ADVICE TO STUDENTS FOR ENROLLING THE COURSES

1) Open your internet explorer and write the following in the address line: 
   http://moja.uniba.sk
   then click at the hypertext AIS reference.

Sign in to the AIS system using your username and password (you will find these in the letter which was sent to you during the summer months).
Should you have no username/password, please, contact the password administrator of your faculty (https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/bezpecnost/fakultni-spravcova-hesiel/), or call on CePIT hotline tel. 02 / 9010 4444.
2) After logging in the AIS application window will open. From the menu in the top left-hand corner select/click at Study evidence and then select in the list in the main part of the window the application VSES017 – Studies, registration forms, theses, state examinat.
3) In the application window **VSES017 Administration of students studies** you will find your personal data as well as your study records; if you have enrolled for several study programs at Comenius University, all of them are listed. The lower part of the window contains the list of the **registration forms** for all the academic years during which you were enrolled as a **student**.

**Registration forms for the 1st year students for new academic year** are already produced. (If they are not, please contact the Academic Records Office). **Registration forms for the remaining years of study (2nd year, etc.)** in new academic year are produced by the students themselves.

The following is the procedure for producing the registration form: *(This does not apply to students whose registration form for new academic year have already been produced.)*

Click the icon to add a new registration form. In the new window **VSES210 Create registration form** choose the relevant academic year and the relevant year of study. Confirm your choice by clicking the icon in the top left-hand corner. If you want to close the window without saving the changes, click the icon.
4) To add (or check) the courses in the registration forms click at the *relevant registration form* (for the relevant *academic year*) and then click *"the runner icon"* (the same effect is produced by clicking the right button of the mouse at the relevant registration form). From the list shown in the local menu select the instruction *Enrollment of the Courses, credits.*
5) In the window **VSES213 Enrollment of the courses, credits** that has just opened check whether the A - **Compulsory courses** for your study program already added according to your study plan. If any course is missing or none of the obligatory courses has been added, you may add them yourself.

*Note: Courses can be added only when the Enrollment date interval* is permitted. If it is not permitted, contact the Academic Records Office.

The courses are added in the **registration form** consecutively according to the type of the course (SC – **Study section**: A – **Compulsory courses**, B – **Compulsory-elective courses**, C – **Elective courses**) for each type of course separately, selected by clicking.

Marking the relevant course type will make accessible, in the part named **Registration Form Courses**, the icon for adding courses.

*Note: Conversely, if you want to remove a course, click at the course in question and then at the Remove icon.*

* Enrollment date intervals:
  Pre-enrollment – adding and deleting courses in/from the student’s registration form,
  Additional enrollment – only adding courses in the student’s registration form.
Clicking the icon Add Course will display the possibilities from which you will select depending on whether:

1. the course in question is offered in your Study Plan at your faculty;
2. the course in question is offered from course list

Add course from the study plan
After selecting the year of study (the Academic year area), from which you are going to make your selection, click the icon for showing the courses of the study plan. Successively choose the selected course from the offer displayed in the lower part of the window.

Confirm your choice by clicking the icon OK in the top left-hand corner.
If you do not want to confirm the choice click the icon ×.

Additional information (to be used according to your own needs and wishes):
Some windows (mainly the windows displaying lists of courses) may contain in their lower right corner the icon Table settings connecting to display of information. Activating the icon will enable the setting: Row numbers, Column settings, Sorting settings.
Their utilization may facilitate orientation in the courses in case the list displayed contains too many courses. The use of the icons, with respect to the language version, is simple and intuitive. The principle of classification is very similar to the principle you may know from MS Excel.

6) In case you are satisfied with the setting the display of columns and classification of data in the columns you can take advantage of the icon Save settings - saving the latest display settings.
That will ensure that in displaying the same window in the future you will not be obliged to set once again the displaying or classification which you have found suitable and which you plan to use on a long-term basis. Of course, all the settings may be cancelled even after being saved (in the same place where you had activated them).

7) If you wish to finish work in the application, close it using the icon “Close application” in the upper left corner.
If you have also finished work within the AIS system, you must ALWAYS leave by logging out; in the AIS system you must click at “Sign out”.

In case of an ambiguity in the procedure call AIS support (AIS Hotline) within the CEPIT (Centre for IT support at UK), tel. 02 / 9010 4444, available between 08:00 to 20:00, weekends 9:00 to 12:00.