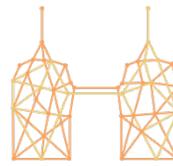




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USER MANUAL
for direct token registration
in the USOSweb system
at the University of Warsaw

Warsaw 2025

User manual for direct token registration in the USOSweb system at the University of Warsaw, Warsaw 2025

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Contents

1. General registration rules	3
1.1. Glossary	5
2. Tokens	6
3. Login	9
4. User who is not logged in - when you do not have access to the USOSweb system	11
5. User who is logged in - when you have access to the USOSweb system	18
5.1 Registration with free tokens	36
5.2 Registration with paid tokens	37

1. General registration rules

Most courses offered at the University of Warsaw are INDIVIDUALLY registered for via the USOSweb system.

You may take part in the registration process for courses offered by your unit (commonly referred to as *faculty registrations*), registrations for exams or token registrations.

This user manual describes the rules for **direct token registrations** conducted via the USOSweb system. Direct registrations are on a **“first-come, first-served” basis**, which means that your registration outcome depends on how quickly you click on the cart icon. In other words, the only way to register for selected courses is to be ahead of others who also want to join them. You can take part in token registration only if you have tokens

of the required type and in the required number. **If you are a student or doctoral student and do not have tokens, contact your home unit and make a request for token allocation.** This user manual is intended for students, doctoral students and other users of direct token registrations in the USOSweb system. Direct token registrations at the University of Warsaw include:

- general university courses, so-called *open-access* (OG tokens);
- foreign language courses (LEK, LEK2 tokens);
- foreign language certification exams (EGZ-JO tokens);
- revision language courses (KURS tokens);
- PE courses (WF tokens);
- courses providing pedagogical certifications (PED tokens);
- pedagogical certification exams (EGZ-PED tokens);
- Polish language courses at the Centre of Polish Language and Culture for Foreigners (CJiKPDC) "Polonicum" (POL tokens);
- lectures at the Centre of Polish Language and Culture for Foreigners (CJiKPDC) "Polonicum" (OGP tokens);
- foreign language refresher courses at the B2 level (KURS_prep tokens);
- other courses offered by UW faculties.

Note! The system allows you to register only for courses of the same type.

Registrations cannot include courses that are both lectures and classes at the same time.

As regards e-learning courses on the KAMPUS platform (General University E-Learning Platform), you need to register for them both in the USOSweb system as well as on the above platform: <https://kampus.uw.edu.pl/>.

Note! On the KAMPUS platform, use your CAS account (your username is your PESEL (Personal ID No) or email address), which you can also use to log in to the USOSweb system. Only people registered for a particular course in the USOSweb system and correctly logged in to the KAMPUS platform are permitted to attend the given course.

1.1. Glossary

- **registration display order** - all registrations are categorised in a certain way. USOSweb users can see three registration categories:
 1. active in the current round, sorted by the unit code followed by the registration code;
 2. with a round to be open in the future (regardless of registration status: in preparation, active or in processing) - this category includes registrations in preparation, active and in processing - all with a round that will open in the future, sorted by the earliest round start date, further by unit code, and then by registration code;
 3. with rounds already closed (regardless of registration status: in preparation, active or in processing) - this category includes registrations in preparation, active and in processing - all with rounds already closed, sorted by the earliest round start date, further by unit code, and then by registration code.

You can click on the NEWS tab → TOKEN REGISTRATIONS (view for users who are not logged in) and see a list visible for logged-in users after checking the box *Show unavailable registrations*.

- **registration round limit** - also known as **limit of registration tokens** or **limit of tokens used** - the maximum number of tokens that can be used during a given registration round.
- **student** – refers to students of all genders.
- **round** – a registration period during which students can register for courses and unregister from them. Every registration consists of at least one round.
- **dedicated round** - a registration period, during which **groups marked as dedicated** and groups without that classification participate. **Dedicated group** is a group designated only for students of **specific programmes of studies**. During a dedicated round, ONLY students of the indicated programmes of studies can **register for dedicated groups**. All students can register for groups that are not marked as dedicated to any programme of studies despite the groups being available in a dedicated round.

- **token** - a conventional form of currency for given courses offered at the University of Warsaw. Tokens are divided into **free tokens** (token = PLN 0) and **paid tokens** (token > PLN 0). Both free and paid tokens are allocated to all students **in a certain number at the very beginning of their studies. The initial pool of tokens allocated by the UW is free of charge.** If free tokens have not been allocated or have been used up, eligible users may apply to relevant student affairs sections for additional tokens. Students may apply to their home unit for an increase in the limit of free tokens of a particular type. **If paid tokens have not been allocated or have been used up, you do not need to apply for or buy them.** You shall bear in mind that when you register for a course to be paid for with paid tokens, you will have to **incur the fee** indicated during the registration.

2. Tokens

1. In order to **see and participate in registrations**, you need to be provided with tokens of the appropriate type (defined by your dean's office or administration office), including paid tokens.
2. **Note! Check your token balance at the latest on the day before the registration(s) of your choice begin(s). It is your last opportunity to ask the staff in your dean's office or administration office to add the missing tokens to your account and participate in the following day's registration(s). Don't forget about data migration!**
3. You will receive the following **initial token pool**:
 - **300 OG tokens** to be used for general university courses (so-called open access) allocated to students. This is the token pool allocated once for the entire duration of your studies (for both the first and second cycles). If you have used up your tokens but have not satisfied the requirements for general university courses (so-called open access) set out in your programme of studies, you must apply to your dean's office/administration office for additional OG tokens. If you are a doctoral student and begin studying at the University of Warsaw, you will receive 120 OG tokens;

however, if you continue studying at the UW, you will receive OG tokens only if you apply for them at your doctoral school.

