

ONLINE COURSE REGISTRATION TUTORIAL

1.- Before starting the enrollment process you *must* check the offer of available subjects. You **must read** the “**Course Offer & Available Spots Tutorial**”, a helpful document that you can download from our Incoming Students website.

2.- Access the enrollment app (**SIGMA**) to find the exact **dates and times** when your enrollment process starts and ends.

3.- On the specified date and time, access SIGMA and click on “**Gestión de prematrícula**”.

4.- Take into account that **all subjects that you see on screen are subjects that are available for you to enroll in, although they might not be directly connected to your field of studies.**

5.- Please, **do not forget to click the “Confirm”** button every time you add a subject to your enrollment application.



Bear in mind that all your courses will not be registered until you click the “Confirm” button. It is very important that you confirm your selection every time you add a subject. This is the only way to guarantee a spot in that course.

The following instructions explain to you how to **register the courses with available places** you are interested in.

If you have not followed the previous explanation about how to check available places, it will be very difficult for you to register your courses.

Please visit <https://sigma.uc3m.es/InicioAlumno.html> to log in the program and write down:

- a. Your **UC3M username** (100xxxxxx)
- b. Your **personal password** (the one you have selected when activating your uc3m account)

Then click on **Entrar**:

Identificación - Mozilla Firefox

https://sigma-web.uc3m.es/cosmos/Controlador/7apli:Uninav&gpa=a&id@Nav=inicio&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNO

Universidad Carlos III de Madrid

Iniciar sesión

Usuario/a

Contraseña

Castellano

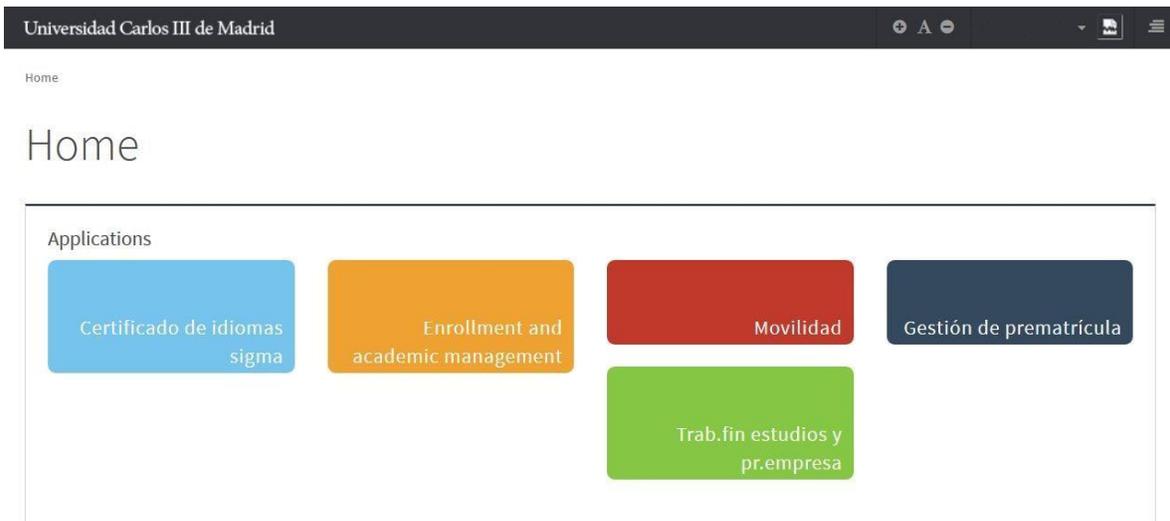
Entrar

Pulse aquí si no puede ver correctamente la página

En SIGMA utilizamos cookies para el correcto funcionamiento de la web.
Si continua navegando estará aceptando su uso. Más información

