



MASON GLOBAL GATEWAY

STUDENT'S GUIDE

uc3m

Universidad **Carlos III** de Madrid
CARLOS III INTERNATIONAL SCHOOL



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1. *Activate your UC3M account*
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1. Activate your UC3M account

1ST STEP: **Obtain your student ID [here](#).**

Fill out the cases that will appear in the web, and once completed you will see your **student ID** and your **four digit password**.

	SEARCH RESULT
NAME	JOHN SMITH
ID	123456789
EMAIL	100XXXXXX@alumnos.uc3m.es
USER ID	100XXXXXX
FOUR DIGIT PASSWORD	XXXX

2nd STEP: **Create your personal password [here](#)**

Fill out the cases with the following information

- **Login:** Your UC3M user ID (100XXXXXX)
- **4 digit password:** (XXXX)

3rd STEP: **Log into UC3M email**

Click on the following [link](#) and enter with your user ID (100*****@alumnos.uc3m.es) and personal password.

2. Check the courses offer and plan your schedule

You will be able to check the courses from the **9th of December** (without vacancies) , and with vacancies from the **17th of December**

1st STEP: Access to the application



It is very important have the UC3M email account previously activated. You will need the datas to Access to the application

The login form is titled "Iniciar sesión". It contains three input fields: "Usuario/a" (with a person icon), "Contraseña" (with a lock icon), and "Castellano" (with a globe icon and a dropdown arrow). Below these fields is a blue button labeled "Entrar".

Link to the application

Type you student ID (ig. 100123456)

Type the password chosen for your UC3M email

2nd STEP: Click on “Gestión de prematrícula”


The dashboard is titled "Inicio". It features a row of application buttons: "Certificado de idiomas signo" (blue), "Expedientes" (orange), "Matrícula y gestión universitaria" (red), and "Movilidad" (dark blue). Below these, the "Gestión de prematrícula" button (green) is highlighted with a red border. A callout box with a yellow background and orange text points to this button, stating: "To Access click on 'Gestión de prematrícula'".


Check the
courses offer

3rd STEP: Choose your language

Solicitud de prematrícula

Seleccione su idioma/Choose your language

 Castellano

 Inglés

4rd STEP: Select your program

uc3m Universidad Carlos III de Madrid

Gestión de Prematrícula / Gestión de Prematrícula > Solicitudes > Solicitud de prematrícula

Course Registration Call Selection

Course Registration Calls available

Select one...

Select one...

987-Matrícula CEH SAP 2CUAT(Search)

989-Matrícula Grados Ingeniería 2 CUAT(Search)

990- Matrícula Grados Ciencias Sociales y Humanidades 2 CUAT(Search)

Check the courses offer

Look for the course(s) you want.

Please check 1st year courses only.
(Exceptionally you will be able to select 2nd year if they don't have any prerequisites).

5th STEP: Look for a subject by its name or code number (recommended)

Buscar asignaturas

?

Criterios de búsqueda

Búsqueda avanzada

Búsqueda avanzada

🔍
Buscar

🧼
Limpiar

i
El periodo de prematrícula todavía no está abierto, o no se encuentra dentro del horario de su cita. Solo es posible consultar la oferta de asignaturas.

Oferta de asignaturas

Número total de asignaturas de la oferta: 363
Número de asignaturas de la oferta visibles según criterios de búsqueda: 363

