



TUTORIAL TO CHECK AVAILABLE COURSES

VERY IMPORTANT INFORMATION BEFORE STARTING TO CHECK AVAILABLE COURSES

1. - Before starting the enrollment process **you must have checked the offer of available subjects.**

2. - Bear in mind that there will be two different periods to consult the available courses:

- First period: To check the courses, prerequisites, groups, timetable.
- Second period: Additionally, you will also be able to see the available spots.

3. - Once accessing to the program, 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.**



HOW TO SEE AVAILABLE COURSES AT UC3M

The Registration of UC3M courses will be divided into 3 different steps:

A) Consult available courses:

During this period the access is limited as to look which are the courses available for you at UC3M and which are the ones that you may be most interested in.

We highly recommend that you take your time to check carefully the available courses. Please make sure that the groups you choose **do not overlap** with each other. It is also really important to look for some alternative courses in case that your first option may be already full. Remember that attendance at UC3M classes is mandatory.

B) Register the courses you are interested in:

In this period you can officially register for your UC3M courses. The courses you select will be the courses you will be taking throughout your stay.

VERY IMPORTANT! TO COMPLETE BOTH STEPS: YOU MUST HAVE ACTIVATED YOUR UC3M ACCOUNT. If you have not done so yet, please click on:

<https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461085/>

C) Change period:

You could access again the online program to make the last changes on your courses at UC3M. You could add/delete/change courses as many times as the period will be open.

Remember that all the process will be online so you will only need a computer with internet connection.

A) HOW TO CHECK AVAILABLE COURSES AT UC3M

Please visit the website in order to know when the registration program will open to check the available courses.

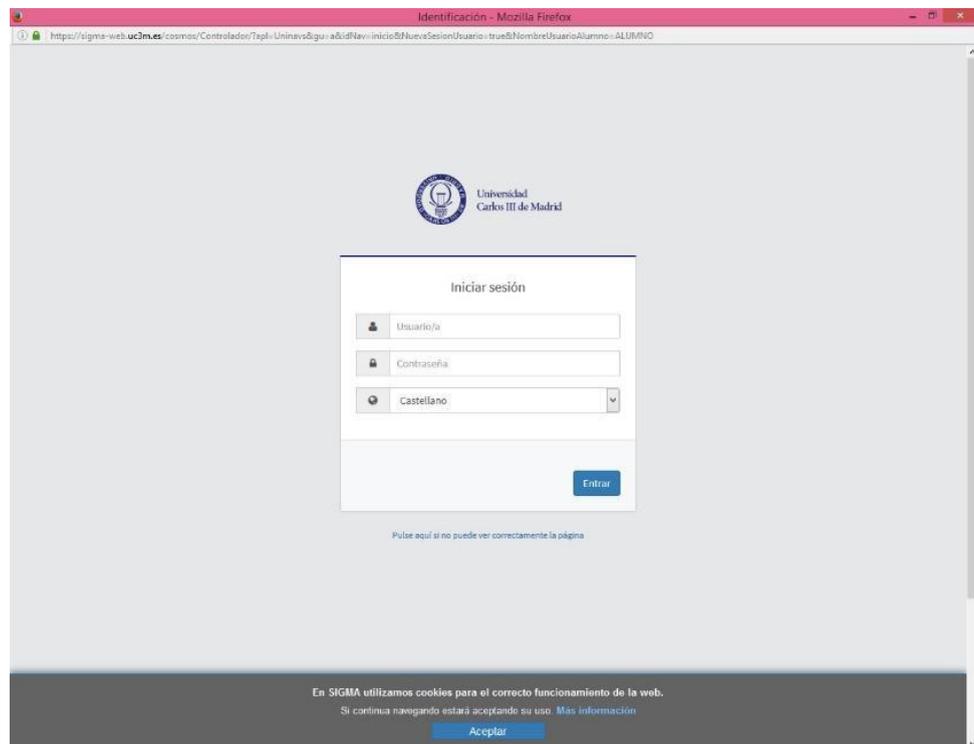
The following instructions will explain you how to check the available courses, their codes, groups, timetables and languages of instruction.

Please remember that it will be **ONLY possible to check** the courses, but not to enroll in them. After checking the courses we strongly recommend that you already fill in your provisional timetable to make sure that your chosen courses do not overlap.