Aceptar

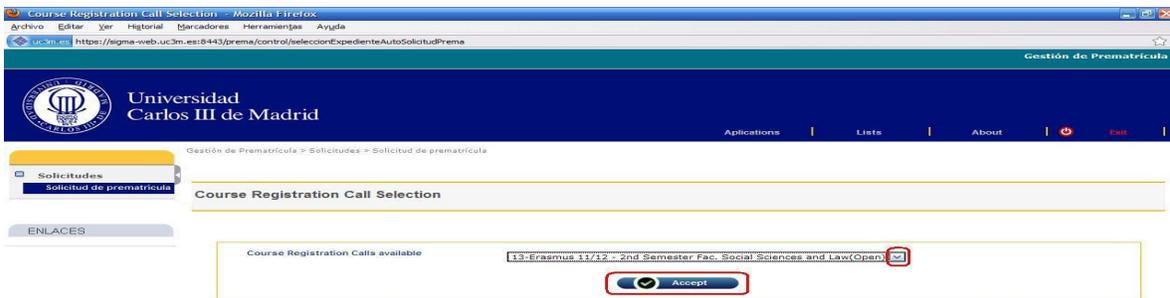
1. Click on the Menu “Gestión de prematrícula”:



2. Select the most suitable language to read the information: “Castellano” (Spanish) or “English”.



3. Please click on the dropdown menu and choose the available option. Then click on “Accept”:



- You have accessed to the system to register your courses for the first time so the number of courses is 0.

Now you will only need to repeat the same steps you did when you check the available places. It means that you will have to search the courses you are interested in and add them to your registration profile.

The screenshot shows the 'Selected courses' section with a table that is currently empty. Below it, the 'Search criteria' section includes a 'Course Search' input field, an 'Advanced Search' button, and a 'Search' button. The 'Course Offer' section displays a message about the total number of courses available (434) and a table of course offers.

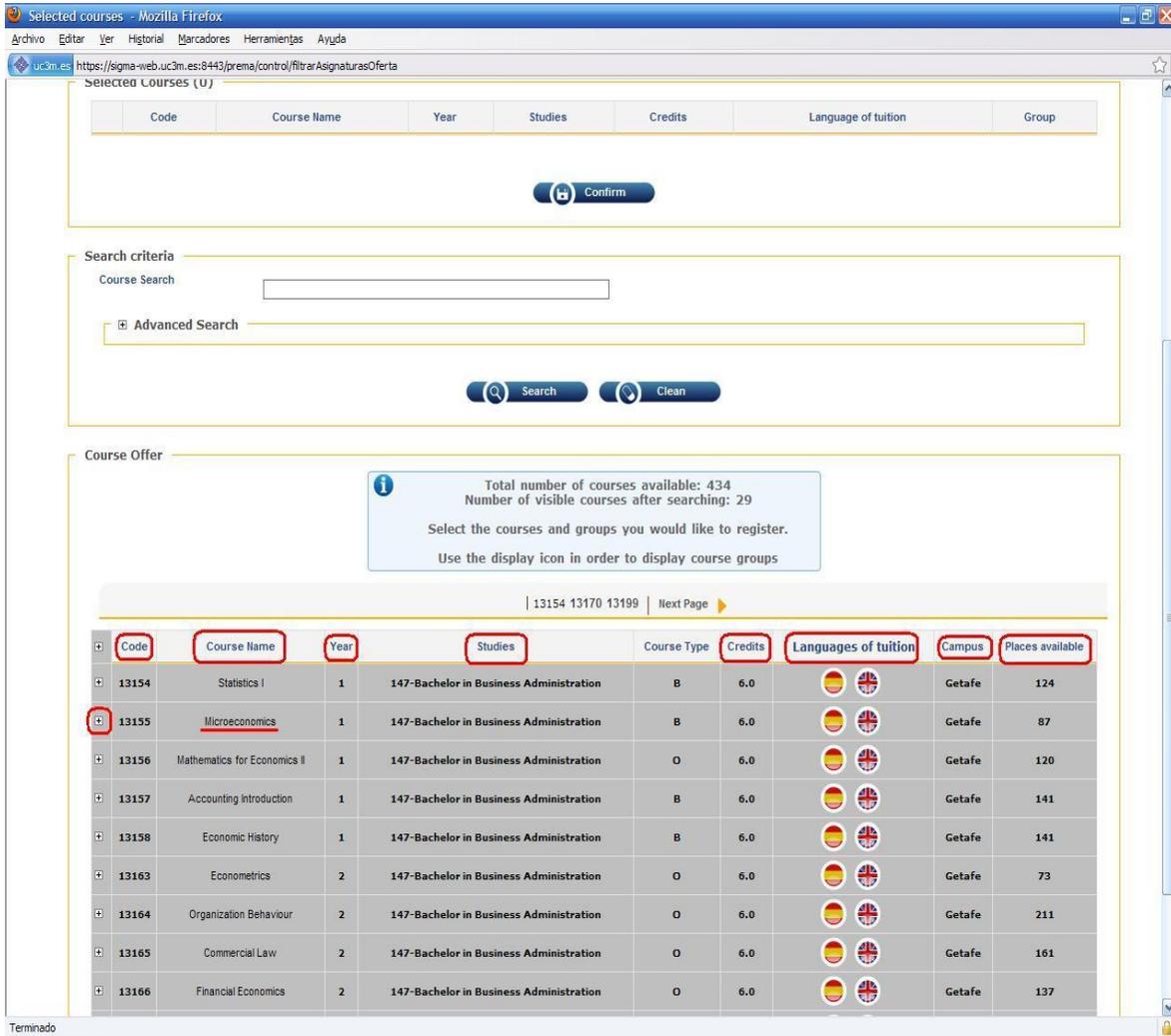
Code	Course Name	Year	Studies	Course Type	Credits	Languages of tuition	Campus	Places available
10194	77-Long Cycle Degree in Economics with Journalism	4		T	7.0	ES	Getafe	118
10215	40-Dual Long Cycle Degrees in Law and Economics	6		P	7.0	ES	Getafe	128