Página siguiente ▶

+	Código	Asignatura	Curso	Estudios	Carácter	Créditos	Idiomas de las clases	Campus
+	12698	Aproximaciones empíricas a la moral	2	146-Grado en Estadística y Empresa	H	2.0		Campus de Getafe
+	12698	Aproximaciones empíricas a la moral	2	147-Grado en Administración de Empresas	H	2.0		Campus de Getafe
+	12698	Aproximaciones empíricas a la moral		148-Grado en Ciencias Políticas	H	2.0		Campus de Getafe
+	12698	Aproximaciones empíricas a la moral		151-Grado en Sociología	H	2.0		Campus de Getafe
+	12700	Arquitectura española contemporánea	2	146-Grado en Estadística y Empresa	H	2.0		Campus de Getafe
+	12700	Arquitectura española contemporánea	2	147-Grado en Administración de Empresas	H	2.0		Campus de Getafe
+	12700	Arquitectura española contemporánea		148-Grado en Ciencias Políticas	H	2.0		Campus de Getafe
+	12700	Arquitectura española contemporánea		151-Grado en Sociología	H	2.0		Campus de Getafe
+	12702	Arte sonoro en las vanguardias	2	146-Grado en Estadística y Empresa	H	3.0		Campus de Getafe
+	12702	Arte sonoro en las vanguardias	2	147-Grado en Administración de Empresas	H	3.0		Campus de Getafe

Registros por página

10 ▼

12698 12702 12714 12724 12734

Página siguiente ▶

Check the
courses offer

Criterios de búsqueda

Buscar asignaturas

Búsqueda avanzada

Estudios

- Todos
- 144-Grado en Finanzas y Contabilidad
- 145-Grado en Economía
- 146-Grado en Estadística y Empresa
- 147-Grado en Administración de Empresas
- 148-Grado en Ciencias Políticas
- 149-Grado en Derecho
- 150-Grado en Relaciones Laborales y Empleo
- 151-Grado en Sociología
- 152-Grado en Turismo

Centro

Asignatura Desde

Asignatura Hasta

Campus

Idioma

Curso

Carácter

☐ No mostrar cursos de humanidades

☐ Mostrar solamente asignaturas con plazas libres

There is also the possibility to do an advanced search by Bachelor's Degree, Campus and Language

Oferta de asignaturas

Número total de asignaturas de la oferta: 363
Número de asignaturas de la oferta visibles según criterios de búsqueda: 363

12698 12702 12714 12724 12734 | [Página siguiente](#)

Código	Asignatura	Curso	Estudios	Carácter	Créditos	Idiomas de las clases	Campus
12698	Aproximaciones empíricas a la moral	2	146-Grado en Estadística y Empresa	H	2.0		Campus de Getafe
12698	Aproximaciones empíricas a la moral	2	147-Grado en Administración de Empresas	H	2.0		Campus de Getafe
12698	Aproximaciones empíricas a la moral		148-Grado en Ciencias Políticas	H	2.0		Campus de Getafe
12698	Aproximaciones empíricas a la moral		151-Grado en Sociología	H	2.0		Campus de Getafe
12700	Arquitectura española contemporánea	2	146-Grado en Estadística y Empresa	H	2.0		Campus de Getafe
12700	Arquitectura española contemporánea	2	147-Grado en Administración de Empresas	H	2.0		Campus de Getafe

Plan your schedule

Click on the “+” icon to see the timetables, available groups, language of each group, rooms...

Please, bear in mind that **the system does not detect clashes.** Please check well the group and schedule to avoid overlapping

6th STEP: Plan your schedule

	Código	Asignatura	Curso	Estudios	Carácter	Créditos	Idiomas de las clases				Campus
+	13634	Fundamentos de administración de empresas	1	145-Grado en Economía	B	6.0				Campus de Getafe	
-	13635	Principios de Economía	1	145-Grado en Economía	B	6.0				Campus de Getafe	
Lista de semanas del periodo											
S1-05/09 S2-12/09 S3-19/09 S4-26/09 S5-03/10 S6-10/10 S7-17/10 S8-24/10 S9-31/10 S10-07/11 S11-14/11 S12-21/11 S13-28/11 S14-05/12 S15-12/12											
	Grupo	60	Responsable								
			Responsable grupo agregado								
			Días	Horas		Semanas		Aulas			
	Idioma		Jue	14:30-16:00		1-14		10.1.4			
			Mar	16:15-17:45		2-15		10.2.5			
	Grupo	61	Responsable								
			Responsable grupo agregado								
			Días	Horas		Semanas		Aulas			
	Idioma		Jue	16:15-17:45		1-14		10.1.5			
			Mar	16:15-17:45		2-15		10.2.5			
	Grupo	63	Responsable								
			Responsable grupo agregado								
			Días	Horas		Semanas		Aulas			
	Idioma		Mie	18:00-19:30		1-14		6.1.07			
			Lun	16:15-17:45		2-15		10.2.4			
	Grupo	65	Responsable								
			Responsable grupo agregado								
			Días	Horas		Semanas		Aulas			
	Idioma		Mie	09:00-10:30		1-14		6.1.05 BIS			
			Lun	10:45-12:15		2-15		10.2.12			

