

LEADING TODAY.

INSPIRING TOMORROW.

UNDERGRADUATE ENROLLMENT

National and International Program

Informations and Procedures









HOME SCREEN

Here you may find all relevant information regarding enrollment in courses for the 1st semester 2017/2018.

- 1. **GENERAL INFORMATION**
- 2. Anual Registration Payment 2017/2018

<u>Instructions</u>

3. ENROLLMENT Rules

Dates and Schedules – National Program

Date and Schedules – International Program

- 4. ADVISING
- 5. Course Changing Period

If you have any questions or concerns, please contact: Student Affairs Undergraduate Team – undergrad.affairs.clsbe@ucp.pt



GENERAL INFORMATION

- For the next academic year, course enrollment for the 1st semester will be an online procedure, using your personal profile in ESCA (<u>E-Academic Services</u>). Please note:
 - > Step 1: Make sure that you have your PIN (UCP access credentials);
 - > **Step 2:** Students can't have debts in the Treasury Office;
 - > Step 3: You should enroll on the predefined dates in accordance with the number of ECTS done until

15th of May 2017 (see Dates and Schedules - National and International Programs);

- > **Step 4**: In case of failure to enroll online, you should contact Student Affairs on that same day. In case you are not able to come by the University, you can send someone else on your behalf.
- > **Step 5:** Students who do not register on the scheduled date need to **pay the late registration penalty** at the Treasury Office and go to Student Affairs to carry out their registration.

Please note that:

- > Enrollment until 31th of July will only be accepted upon payment of a penalty.
- > Enrolments <u>after 1st of August</u> will only be accepted duly authorized by the Academic Directors through a <u>formal request</u> <u>form</u> and <u>penalty payment</u>.



GENERAL INFORMATION

- > Students are entirely responsible for enrollment in courses and sections; therefore we alert you to:
 - Prior to the enrollment, students should carefully review their curriculum to define their best options. Students can schedule an individual curricular advice session with the Undergraduate Academic Director (available here).
 - > Choose your courses attending to the following:



- A) Enroll in delayed Mandatory Courses;
- **B)** Be aware of the **Pre-requisites**: students that do not have **admission to final exam** cannot enroll in preceding courses;
- **C)** Elective courses requirements;
- **D)** Avoid overlapping courses.



ANNUAL REGISTRATION PAYMENT 2017/2018

- Annual REGISTRATION PAYMENT IS MANDATORY, without it, students cannot enroll in courses.
- Students should make the Annual Registration Payment FROM JUNE 14TH 2017.

ANNUAL REGISTRATION FEE:

- The amounts approved for the academic year 2017/2018, of Enrollment and Tuition Fees will soon be available at the <u>UCP website</u>.
- Students will be able to pay through the Bank Reference given in ESCA or in the Treasury office.
- It is Compulsory for students to know the <u>Payment Rules</u> available in UCP website.

PENALTY FOR LATE COURSE ENROLLMENT

If students do not pay the Registration on time, a penalty will be set. You can check penalty values here.

LATE PAYMENT PENALTY

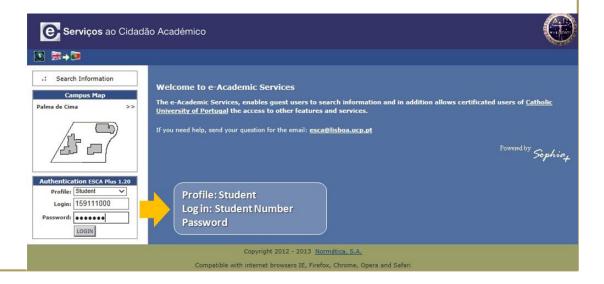


ENROLLMENT INSTRUCTIONS

- All students must have their PIN (Personal Identification Number) to access their personal page;
- After logging in <u>ESCA</u>, please select the top menu "Upgrades and Services";
- On the left side menu select "Academic Services" —— "Registration in Courses /Sections";
- To enroll you must click on:
 - "Start registration process" and then select the courses afterwards the sections.

See Step - by - step

<u>Tutorial</u>





ENROLLMENT PROCEDURE

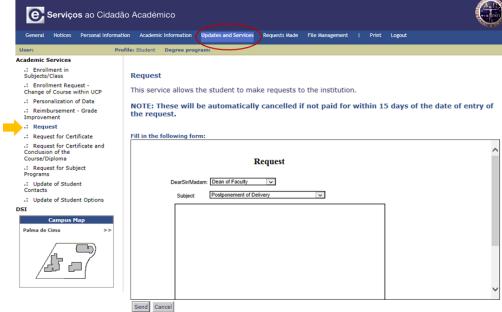
- During enrollment, students choose the courses and sections which they pretend to attend;
- The total number ECTS in which the student can enroll in a given semester, <u>shall not</u> exceed:
 - 33 ECTS for the 1st and 2nd years.
 - 35 ECTS for the 3rd year.

In case you exceed the ECTS:

You will need to do a

Formal Request to the

Academic Directors.





Dates and Schedules – National Program

NATIONAL
UNDERGRADUATE
ECONOMICS

All Students	July 13th	From 10 am to 5 pm

Management student?
Check your ECTS to enroll in the correct day:

1501 HERE

NATIONAL
UNDERGRADUATE
MANAGEMENT

100 ECTS or more	July 10th	From 10 am to 5 pm
60 - 99.5 ECTS	July 11th	From 10 am to 5 pm
0 – 59.5 ECTS	July 12th	From 10 am to 5 pm



DATES AND SCHEDULES — INTERNATIONAL PROGRAM

INTERNATIONAL ECONOMICS

13th of July

From 11 am to 5 pm

INTERNATIONAL MANAGEMENT

14th of July

From 10 am to 5 pm



Sessions for advising with the Academic Directors for Undergraduate Programs:

The Student Affairs Team is always available to help with your study plan but during the enrollment period Professor Ana Canhoto, Undergraduate Programs Academic Director, has extended advising sessions schedule for students to talk with her about doubts they have about their academic path.

If you have any questions about the courses you should enroll take this oportunity.

Book your Session
HERE



COURSE CHANGING PERIOD

At the beginning of each semester, the student may change courses due to unexpected situations.

The following changes are allowed:

- Swap courses or sections;
- Courses annulment or enrollment;
- Enrollment in additional courses.

NATIONAL UNDERGRADUATE PROGRAM IN ECONOMICS



August 31st From 11 am to 5 pm

INTERNATIONAL UNDERGRADUATE PROGRAM IN ECONOMICS



August 31st From 12 pm to 5 pm NATIONAL UNDERGRADUATE PROGRAM IN MANAGEMENT



September 1st From 10 am to 5pm

INTERNATIONAL UNDERGRADUATE PROGRAM IN MANAGEMENT



September 1st From 11am to 5pm