



INSTRUCCIONES PARA REALIZAR LA MATRÍCULA INSTRUCTIONS FOR ENROLLMENT ON THE COURSES

All the information provided during this welcome session will be uploaded in our site:

<https://polisocio.ugr.es/movilidad-internacional.php>

No olvidéis que debéis **asistir a clase desde el primer día** aunque no estéis matriculados.

Don't forget you have to **assist to classes just from the first day**, even though you may not be registered yet. **If you miss the first day's class, when the professor explains the evaluation method and some other important things, ask your classmates.**

Tenéis que informaros bien de cuáles son los requerimientos de cada asignatura (programa, trabajos, examen, porcentaje de cada elemento en la nota final,...) **You have to obtain information about the requirements of each course (program, works, exams, percentage of each item in the final mark,...).**

Information about schedules, exams, syllabus (*GUIA DOCENTE*) of each course is available on the site of each Department

MATRÍCULA/ENROLLMENT

- Hemos matriculado a la mayoría de estudiantes 'incoming' pero sabemos que hay asignaturas que vas a querer cambiar. Simplemente tienes que completar la Hoja de Cambios y enviarla a la Oficina (oriccps@ugr.es) / We have enrolled most of our incoming students but you will be able to add/delete courses just by filling the Changes Form and sending it to oriccps@ugr.es (we would do our most to register you in the proposed courses, although some courses may be run out of places).
- **SOLO PUEDES HACER CAMBIOS UNA VEZ.** Así que, por favor, no nos envíes el documento hasta que estés seguro/a de las clases en las que quieres matricularte. / There will be **ONLY ONE CHANCE TO CHANGE YOUR "MATRÍCULA"**. So, please, do not send us the document till you are sure about the classes you want to be enrolled in. Os enviaremos el Resguardo de Matrícula /Then, we would send you your updated **"Resguardo de Matrícula"**.

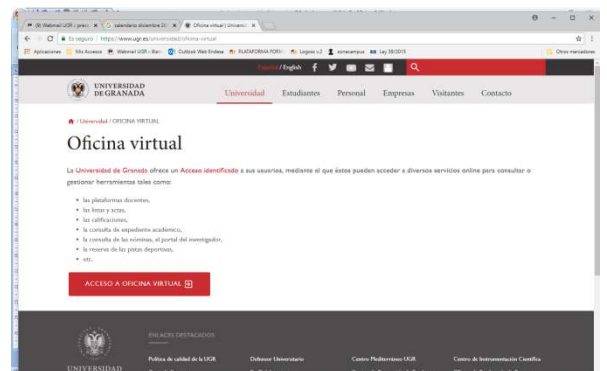
El plazo para hacer cambios en la matrícula acaba el **3 de marzo**/ Deadline for registering or making changes in "matrícula" is the **3th of March**. No obstante, cuanto antes mejor para evitar problema de plazas/ However, **the sooner the better** to avoid problems of places.

OFICINA VIRTUAL (ACCESO IDENTIFICADO):

<https://oficinavirtual.ugr.es/ai/>

With the **CLAVE** you obtain once enrolled you need to:

- Crear una cuenta de e-mail / Create an **e-mail account** (to get Wi-Fi access and be in contact with professors)
- Check your **Personal file** by clicking **"Consulta de expediente"**. Here you will see the classes you are officially enrolled and your **Transcript of Records** (at the end of your stay).
- Subir una foto / Upload your photo



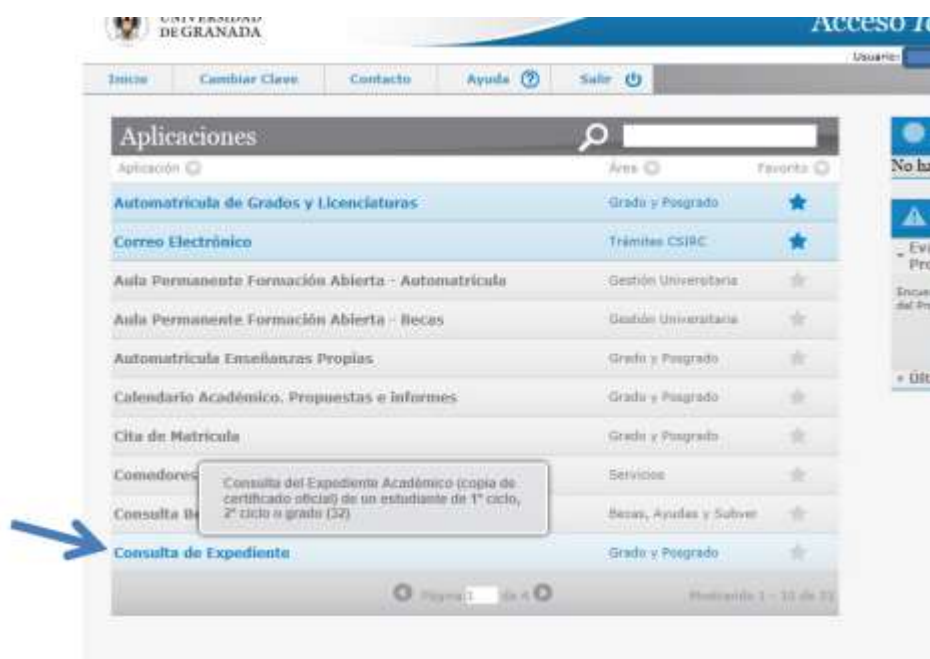
AL SELECCIONAR ASIGNATURAS/ WHEN SELECTING COURSES

- En UGR no hay un número mínimo de créditos a matricular, pero pregunta a tu coordinador en tu universidad de origen. / In UGR there is no minimum amount of credits to register for, but ask to your coordinator in your home University.
- Si eres estudiante de un semestre puedes coger como máximo 30 ETCS y sólo puedes seleccionar asignaturas del semestre que estás cursando primero / If you are an exchange student for only one semester, you are allowed to do 30 ETCS and you can only select courses of the spring semester.
- **Todas las asignaturas matriculadas aparecerán en el Certificado Académico final que se envía a cada Universidad de origen. / All the registered courses will appear in the Final Transcript of Records sent to each home university at the end of your stay.**
- El calendario de exámenes está aquí disponible/Exams are available here: [Sociología/Sociology](#); [Políticas/Politics](#); [Derecho y Políticas/Law and Politics](#).
- Una vez matriculado, consulta a través de [Oficina Virtual](#) las asignaturas matriculadas y su grupo (Consulta de Expediente)./ Once enrolled, check through [Oficina Virtual](#) the courses and groups effectively registered (Consulta de Expediente).
- La matrícula de asignaturas de otras Facultades se hará siempre que haya plazas libres / You will be able to select courses at other Faculties **always provided there are free places**.
- **Quando se haga un cambio en el Acuerdo de Estudios hay que realizar una alteración de Matrícula** y comprobar después, a través de OFICINA VIRTUAL que los cambios se han realizado / **When doing any change on the Learning Agreement you need to ask us to modify your Enrolment/registering** and then check through OFICINA VIRTUAL that the courses you are registered in are the same included in your Learning Agreement. **Filling a “changes to Learning Agreement” doesn’t mean the registering is done automatically; you need to ask us to make the changes.**



PRADO is different from CONSULTA EXPEDIENTE (Oficina Virtual)

These are two platforms which do not always show the same information. The valid courses you would be registered in are the ones shown in your EXPEDIENTE (Oficina Virtual).



FINAL STEPS/TRÁMITES FINALES: <https://polisocio.ugr.es/contenidos/descargas/movilidad-nacional-internacional/internacional/movilidad-entrante/tramites-finales.pdf>