3. Enrollment

The selection period of the courses will open the **25th of January**, and you will be able to make changes in your enrollment **until the day 10th of February**

In order to select the courses you have repeat the steps you followed for checking the courses:

Access to the application > Click on "gestión de prematrícula" > Choose your language > Select your program > Look for the subjects you want to take

Criterios de búsqueda

Buscar asignaturas

Búsqueda avanzada

Oferta de asignaturas

Número total de asignaturas de la oferta: 466
Número de asignaturas de la oferta visibles según criterios de búsqueda: 466

| 10116 12701 12708 12716 12727 | [Página siguiente](#)

Código	Asignatura	Curso	Estudios	Carácter	Créditos	Idiomas de las clases	Campus	Plazas libres
10116	Inteligencia artificial por las Ciencias Humanas	1	155-Grado en Periodismo	H	2.0		Campus de Getafe	40
12698	Aproximaciones empíricas a la moral	2	146-Grado en Estadística y Empresa	H	2.0		Campus de Getafe	40
12698	Aproximaciones empíricas a la moral	2	147-Grado en Administración de Empresas	H	2.0		Campus de Getafe	40

semanas del periodo: 51-05/09 52-12/09 53-19/09 54-26/09 55-03/10 56-10/10 57-17/10 58-24/10 59-31/10 60-07/11 61-14/11 62-21/11 63-28/11

514-05/12 515-12/12

Grupo 1 Responsable GAITAN TORRES, ANTONIO

Plazas libres 40 Responsable grupo agregado

Días	Horas	Semanas	Aulas
Mie	14:30-16:00	8-12	6.L-06
Mar	14:30-16:00	9-12	6.L-06

12698	Aproximaciones empíricas a la moral	148-Grado en Ciencias Políticas	H	2.0		Campus de Getafe	40
12698	Aproximaciones empíricas a la moral	151-Grado en Sociología	H	2.0		Campus de Getafe	40
12699	Arqueología y periodismo: Retos éticos	155-Grado en Periodismo	H	2.0		Campus de Getafe	40
12700	Arquitectura española contemporánea	146-Grado en Estadística y Empresa	H	2.0		Campus de Getafe	40
12700	Arquitectura española contemporánea	147-Grado en Administración de Empresas	H	2.0		Campus de Getafe	40
12700	Arquitectura española contemporánea	148-Grado en Ciencias Políticas	H	2.0		Campus de Getafe	40
12700	Arquitectura española contemporánea	151-Grado en Sociología	H	2.0		Campus de Getafe	40

Búsqueda por palabras

**Click on the
“+” icon to add
the course**

Enrollment

Once subjects are chosen, they will be shown in the top of the page.

Asignaturas seleccionadas para prematricula (2)

	Código	Asignatura	Curso	Estudios	Créditos	Idioma	Grupo
Eliminar	12698	Aproximaciones empíricas a la moral	2	147 - Grado en Administración de Empresas	2.0		1
Eliminar	10116	Inteligencia artificial por las Ciencias Humanas	1	155 - Grado en Periodismo	2.0		3

[Confirmar](#)

Criterios de búsqueda

Buscar asignaturas

Búsqueda avanzada

[Buscar](#) [Limpiar](#)

When you finish your selection, click on the confirm button

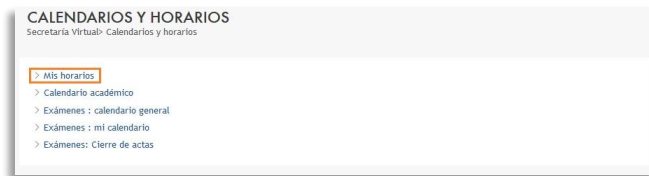
Try to do this process quickly because your courses won't be registered until you click on "confirm".

