

MA Studies
Terms of registration
American Studies Center, University of Warsaw

General information

1. You can only register for ASC courses through USOSweb. In order to register, please go to <http://usosweb.uw.edu.pl>, click "Log in" at the top right of the page, and enter your login credentials (PESEL number/ID and password). After you've logged in, you will be able to choose the "For Students" section in the main menu and click on "Registrations." Only the ASC registrations (code 42190000) are relevant. If USOSweb displays a message that you don't have access to any registrations, please let us know by emailing usos.osa@uw.edu.pl. To register, please click on the shopping cart icon next to the name of the course or the group that you want to register for.
2. All registrations will be direct and held on a first-come, first-served basis.
3. In the first round of registration, please only sign up for the number of courses specified in your program of studies. If you sign up for more senior research lectures or proseminars than you should, we will have to remove you from the extracurricular course (the last in alphabetical order).
4. You will be able to register for extra courses only in the third round of registration, provided there are any unfilled places in the groups. Please note that if you fail the extra courses, you will still need to pay fees as specified in the "Tuition and fees" document.
5. If you have received a conditional approval ("warunek") and need to retake any courses from the previous year, please let us know by emailing usos.osa@uw.edu.pl **until December 13th**.
6. If there are less than 8 students in senior research lectures and research proseminars and less than 5 in language courses, **the courses**

and groups will be withdrawn from the plan after the first round of registration.

7. In rare cases, if you have an important, well-founded reason to register for a course outside USOSweb, you can file a request to the ASC Counselor for Students' Affairs. In order to do so, please:

- a. File a request in USOSweb, specifying the code of the course, the course name, and the reason why you are asking for manual registration.
- b. Obtain a written or email approval of the course instructor. If the group is filled, the instructor must explicitly state that they agree to add you to the group above the limit.
- c. Submit the approval to the Students' Office (remotely).
- d. Wait for a response to your request. If the decision is positive, you will be registered for the course manually. Please keep in mind that if there are too many students in the group, the Counselor may reject your request even if the instructor agrees that you join the group.

8. The Counselor will consider requests filed **only** until the end of the second week of classes – so, in the case of this semester, until the end of March 7th, 2020.

9. Please keep in mind that the token registration for OGUN courses will be going on concurrently. More information about this registration is available at <https://rejestracja.usos.uw.edu.pl/>.

10. On the following pages you will find specific registration instructions for each year of MA studies. Good luck!

1st year MA

Registration schedule:

1st round: December 15th, 9 p.m. (research proseminars), 9:15 p.m. (senior research lectures), and 9:30 p.m. (language class) – December 31st, 11:59 p.m.

2nd round: January 18th, 9 p.m. – January 31st, 11:59 p.m.

3rd round: February 22nd, 9 p.m. – February 28th, 11:59 p.m.

What you should register for:

- 3 research proseminars. This registration starts on December 15th at 9:00 p.m..
- 1 senior research lecture. This registration starts on December 15th at 9:15 p.m..
- 1 group in a language class. This registration starts on December 15th at 9:30 p.m..