Let's look for courses from the Bachelor in Business Administration. We are going to select "Bachelor in Business Administration" from the "Advanced Search" and we will check the box "Show only courses with available places". Then click on "Search" button.

The screenshot shows the 'Search criteria' section with the 'Advanced Search' dropdown menu open. The option '147-Bachelor in Business Administration' is selected. The 'Show only courses with places available' checkbox is checked. The 'Search' button is highlighted with a red arrow.

Expand for example the information of the course “**Microeconomics**” to choose a group (timetable) with available places and fits your timetable.

Please click on the icon  (next to the course code):



The screenshot shows a web browser window with the URL <https://sigma-web.uc3m.es:8443/prema/control/filtrarAsignaturasOferta>. The page title is "Selected courses - Mozilla Firefox".

The main content area is titled "Selected Courses (0)". It features a table with columns: Code, Course Name, Year, Studies, Credits, Language of tuition, and Group. Below the table is a "Confirm" button.

The "Search criteria" section includes a "Course Search" input field and an "Advanced Search" section with a search button and a "Clean" button.

The "Course Offer" section displays a message: "Total number of courses available: 434. Number of visible courses after searching: 29. Select the courses and groups you would like to register. Use the display icon in order to display course groups." Below this is a table of course offers with columns: Code, Course Name, Year, Studies, Course Type, Credits, Languages of tuition, Campus, and Places available. The course "13155 Microeconomics" is highlighted with a plus icon.

Code	Course Name	Year	Studies	Course Type	Credits	Languages of tuition	Campus	Places available
13154	Statistics I	1	147-Bachelor in Business Administration	B	6.0	 	Getafe	124
	<u>Microeconomics</u>	1	147-Bachelor in Business Administration	B	6.0	 	Getafe	87
13156	Mathematics for Economics II	1	147-Bachelor in Business Administration	O	6.0	 	Getafe	120
13157	Accounting Introduction	1	147-Bachelor in Business Administration	B	6.0	 	Getafe	141
13158	Economic History	1	147-Bachelor in Business Administration	B	6.0	 	Getafe	141
13163	Econometrics	2	147-Bachelor in Business Administration	O	6.0	 	Getafe	73
13164	Organization Behaviour	2	147-Bachelor in Business Administration	O	6.0	 	Getafe	211
13165	Commercial Law	2	147-Bachelor in Business Administration	O	6.0	 	Getafe	161
13166	Financial Economics	2	147-Bachelor in Business Administration	O	6.0	 	Getafe	137

All the shown groups have available places.