If you want **to make changes** in your enrollment, you have to access to the online application and repeat the steps of the selection process. You will be able to add or delete subjects.

4. Timetable (Aula Global)

Once your enrollment is confirmed and the semester has started, you will be able to check all your academic information in your online platform “Aula Global”.

1ST STEP Access to **“CALENDARIOS Y HORARIOS”** in the following link and click on **“MIS HORARIOS”**:



2nd STEP: Enter with your student number (100*****) and your password:



NOW YOU SHOULD HAVE ACCESS TO YOUR TIMETABLE AND EXAMS DATES!

5. Academic calendar

You can find the academic calendar [here](#).

You will find all the information regarding the beginning of the classes, exams dates, etc.

CALENDARIO ACADÉMICO CURSO 2021/22
ESTUDIOS DE GRADO

<table><tr><td colspan="7">Septiembre</td></tr><tr><td>sem</td><td>l</td><td>m</td><td>x</td><td>j</td><td>v</td><td>s</td><td>d</td></tr><tr><td></td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>1</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>2</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>3</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>4</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table>	Septiembre							sem	l	m	x	j	v	s	d		30	31	1	2	3	4	5	1	6	7	8	9	10	11	12	2	13	14	15	16	17	18	19	3	20	21	22	23	24	25	26	4	27	28	29	30				<table><tr><td colspan="7">Octubre</td></tr><tr><td>sem</td><td>l</td><td>m</td><td>x</td><td>j</td><td>v</td><td>s</td><td>d</td></tr><tr><td>4</td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>6</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>7</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>8</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>	Octubre							sem	l	m	x	j	v	s	d	4				1	2	3	4	5	4	5	6	7	8	9	10	6	11	12	13	14	15	16	17	7	18	19	20	21	22	23	24	8	25	26	27	28	29	30	31	<table><tr><td colspan="7">Noviembre</td></tr><tr><td>sem</td><td>l</td><td>m</td><td>x</td><td>j</td><td>v</td><td>s</td><td>d</td></tr><tr><td>9</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>10</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>11</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>12</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>13</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Noviembre							sem	l	m	x	j	v	s	d	9	1	2	3	4	5	6	7	10	8	9	10	11	12	13	14	11	15	16	17	18	19	20	21	12	22	23	24	25	26	27	28	13	29	30						<table><tr><td colspan="7">Diciembre</td></tr><tr><td>sem</td><td>l</td><td>m</td><td>x</td><td>j</td><td>v</td><td>s</td><td>d</td></tr><tr><td>13</td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>14</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>15 E1</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>E1</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td></td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	Diciembre							sem	l	m	x	j	v	s	d	13				1	2	3	4	14	6	7	8	9	10	11	12	15 E1	13	14	15	16	17	18	19	E1	20	21	22	23	24	25	26		27	28	29	30	31			<table><tr><td colspan="7">Enero</td></tr><tr><td>sem</td><td>l</td><td>m</td><td>x</td><td>j</td><td>v</td><td>s</td><td>d</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>E2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td></td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td></td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td></td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Enero							sem	l	m	x	j	v	s	d								1	E2	3	4	5	6	7	8	9		10	11	12	13	14	15	16		17	18	19	20	21	22	23		24	25	26	27	28	29	30	<table><tr><td colspan="7">Febrero</td></tr><tr><td>sem</td><td>l</td><td>m</td><td>x</td><td>j</td><td>v</td><td>s</td><td>d</td></tr><tr><td>1</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>2</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>3</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>4</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>5</td><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Febrero							sem	l	m	x	j	v	s	d	1	31	1	2	3	4	5	6	2	7	8	9	10	11	12	13	3	14	15	16	17	18	19	20	4	21	22	23	24	25	26	27	5	28						
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Festivos nacionales y CAM	
12 oct; 1 nov; 6, 8, 25 dic; 1, 6 ene; 14, 15 abr; 2 may; 25 julio y 15 ago	
Festivos locales (provisional)	
Getafe	9 y 20 sep (2021) - 26 may y 6 jun (2022)
Leganés:	11 oct y 16 ago
Colme:	¿mayo? y ¿26 jul?
Días no lectivos	
11 de octubre	
7 de diciembre	
23 dic a 7 ene	
11 a 18 abr	

