

UNDERGRADUATE ENROLMENT

2ND SEMESTER - 2020/2021

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GENERAL INFORMATION AND PROCEDURES

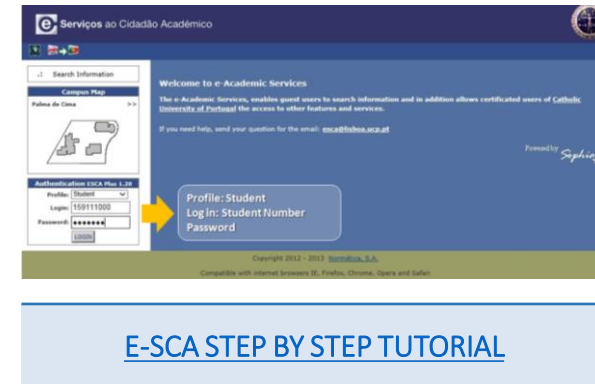
The semester course enrolment will be done online, using your personal profile on [E-Academic Services](#) (e-SCA)

Step 1: Make sure that you have your PIN (UCP access credentials) to access their personal page:

- › After logging in [e-SCA](#), please select the top menu “Updates and Services”;
- › On the left side menu select “Academic Services” → “Registration in Courses /Sections”;
- › To enroll you must click on: “Start registration process”, select the courses and afterwards the sections.

Step 2: Students can't have debts in the Treasury Office.

Step 3: You should enroll on the predefined dates and in some cases in accordance with the number of ECTS you have completed.



In case of technical failure, you should contact Undergraduate Student Affairs on that same day by email.

Students who do not register on the scheduled date must pay the [late registration penalty](#) at the Treasury Office and inform the Undergraduate Student Affairs by email.

In case of late registration, please note that:

- > **Enrolment until January 29th** will only be accepted upon payment of a penalty.
- > **Enrolment after February 1st** will only be accepted if duly authorized by the Academic Direction, following a formal request and penalty payment.

STUDENT ENROLMENT GUIDELINES

Students are entirely responsible for their enrolment in courses and sections

Prior to the enrolment, students should review their study plan, in case of doubt contact the Undergraduate Student Affairs.

To choose your courses, you should consider the following order:

1. The total number of ECTS in which the student can enroll in a given semester must not exceed:
 - **35 ECTS for 1st and 2nd year students;**
 - **37 ECTS for 3rd year students** (or students finishing their program).
2. Enroll in delayed **Mandatory Courses** being offered in the upcoming semester.
3. Be aware of the **Prerequisites**: students that do not have **admission to final exam** cannot enroll in preceding courses;
4. Elective courses requirements;
5. Avoid overlapping courses.

Additional Recommendations:

- > Do not to use your mobile phone for enrolment;
- > Use a computer/laptop instead;
- > Do not open several browsers at the same time;
- > Use the Internet Explorer browser.

The **Undergraduate Student Affairs Team** is here to help if you have any doubts about what are the best options for your situation:

Check [**OUR MISSION: ADVISING**](#)

ENROLMENT DATES & SCHEDULES

INTERNATIONAL UNDERGRADUATE PROGRAM in BUSINESS ADMINISTRATION

All Students	January 15	From 10.00 am to 3.00 pm
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INTERNATIONAL UNDERGRADUATE PROGRAM in ECONOMICS AND FINANCE

All Students	January 15	From 12.00 pm to 5.00 pm
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UNDERGRADUATE DEGREE in ECONOMICS

All Students	January 18	From 10.00 am to 5.00 pm
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UNDERGRADUATE DEGREE in BUSINESS ADMINISTRATION

100 ECTS or more	January 19	From 10.00 am to 5.00 pm	Check here the ECTS: 1501 - HERE
60 - 99.5 ECTS	January 20	From 10.00 am to 5.00 pm	
0 - 59.5 ECTS	January 21	From 10.00 am to 5.00 pm	



Due to the current situation, the Undergraduate Student Affairs reserves the right to change the dates if necessary.

COURSE CHANGING PERIOD DATES & SCHEDULES

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

The following changes are allowed:

- › Courses or sections swap;
- › Courses annulment or enrolment;
- › Enrolment in additional courses.

There is only one course changing date.

Any further changes to the enrolment must be duly justified by email to undergrad.affairs.clsbe@ucp.pt

All situations will be analyzed and the student informed. The [Enrolment Change Penalty](#) will be applied.

UNDERGRADUATE DEGREE in BUSINESS ADMINISTRATION

All Students	January 26	From 10.00 am to 5.00 pm
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UNDERGRADUATE DEGREE in ECONOMICS

All Students	January 27	From 10.00 am to 5.00 pm
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INTERNATIONAL PROGRAM UNDERGRADUATE in BUSINESS ADMINISTRATION

All Students	January 28	From 10.00 am to 3.00 pm
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INTERNATIONAL PROGRAM UNDERGRADUATE in ECONOMICS AND FINANCE

All Students	January 28	From 12.00 pm to 5.00 pm
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OUR MISSION: ADVISING

The students are advised to take into consideration all [Student Enrolment Guidelines](#) as mandatory.

The CATÓLICA-LISBON website is the most updated information source for students about the upcoming semester
So, before enrolling please check in [Student Tools](#):

- Move forward with your study plan planning your semester with the courses being offered in [Course Catalogue](#)
- Prevent overlaps and see your sections timetable with [Course Schedules](#) (available January 14th onwards)
- Organize the dates of the [Midterms, Endterms and Final Exams](#) (available January 14th onwards)
- Make sure you are aware of your [Study Plan](#)
- Plan your vacations in advanced! Take a look at the [Academic Calendar](#)
- See other important features in [Academic Information](#)

The **Undergraduate Student Affairs Team** is always available to help you.

We can also help you with your Study Plan if you have any doubts about the courses you should be enrolled in.

Email Support:

undergrad.affairs.clsbe@ucp.pt

Telephone Assistance:

Monday to Friday

10:00 am - 12.30 pm

2.30 pm - 4.00pm

Lisbon Time

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