected registration semester for single-semester course beginning in both semesters.

The **1st sem.** and **2nd sem.** columns show the number of teaching hours in the semester.

The **Credits** column shows the number of points that can be obtained in the individual semesters.

### **Registration**

The courses are enrolled **separately for winter and summer semester**. By filtering the courses by semester you can view all courses, but the **registration itself is only enabled for courses corresponding to the currently selected semester**. If you want to change the registration semester, click on the [Change] button, see figure above. Choose the semester (in the appropriate academic year). The program will then redirect you automatically back to the registration of courses.

59:53 Enrolled Enroll (standard) Enroll (my own) Validation **Settings**

**Filter:**  
 Year and semester: 2011, winter semester

Use the list box to select the semester, in which you want to make the registration.

Faculty	Registration allowed	Preferred reg
Third Faculty of Medicine (3.LF)	24.06.2011 00:00:00 - 05.07.2011 23:59:00	✘
Fa	01.06.2011 08:00:00 - 29.09.2011 23:59:00	✘

Here you can find information about the dates for registration of courses.

You can have **only one course** selected for the registration at a time, and that is **from all blocks available**. Click on the circle in front of the course ( ) and **confirm the selection by pressing the Enroll button**. You can repeat the whole process until you are satisfied with the registration. If there **is a restriction** making it impossible to enroll any course, a **red cross ( ✘ )** will be shown in front of the course instead of the circle, for example, when the limit of points or the capacity of course is exceeded, or when the course has already been completed. In the case that **the course is already enrolled**, you will see a **green tick ( ✔ )** in front of the course instead of the circle.

### *Enrolled Tab*

If you want to check, which courses are enrolled, or cancel the registration of some course, then select the **Enrolled** menu item. An overview table will show you all enrolled courses – by clicking on the **cancel registration** ( ) icon the program will prompt you to confirm the selection and will cancel the registration after receiving a positive response.