- If you would like to register in group 70, you would see that this group is taught in English and that you would attend your classes twice a week: Tuesdays (09.00 to 10.30) and Fridays (10.45 to 12.15) in different rooms.

- If the previous timetable does not fit well, you could choose other groups with available places taught in English (71, 72, 73, etc.) or one group taught in Spanish (75, 76, 77, etc.)

Selected courses - Mozilla Firefox
 Archivo Editar Ver Historial Marcadores Herramientas Ayuda
 uc3m.es https://sigma-web.uc3m.es:8443/prema/control/desplegarAsignaturaOferta

13155		Microeconomics	1	147-Bachelor in Business Administration	B	6.0	Getafe		87
Week list of the period S1-23/01 S2-30/01 S3-06/02 S4-13/02 S5-20/02 S6-27/02 S7-05/03 S8-12/03 S9-19/03 S10-26/03 S11-02/04 S12-09/04 S13-16/04 S14-23/04 S15-30/04 S16-07/05									
+	Group	70	Responsible						
	Places	6	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			
			Vie	10:45-12:15	1-15	6.1.05 BIS			
			Mar	09:00-10:30	1-16	10.2.4			
+	Group	71	Responsible						
	Places	11	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			
			Vie	09:00-10:30	1-15	6.1.06			
			Mar	09:00-10:30	1-16	10.2.4			
+	Group	72	Responsible						
	Places	5	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			
			Vie	16:15-17:45	1-15	6.1.05 BIS			
			Mar	14:30-16:00	1-16	10.2.4			
+	Group	73	Responsible						
	Places	7	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			
			Vie	14:30-16:00	1-15	6.1.06			
			Mar	14:30-16:00	1-16	10.2.4			
+	Group	74	Responsible						
	Places	6	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			
			Jue	10:45-12:15	1-15	6.1.01			
			Mar	09:00-10:30	1-16	10.2.4			
+	Group	75	Responsible						
	Places	5	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			
			Jue	12:30-14:00	1-15	6.1.01 BIS			
			Mar	10:45-12:15	1-16	10.2.1			
+	Group	76	Responsible						
	Places	4	Additional responsible						
	Language of tuition		Days	Hours	Weeks	Classrooms			

Terminado

Suppose we choose the group 76, taught in Spanish, Tuesdays ((10.45 to 12.15) and Thursdays (09.00 to 10.30). To add this course to your registration profile, you only need to click on  button.

Selected courses

- Course Registration Call: 13 - Erasmus 11/12 - 2nd Semester Fac. Social Sciences and Law
- Name: GURI_AFERDITA
- Campus: 1 - Getafe
- Starting Date: 11/01/2012 00:00
- Final Date: 11/01/2012 23:00
- Studies: 29 - Estudiantes Visitantes en la U. Carlos III
- Application Date: 11/01/2012 09:44

Selected Courses (1)							
	Code	Course Name	Year	Studies	Credits	Language of tuition	Group
Delete	13155	Microeconomics	1	147 - Bachelor in Business Administration	6.0		76

Confirm

Search criteria

Course Search:

Advanced Search

Search **Clean**

The course “Microeconomics” group 76 has been added to your list of selected courses. If you are satisfied with your courses, you must click “**Confirm**” and your desired courses will be saved.

VERY IMPORTANT: Please take into account that your selected courses (the courses added to your list of courses) **will not be saved to the system** unless you click on “**Confirm**”. It is very important to click the “confirm” button each time you add a new course.

VERY IMPORTANT: DATA PROTECTION AUTHORIZATION

Before you can complete and finish your registration, you need to check the **Data Protection Authorization** that you find at the bottom of the website. If you do not do this, you will receive an error message “Error review the authorizations on the form to confirm the request” and your subjects will not be recorded until you check this option.