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

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

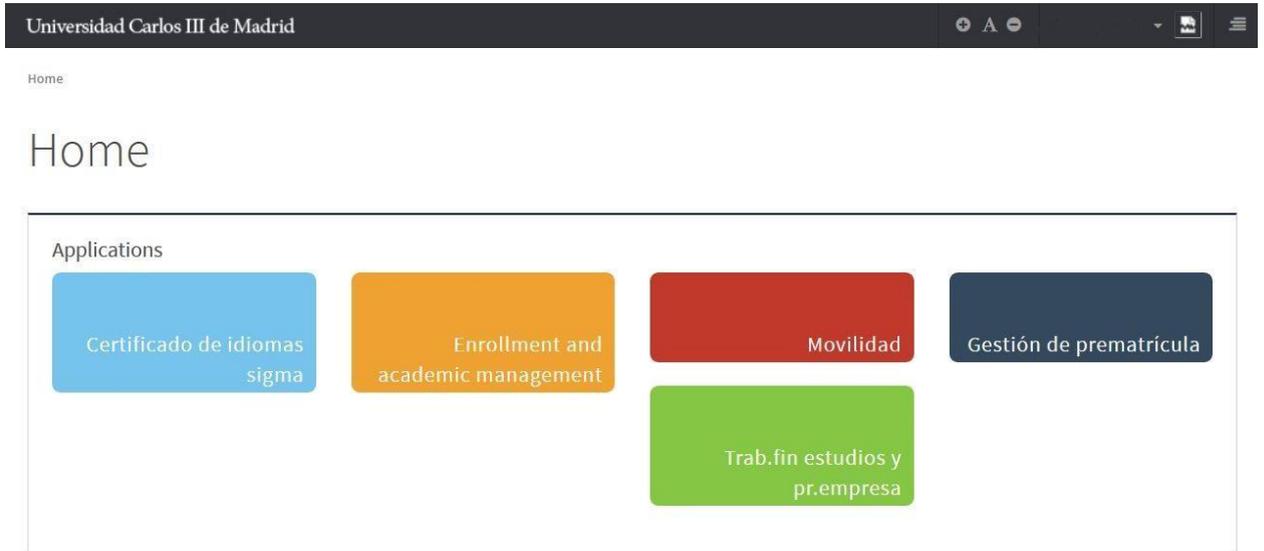
Then click on **Entrar**:



The screenshot shows a web browser window titled "Identificación - Mozilla Firefox" with the URL <https://sigma-web.uc3m.es/cosmos/Controlador/Top/Uninava&guia&idNav=inicio&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNO>. The page features the Universidad Carlos III de Madrid logo and a central login form titled "Iniciar sesión". The form contains three input fields: "Usuario/a" (with a user icon), "Contraseña" (with a lock icon), and a language dropdown menu currently set to "Castellano". A blue "Entrar" button is positioned at the bottom right of the form. Below the form, a small text prompt reads "Pulse aquí si no puede ver correctamente la página". At the bottom of the page, a dark grey footer contains a cookie notice: "En SIGMA utilizamos cookies para el correcto funcionamiento de la web. Si continúa navegando estará aceptando su uso. Más información" with an "Aceptar" button.



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



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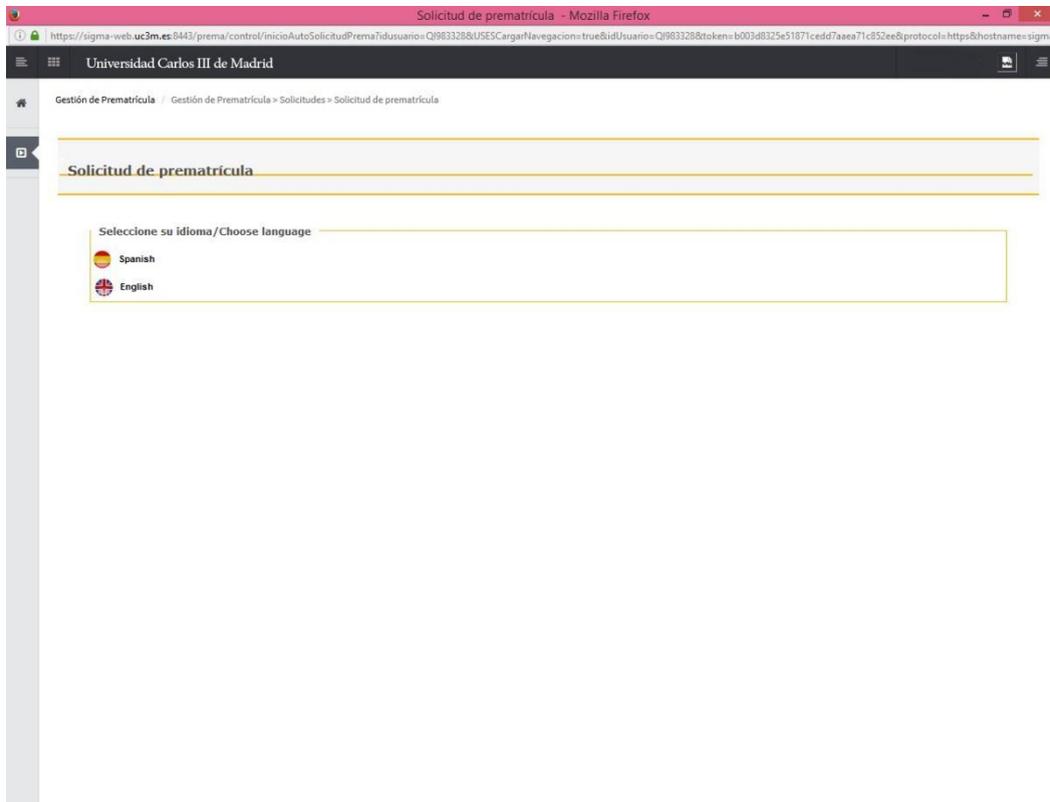
Home