BIENV., PRESENT. TITUL., CURSOS CERO, ETC	1º CUATRIMESTRE		2º CUATRIMESTRE	
	FACS	EPS	FACS	EPS
INICIO CLASES	01 al 10 Sep		31 Ene	
FIN CLASES	10 Dic		15 Dic	
RECUPERACIONES y TUTORÍAS	13 y 14 Dic		16 y 17 Dic	
EXÁMENES MOVILIDAD	15 al 22 Dic		20 al 22 Dic	
E1 EXÁMENES Ord. (bloque 1)	15 al 22 Dic		20 al 22 Dic	
E2 EXÁMENES Ord. (bloque 2)	10 al 24 Ene		18 May al 3 Jun	
EXÁMENES Conv. Extraordinaria	20 Jun al 1 Jul			
Inicio EVAU Ordinaria y Extraordinaria	7 Junio (ordinaria) - 6 Julio (extraordinaria)			

Modelo docente: las asignaturas de 3 ECTS tienen 1 sesión por semana y se imparten a lo largo de todo el cuatrimestre.
Festivos 2022: especialmente los locales, pueden variar en función de las fechas oficiales aprobadas por la administración competente.

6. Buddy Program

The C3IS buddy program offers international students the possibility of having the support of a UC3M student even before their arrival, thus facilitating their academic and social integration at UC3M.

The student will be accompanied and tutored throughout their stay by their assigned "buddy", which will allow them to practice the language and a full cultural and social immersion from the moment they arrive, thus allowing them to quickly and easily integrate into the group of Spanish and international students.

HOW TO APPLY

1. Activate your UC3M e-mail account:

You will need your **student number** and the **password of your choice to access the online form (it is important that you remember this password).**

2. And now, you can **apply** for your buddy. **(until December 15)**

7.

Virtual Card (TUI)

*It is the virtual Smart University Card integrated in the **UC3M app**. TUI is free and it has been issued in collaboration with Banco Santander. TUI helps you to identify yourself as member of the University community and it also offers you services inside and outside the university.*

How to obtain your TUI

The virtual Smart University Card is obtained through the mobile application App UC3M as long as UC3M has a photograph of you.

For information on how to download the application visit this [page](#).



REMEMBER: To get your VIRTUAL TUI you have to:

1. Activate your UC3M email account.
2. Upload your photograph. If you do not have a photo, access this [page](#).
3. Download the mobile App Uc3m.

ATTENTION: some services may require PHYSICAL TUI (in plastic). Check these services [here](#).

8. Campus

GETAFE CAMPUS

*(Social Sciences,
Law, Communication,
and Humanities)*

Calle Madrid, 126

28903 Getafe - Madrid - España

LEGANÉS CAMPUS

(Engineering School)

Avda. de la Universidad, 30

28911 Leganés - Madrid - España



CAMPUS PLAN - GETAFE

CAMPUS PLAN - LEGANÉS



9.

Where you can find us



"Adolfo Posada" building
Office: 9.0.41

Contact us at:

- www.uc3m.es
- students.c3is@uc3m.es 