Universidad Carlos III de Madrid

Gestión de Materias > Gestión de Materias > Solicitudes > Solicitudes de materias

Selected courses

Course Registration Call	1271 - B-GUE EPS	Starting Date	01/09/2022 13:00	Final Date
Name	AUXILIO LÓPEZ ANA	Studies	ISI -	Application Date
Course	21428746			

SELECTED COURSES (3)

Code	Course Name	Year	Studies
13302	Industrial Electronics	3	442 - Bachelor in Electronic Power Engineering
14203	Robotics	4	444 - Bachelor in Industrial Electronics and Automation Engineering
14204	Production systems and manufacturing technologies	3	423 - Bachelor in Industrial Technologies Engineering
14204	Fluid installations and hydraulic machinery	3	446 - Bachelor in Mechanical Engineering
14211	Outside the Box: Critical thinking and problem solving	4	421 - Bachelor in Computer Science and Engineering (2018 Study Plan)

SEARCH COURSES

Course Search

ADVANCED SEARCH

Search Clear

COURSES OFFER

Total number of courses available: 334
Number of visible courses after searching: 334

10099 10106 10174 10190 10226 Next Page

Code	Course Name	Year	Studies	Course Type	Credits
10998	Citizens and Administration of Justice		429-Bachelor in Computer Science and Engineering	H	5.0
10998	Disability and Human Rights		429-Bachelor in Computer Science and Engineering	H	5.0
10997	Law in the cinema		429-Bachelor in Computer Science and Engineering	H	5.0
10956	Impact of Globalisation on labour relations		429-Bachelor in Computer Science and Engineering	H	5.0
10926	Future of work: Revolution 4.0		429-Bachelor in Computer Science and Engineering	H	5.0
11028	Between two world wars (1914-1942)		429-Bachelor in Computer Science and Engineering	H	5.0
11040	Classifications of technological illnesses		429-Bachelor in Computer Science and Engineering	H	5.0
11088	Introduction to Astronomy		429-Bachelor in Computer Science and Engineering	H	5.0
11187	The cold war (1945-1990)		429-Bachelor in Computer Science and Engineering	H	5.0
11197	Mediation and Conflict Resolution		429-Bachelor in Computer Science and Engineering	H	5.0

Number of items per page

10099 10106 10174 10190 10226 Next Page

BASIC INFORMATION ABOUT DATA PROTECTION:

DATA CONTROLLER: Universidad Carlos III de Madrid. Data protection officer: see additional information.

COPIES/RETENTION: 1 year/16 years according to LDU 4/2007.

PURPOSE: Management of the students' record and access to the university until the date of the degree, activities to students and university life.

LEGISLATION: LDU 4/2007, of April 12, which modifies LDU 6/2001, of December 21. Content of the data subject.

RECIPIENTS: European Union institutions, State and the Autonomous Regions administrations, Collaborating entities and companies in accordance with the purpose of the treatment.

RIGHTS ACTIONS: Access, rectification and annual, restriction of processing, data portability and object to processing data. The right can be claimed by writing to proteccion@uc3m.es.

For additional information on data protection on our website: <https://www.uc3m.es/protecciondatos>.

Check to indicate that you have read it

We highly recommend you write down the information of the chosen courses on a timetable sheet to avoid your courses overlapping. It is under the responsibility of the student to check that the courses selected don't overlap.

If you want to be registered in other courses, you should repeat the previous process with other courses you are interested in:

- Look for the course by typing its title/name
- Select the bachelor in which it is included in
- Or look for it through the different pages at the bottom of the screen

Selected courses - Mozilla Firefox
 Archivo Editar Ver Historial Marcadores Herramientas Ayuda
 uc3m.es https://sigma-web.uc3m.es:8443/prema/control/anadrAsignaturaSolicitud

Gestión de Prematrícula


Universidad Carlos III de Madrid

[Applications](#) | [Lists](#) | [About](#) |  [Exit](#)