Home

Applications

- Certificado de idiomas sigma
- Enrollment and academic management
- Movilidad
- Gestión de prematrícula
- Trab.fin estudios y pr.empresa

2. Choose the most suitable language for you: “**Castellano**” (Spanish) or “**English**”.



Solicitud de prematrícula - Mozilla Firefox

https://sigma-web.uc3m.es:8443/prema/control/inicioAutoSolicitudPrema?idusuario=Q1983328&USESCargarNavegacion=true&idUsuario=Q1983328&token=b00348325e51871cedd7aeea71c852ee&protocol=https&hostname=sigma

Universidad Carlos III de Madrid

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

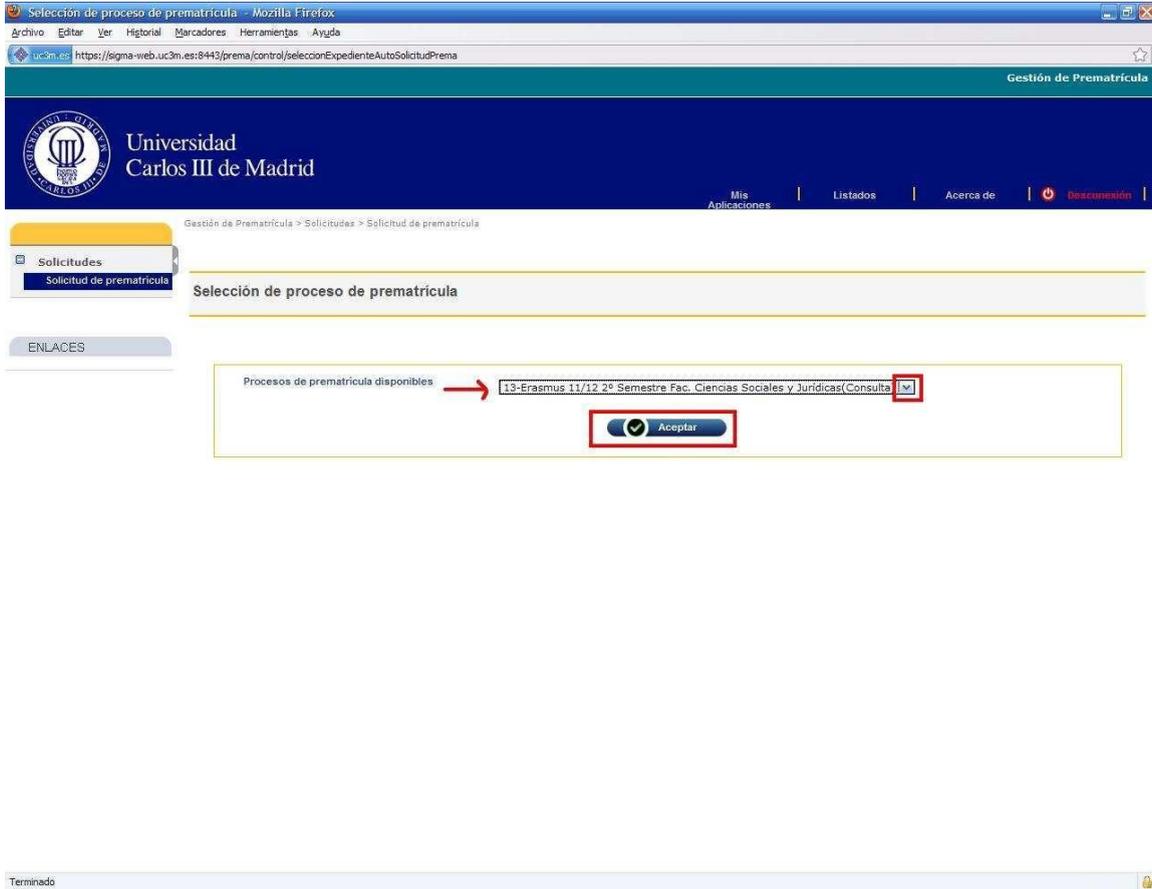
Solicitud de prematrícula

Seleccione su idioma/Choose language

- Spanish
- English

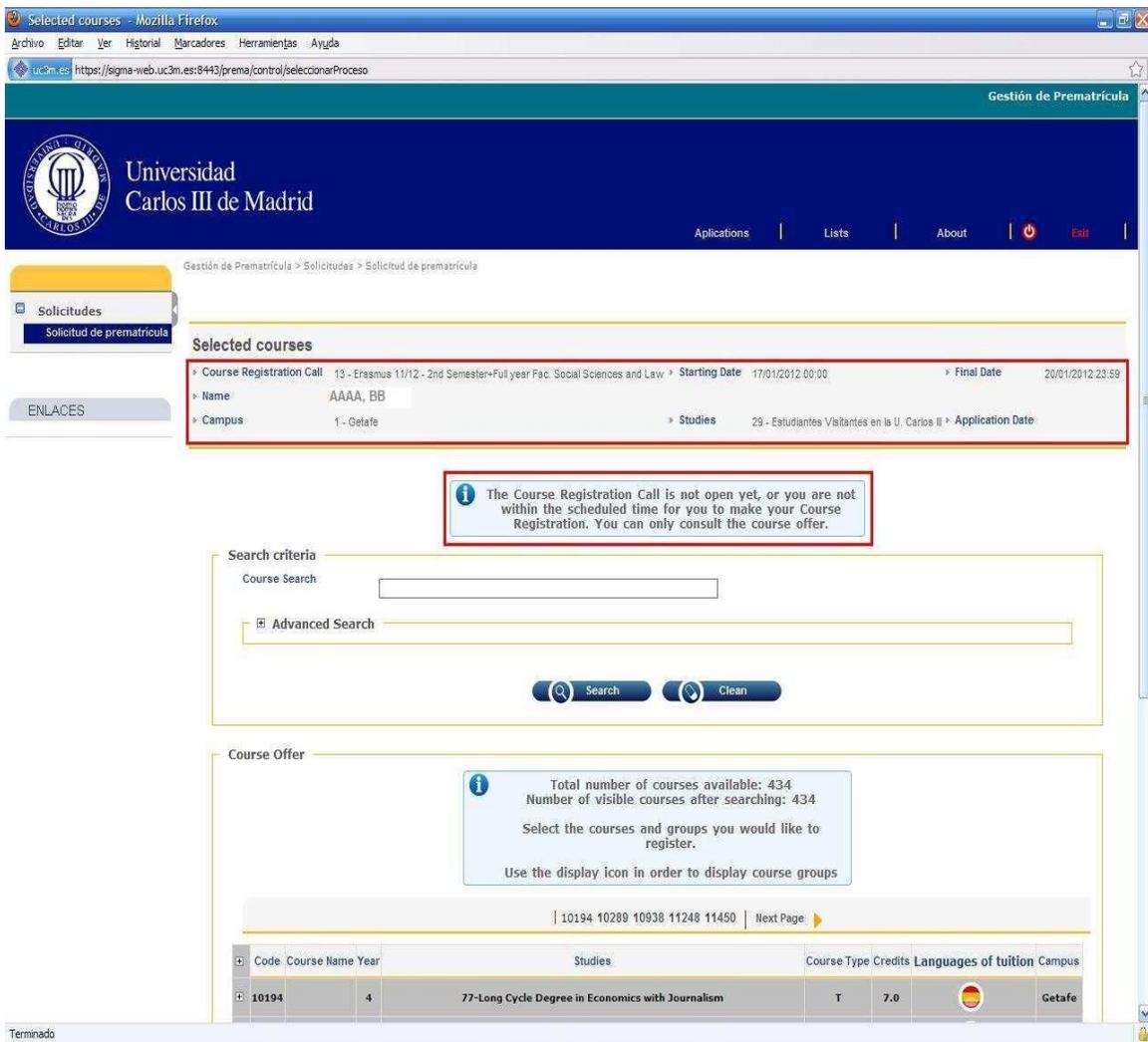
3. Please select the menu **Course registration calls available** and choose the available option.

In this example the user is an Erasmus student (European student) from the Faculty of Social Sciences and Law. He/She is only allowed to see the courses from this Faculty because he/she was nominated by his/her home university to study in this Faculty.



4. On the following screen you will ONLY be able **to check courses available** next semester as a student from the Faculty of Social Sciences and Law. Check the **courses' codes, groups** (timetables) and **languages** they are taught in.

At the top of the screen you will see your name, the study you are nominated in, the Faculty and the deadline and time of the procedure you are involved in.



Selected courses - Mozilla Firefox

uc3m.es https://sigma-web.uc3m.es:8443/prema/control/seleccionarProceso

Gestión de Prematrícula

Universidad Carlos III de Madrid

Applications | Lists | About | Exit

Gestión de Prematrícula > Solicitudes > Solicitud de prematrícula

Solicitudes

Solicitud de prematrícula

ENLACES

Selected courses

Course Registration Call	13 - Erasmus 11/12 - 2nd Semester-Full year Fac. Social Sciences and Law	Starting Date	17/01/2012 00:00	Final Date	20/01/2012 23:59
Name	AAAA, BB				
Campus	1 - Getafe	Studies	29 - Estudiantes Visitantes en la U. Carlos III		
Application Date					

The Course Registration Call is not open yet, or you are not within the scheduled time for you to make your Course Registration. You can only consult the course offer.

Search criteria

Course Search

Advanced Search

Search Clean

Course Offer

Total number of courses available: 434
 Number of visible courses after searching: 434

Select the courses and groups you would like to register.

Use the display icon in order to display course groups

10194 10289 10938 11248 11450 | Next Page

Code	Course Name	Year	Studies	Course Type	Credits	Languages of tuition	Campus
10194		4	77-Long Cycle Degree in Economics with Journalism	T	7.0		Getafe

Terminado

5. There are several ways to look for the courses:

- By typing the name of the course in the field **“Course Search”**.
- By choosing one of the options expanding **“Advanced Search”**.
- Looking at the **“Course Offer”** and its pages.

Selected courses

Course Registration Call: 13 - Erasmus 11/12 - 2nd Semester+Full year Fac. Social Sciences and Law | Starting Date: 17/01/2012 00:00 | Final Date: 20/01/2012 23:59

Name: AAAA, BB

Campus: 1 - Getafe | Studies: 29 - Estudiantes Visitantes en la U. Carlos III | Application Date:

Search criteria

Course Search:

Advanced Search

Course Offer

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

10194 10289 10938 11248 11450

Code	Course Name	Year	Studies	Course Type	Credits	Languages of tuition	Campus
10194		4	77-Long Cycle Degree in Economics with Journalism	T	7.0		Getafe
10215		6	40-Dual Long Cycle Degrees in Law and Economics	P	7.0		Getafe
10223			40-Dual Long Cycle Degrees in Law and Economics	P	7.0		Getafe
10224		6	40-Dual Long Cycle Degrees in Law and Economics	P	7.0		Getafe
10225			40-Dual Long Cycle Degrees in Law and Economics	P	7.0		Getafe
10226		5	40-Dual Long Cycle Degrees in Law and Economics	P	7.0		Getafe

6. If you expand the “**Advanced Search**” option, you will be able to filter

Studies (all study programs you can select courses from)

Faculty School (Faculties where you can select courses from)

Course name “from” and “to”: If you want to look for a course by the code number you will have to write the number of the course under the gap “course name from” and select it.

Campus (Leganés, Getafe or Colmenarejo)

Language of tuition (if you want to see courses taught in English or Spanish)

Year (First, second year...)



Course type (mandatory courses, elective, humanities short courses...)

The following options can also be checked:

“Do not show Humanities Courses”: We recommend **not checking** this box (maybe you are interested in any Humanities short courses. These are courses of 2 or 3 ECTS credits. You are allowed to choose a maximum of three Humanities short courses).

“Show only courses with places available”: We recommend your **checking** this box. It is the way to see the groups with available slots. If one group does not have available slots, you will not be allowed to register in it. (Not available until August 29).

The screenshot shows a web interface for searching courses. At the top, there is a 'Search criteria' section with a 'Course Search' input field. Below this is an 'Advanced Search' section with several filters: 'Studies' (a dropdown menu showing options like 'All', '144-Bachelor in Finance and Accounting', '147-Bachelor in Business Administration', '151-Bachelor in Sociology', '155-Bachelor in Journalism', and '156-Bachelor in Arts and Humanities'), 'Faculty/School & Campus' (a dropdown menu set to 'All'), 'Course Name From' (a dropdown menu set to '601-Spanish Literature (19th and 20th Centuries)'), 'Course Name To' (a dropdown menu set to '16419-'), 'Campus' (a dropdown menu set to 'All'), 'Language of tuition' (a dropdown menu set to 'All'), 'Year' (a dropdown menu set to '0'), and 'Course Type' (a dropdown menu set to 'All'). At the bottom of the advanced search section, there are two checkboxes: 'Do not show Humanities Courses' (unchecked) and 'Show only courses with places available' (checked). Below the search criteria are two buttons: 'Search' and 'Clean'.

Let's see an example. We are going to look for all the courses with available slots in *Bachelor in Business Administration* in any academic year and taught in Spanish and in English.