Gestión de Prematrícula > Solicitudes > Solicitud de prematrícula

Selected courses

▶ Course Registration Call 13 - Erasmus 11/12 - 2nd Semester Fac. Social Sciences and Law ▶ Starting Date 11/01/2012 00:00 ▶ Final Date 11/01/2012 23:00
 ▶ Name GURI_AFERDITA
 ▶ Campus 1 - Getafe ▶ Studies 29 - Estudiantes Visitantes en la U. Carlos III ▶ Application Date 11/01/2012 09:44

Selected Courses (1)

	Code	Course Name	Year	Studies	Credits	Language of tuition	Group
Delete	13155	Microeconomics	1	147 - Bachelor in Business Administration	6.0		76



Search criteria

Course Search

Advanced Search

Course Offer

i Total number of courses available: 434
 Number of visible courses after searching: 29
 Select the courses and groups you would like to register.
 Use the display icon in order to display course groups

Terminado

If you want to remove a course from your list, you will only have to click on **"Delete"** (close to the course code). We have added two courses to your list "Accounting Introduction" and "International Trade".

Please do not forget to click on **"Confirm"** to save all this information.

Selected courses

▶ Course Registration Call 13 - Erasmus 11/12 - 2nd Semester Fac. Social Sciences and Law ▶ Starting Date 11/01/2012 00:00 ▶ Final Date 11/01/2012 23:00
 ▶ Name GURI_AFERDITA
 ▶ Campus 1 - Getafe ▶ Studies 29 - Estudiantes Visitantes en la U. Carlos III ▶ Application Date 11/01/2012 09:44

Selected Courses (3)

	Code	Course Name	Year	Studies	Credits	Language of tuition	Group
Delete	13155	Microeconomics	1	147 - Bachelor in Business Administration	6.0		76
Delete	13157	Accounting Introduction	1	147 - Bachelor in Business Administration	6.0		71
Delete	13654	International Trade	3	145 - Bachelor in Economics	6.0		62



Search criteria

Please be patient after clicking the “Confirm” button. The system takes its time to save the information. You will have to wait until you see your registration form.

- Please click on the button “**Send e-mail with receipt enclosed**” and you will receive your registration form by email. It will be necessary for future reference. If you need to make a complaint you will need this document. Please check your UC3M email account to be sure that you have received this registration form.

- If you want to modify any course, you must click on the “**Back**” button and delete, add or change a group.

Print course registration receipt - Mozilla Firefox
uc3m.es https://sigma-web.uc3m.es:8443/prema/control/confirmarSolicitud

Gestión de Prematrícula

Universidad Carlos III de Madrid

Applications | Lists | About | Exit

Gestión de Prematrícula > Solicitudes > Solicitud de prematrícula

Solicitudes
Solicitud de prematrícula

ENLACES

Receipt of your current course registration

Back Send e-mail with receipt enclosed

ERASMUS 11/12 - 2ND SEMESTER FAC. SOCIAL SCIENCES AND LAW

NAME AND FAMILY NAME: AAAA, BB
ACADEMIC YEAR: Not registered studies

Your application has been correctly processed. The courses you have been registered in are as follows:

Code number	Course	Field of studies	Group	Language of instruction	Period of studies	Credits	Type of class
13157	Accounting Introduction	Bachelor in Business Administration	71	English		6.0	Basic Core
13654	International Trade	Bachelor in Economics	62	Spanish		6.0	Compulsory
13155	Microeconomics	Bachelor in Business Administration	76	Spanish		6.0	Basic Core

Please remember that you can change your application form as many times as you want while the registration online form will be available.

Within the next days you will be able to check all the courses you have selected through Aula Global (<https://aulaglobal2.uc3m.es/>)

Done

Your courses have already been registered and the groups you have chosen have been blocked.

Your timetable would be something like the following example. As you can see, none of the selected courses and groups overlaps:

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00-10.00				Microeconomics group 76 (room 6.1.02)	
10.00-11.00		Microeconomics group 76 (room 10.2.1)	International Trade group 60 (aula 9.2.6)		International Trade group 60 (room 7.1.6)
11.00-12.00					
12.00-13.00					
13.00-14.00					
14.00-15.00					
15.00-16.00		Accounting Introduction group 52 (room 6.1.04)			Accounting Introduction group 52 (room 10.2.3)