Search criteria

Course Search

Advanced Search

Studies

- All
- 144-Bachelor in Finance and Accounting
- 147-Bachelor in Business Administration
- 151-Bachelor in Sociology
- 155-Bachelor in Journalism
- 156-Bachelor in Arts and Humanities
- 285-Hispanic Studies Program

Faculty/School & Campus

Course Name From

Course Name To

Campus

Language of tuition Year Course Type

Do not show Humanities Courses

Show only courses with places available

Once you have clicked on the **“Search”** button all the available courses will be shown at the bottom of the screen.

If you do not see the course you are interested in, you can click on **“Next Page”** and more courses will be shown.



Search criteria

Course Search

Advanced Search

Course Offer

i Total number of courses available: 189
Number of visible courses after searching: 57

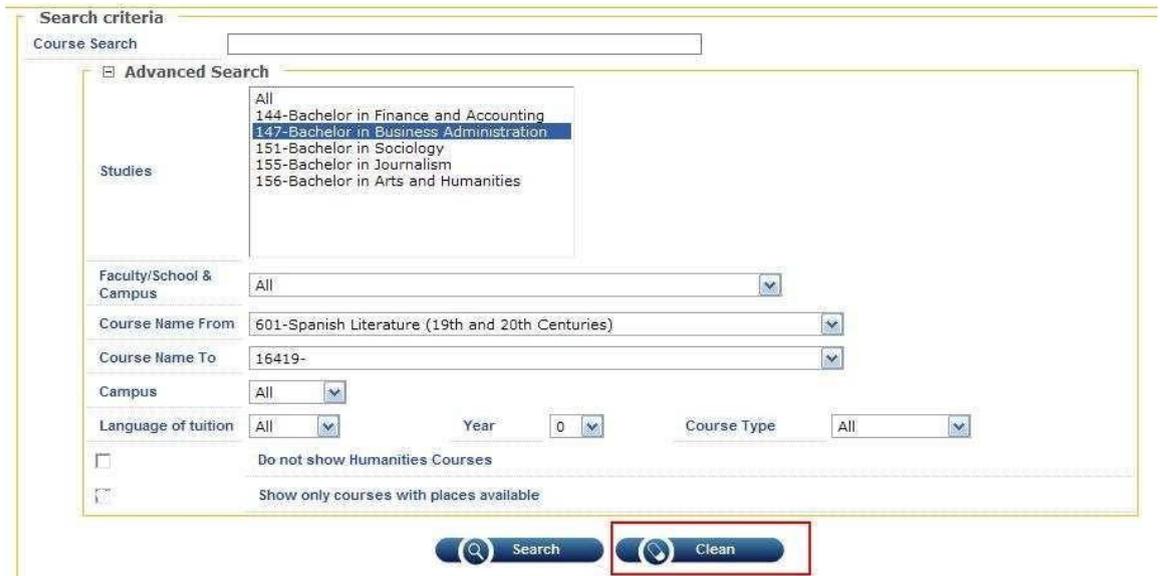
| 13150 13171 13182 14399 14788

+	Code	Course Name	Year	Studies	Course Type	Credits	Languages of tuition	Campus	Places available
+	13150	Introduction to civil patrimonial law	1	147-Bachelor in Business Administration	B	6.0		Getafe	380
+	13151	Principles of Economics	1	147-Bachelor in Business Administration	B	6.0		Getafe	379
+	13152	Mathematics for Economics I	1	147-Bachelor in Business Administration	O	6.0		Getafe	380
+	13153	Introduction to business administration	1	147-Bachelor in Business Administration	B	6.0		Getafe	418
+	13159	Macroeconomics	2	147-Bachelor in Business Administration	O	6.0		Getafe	342
+	13160	Statistics II	2	147-Bachelor in Business Administration	O	6.0		Getafe	341
+	13161	Game Theory	2	147-Bachelor in Business Administration	O	6.0		Getafe	420
+	13162	Management Accounting	2	147-Bachelor in Business Administration	O	6.0		Getafe	341
+	13167	Marketing	3	147-Bachelor in Business Administration	O	6.0		Getafe	418
+	13168	Organizational Economics	3	147-Bachelor in Business Administration	O	6.0		Getafe	418

Number of items per page

| 13150 13171 13182 14399 14788

If you want to look for new courses, do not forget to click on the “Clean” button:



Search criteria

Course Search

Advanced Search

Studies

- All
- 144-Bachelor in Finance and Accounting
- 147-Bachelor in Business Administration
- 151-Bachelor in Sociology
- 155-Bachelor in Journalism
- 156-Bachelor in Arts and Humanities

Faculty/School & Campus: All

Course Name From: 601-Spanish Literature (19th and 20th Centuries)

Course Name To: 16419-

Campus: All

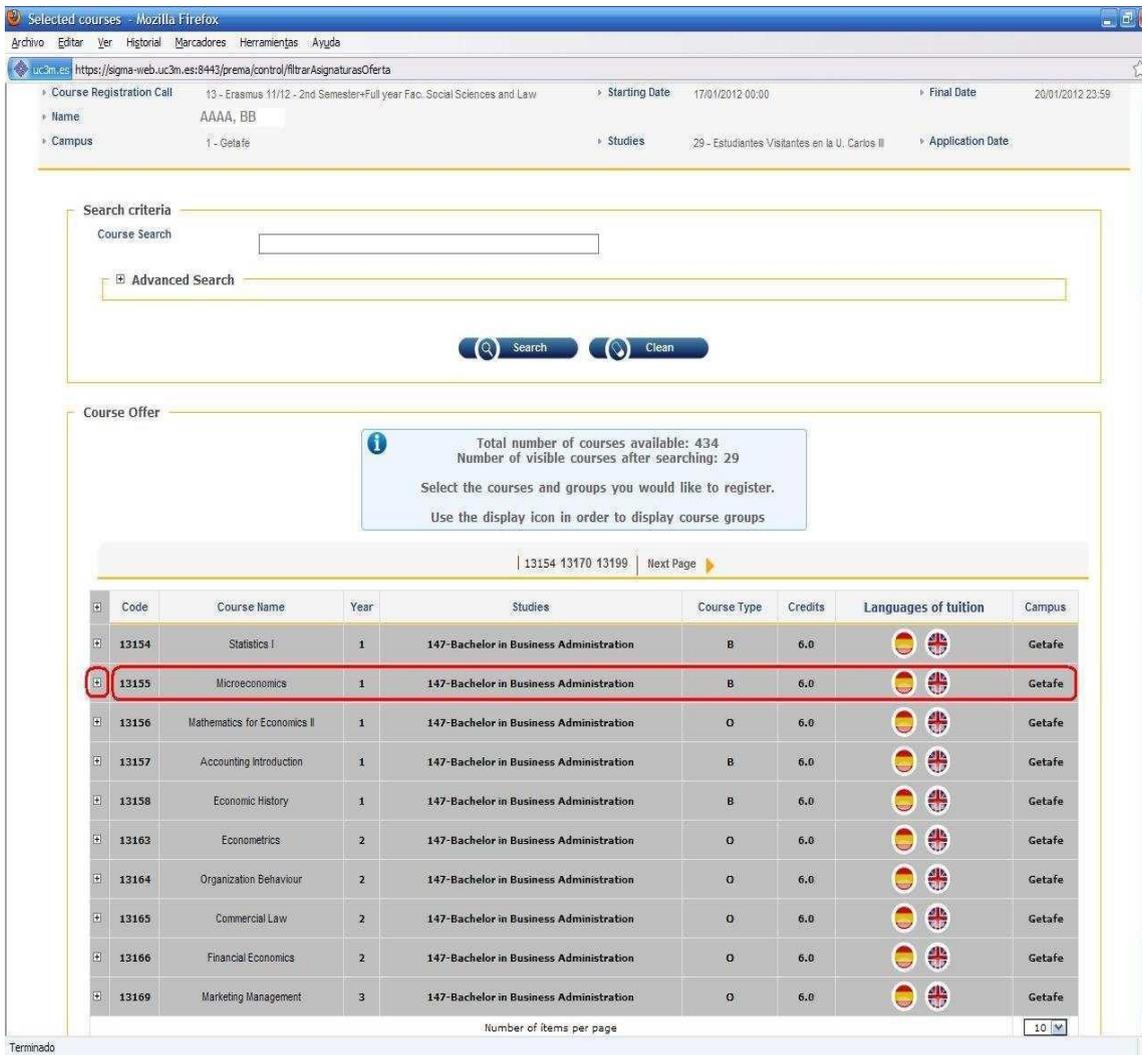
Language of tuition: All Year: 0 Course Type: All

Do not show Humanities Courses

Show only courses with places available

We are going to show you **how to check the groups** of the subject “Microeconomics”, course code 13155. This is a course from the Bachelor in Business Administration, first year, with 6 credits, taught in Spanish and in English at Getafe Campus.

If the selected course is only taught in Spanish, the Spanish flag will be shown:



Selected courses - Mozilla Firefox

https://sigma-web.uc3m.es:8443/prema/control/filtrarAsignaturasOferta

Course Registration Call: 13 - Erasmus 11/12 - 2nd Semester+Full year Fac. Social Sciences and Law

Starting Date: 17/01/2012 00:00

Final Date: 20/01/2012 23:59

Name: AAAA, BB

Campus: 1 - Getafe

Studies: 29 - Estudiantes Visitantes en la U. Carlos III

Application Date:

Search criteria

Course Search:

Advanced Search:

Search Clean

Course Offer

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

13154 13170 13199 Next Page

Code	Course Name	Year	Studies	Course Type	Credits	Languages of tuition	Campus
13154	Statistics I	1	147-Bachelor in Business Administration	B	6.0	 	Getafe
13155	Microeconomics	1	147-Bachelor in Business Administration	B	6.0	 	Getafe
13156	Mathematics for Economics II	1	147-Bachelor in Business Administration	O	6.0	 	Getafe
13157	Accounting Introduction	1	147-Bachelor in Business Administration	B	6.0	 	Getafe
13158	Economic History	1	147-Bachelor in Business Administration	B	6.0	 	Getafe
13163	Econometrics	2	147-Bachelor in Business Administration	O	6.0	 	Getafe
13164	Organization Behaviour	2	147-Bachelor in Business Administration	O	6.0	 	Getafe
13165	Commercial Law	2	147-Bachelor in Business Administration	O	6.0	 	Getafe
13166	Financial Economics	2	147-Bachelor in Business Administration	O	6.0	 	Getafe
13169	Marketing Management	3	147-Bachelor in Business Administration	O	6.0	 	Getafe

Number of items per page: 10

- If you want to check the syllabus of this course, you will only need to click on the course title and a popup window will be opened.
- Click on the  icon (left side) to check which groups have available slots.

You can see which groups have available places and how many of them next to the text "Places". The course "Microeconomics" has the following **groups with available places**:

- Groups taught in English: 70, 71, 72, 73 and 74
- Groups taught in Spanish: 75, 76, 77, 78, 79 and 80

Selected courses - Mozilla Firefox

Archivo Editar Ver Historial Marcadores Herramientas Ayuda

uc3m.es https://sigma-web.uc3m.es:8443/prema/control/DesplegarAsignaturaOferta

13154	Statistics I	1	147-Bachelor in Business Administration	B	6.0			Getafe
13155	Microeconomics	1	147-Bachelor in Business Administration	B	6.0			Getafe
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			
		Tue	10:45-12:15	1-15	6.1.05 BIS			
		Wed	09:00-10:30	1-16	10.2.4			
Group	71	Responsible						
Places	11	Additional responsible						
Language of tuition		Days	Hours	Weeks	Classrooms			
		Tue	09:00-10:30	1-15	6.1.06			
		Wed	09:00-10:30	1-16	10.2.4			
Group	72	Responsible						
Places	5	Additional responsible						
Language of tuition		Days	Hours	Weeks	Classrooms			
		Tue	16:15-17:45	1-15	6.1.05 BIS			
		Wed	14:30-16:00	1-16	10.2.4			
Group	73	Responsible						
Places	7	Additional responsible						
Language of tuition		Days	Hours	Weeks	Classrooms			
		Tue	14:30-16:00	1-15	6.1.06			
		Wed	14:30-16:00	1-16	10.2.4			
Group	74	Responsible						
Places	6	Additional responsible						
Language of tuition		Days	Hours	Weeks	Classrooms			
		Tue	10:45-12:15	1-15	6.1.01			
		Wed	09:00-10:30	1-16	10.2.4			
Group	75	Responsible						
Places	5	Additional responsible						
Language of tuition		Days	Hours	Weeks	Classrooms			
		Tue	12:30-14:00	1-15	6.1.01 BIS			
		Wed	10:45-12:15	1-16	10.2.4			
Group	76	Responsible						
		Additional responsible						

Terminado

- First of all you will see how many weeks this course lasts and the meaning of S1, S2, etc. E.g. week S1 means the one from January 23rd.
- Then you will see the information connected with the group, free places and language in which it is taught in. The difference among the groups is the timetable and the language. This is why it is important to fill in a timetable sheet in order to be sure that the chosen groups do not overlap.
- Finally, you will also see which days of the week you have to attend the course and its classroom number.
- If you choose group 70, you will see that there are 4 available spots and that it is taught in English. You should have to attend your course **twice** a week, Tuesdays (9 to 10.30 – room 10.2.4) and Fridays (10.45 to 12.15 – room aula 6.1.05 Bis).

Please remember that you are only checking groups. YOU ARE NOT REGISTERING YOUR COURSES YET.

Please write down the groups you prefer in a timetable sheet to be sure that your chosen courses do not overlap.



VERY IMPORTANT

Please read the following information carefully:

- Please activate your UC3M account to access to the registration program:
<https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461085/>
- You will only see the courses you are allowed to choose when checking the available places or registering your courses. You are allowed to choose any course and any group offered.
- Remember that your session will be expired after 10 min of not activity.
- If you look for a course and its timetable is shown blank, please click on the course title and check its timetable. If you need further information, please send us an email.

For any doubt please contact:

- incoming@uc3m.es (for Social Sciences and Law; and Humanities, Communication and Library Sciences)
- internationaleps@uc3m.es (Engineering School)