- **240 LEK tokens** to be used for foreign language courses allocated to **first-cycle and long-cycle students**. Please note that if you have registered for a foreign language course for the winter term, you will be automatically registered for it for the summer term, even if you do not have any tokens left (and in that case, you will be charged, for example, PLN 1178.40). Students who do not intend to continue attending their course in the summer semester shall individually unregister from it within the relevant registration round. Further information on foreign language courses is available on jezyki.obce.uw.edu.pl and szjo.uw.edu.pl.
- **2 EGZ-JO tokens** to be used for foreign language certification exams allocated to **first-cycle and long-cycle students**.
- **30 LEK2 tokens** to be used for foreign language courses allocated to **second-cycle students**.
- **240 POL tokens** to be used for Polish language courses allocated to **foreign students**. Further information on Polish language courses is available on <https://polonicum.uw.edu.pl/>
- **180 OGP tokens** to be used for lectures in the Centre of Polish Language and Culture for Foreigners allocated to **foreign students**.
- **90 WF tokens** to be used for PE courses allocated to **first-cycle and long-cycle students**. You need them to attend PE courses during three semesters, which is a compulsory requirement. If you fail to pass your PE courses, you will lose your tokens, and consequently, you will have to purchase them later (for PLN 240, for example). Registration for PE courses is conducted online via the USOSweb system. Once the registration round closes, you cannot join any other PE course or unregister from the one you had already chosen. All changes related to registration have to be made individually by students during open token registration rounds. Further information on PE courses is available on <https://wfisport.uw.edu.pl/>

- **free WF tokens** to be used for PE courses allocated to **second-cycle or part-time students** for whom PE courses are not compulsory. Students who want to be allocated free WF tokens to register for non-compulsory courses have to apply to the Physical Education and Sports Centre.
- **PED tokens** to be used for selected courses providing pedagogical certifications if you are interested in obtaining them and have chosen to pursue a teaching specialisation in the programme of your studies. Further information on teachers' training can be found at <https://bid.uw.edu.pl/ksztalcenie-nauczycieli-3/> and on faculty websites.
4. The registration usually includes several rounds. In each registration round, you can use up a predefined **maximum number of tokens**. The limit exists to prevent registering for a course 'just in case'.
 5. If you **have not exceeded the limit of tokens used in a given round** and **you do not have a sufficient number of:**
 - **paid tokens**, you **will be allowed to register** for the courses you have chosen, but you will be charged the fee (in cash in PLN!) for them according to a predefined price per token of a specific type. It is worth knowing the price of the course you have selected (i.e. the cost of the tokens need for it) before deciding to take part in registration requiring payment;
 - **free tokens**, you **will not be allowed to register**.
 6. Registration for courses means using a certain number of tokens or cash in PLN. If you **do not unregister from the course before the deadline expires**, you **will irretrievably lose the tokens (or cash in PLN)** and **still have to make the payment for any tokens purchased** even if you do not attend the course.
 7. If you have used up the initial pool of OG tokens but have not satisfied the requirements set out in your programme of studies, you will have to apply to your student affairs section for additional tokens.
 8. If you have any concerns about OG tokens, you must seek clarification in your student affairs section.
 9. If you have any concerns about tokens OF ANY OTHER TYPE, you must seek clarification at the relevant unit that offers courses related to the given type of tokens. For instance, the Physical Education and Sports Centre deals with matters

related to WF tokens, whereas The Coordinator of the University System of Language Provision (USLP) deals with matters related to LEK, LEK2, and EGZ tokens.

10. If, **at the beginning of your studies, i.e. immediately after the first semester starts**, you have still not been allocated the initial pool of tokens, you must contact your student affairs section to rectify the problem. **This is the only situation whereby you must also contact your dean's office/student affairs section on matters related to tokens of other types than OG.**
11. For instance, if you should have been allocated a certain number of PE tokens at the beginning of the academic year but have not received them, you DO NOT need to contact the Physical Education and Sports Centre, but rather **your student affairs section.**
12. **Note! Regardless of how many field of studies you have decided to undertake at the UW, tokens are allocated to you only once.**
13. **Note! Some general university courses (so-called open access) and PE courses require additional payment other than from the one made in tokens. You can find the details in the USOSweb system: select a course group and scroll down to the fields 'brief/full description' and 'notices'.**

3. Login

From 22 April 2025, all token registrations are made available exclusively in the USOSweb system <https://usosweb.uw.edu.pl/>.

The former USOS UL system <https://rejestracja.usos.uw.edu.pl/> has been deactivated.

To participate in token registrations, you must:

1. Go to the following website: <https://usosweb.uw.edu.pl/>.
2. Log in to the USOSweb system using your CAS account (your username is your PESEL (Personal ID No) or email address; when you log in to the system for the first time, you must set your password by clicking on 'forgotten password').

3. Click on the tab STUDENT'S SECTION → find 'Registration' (on the list on the left side of your screen) → click on 'Token registration' (Fig. 1).

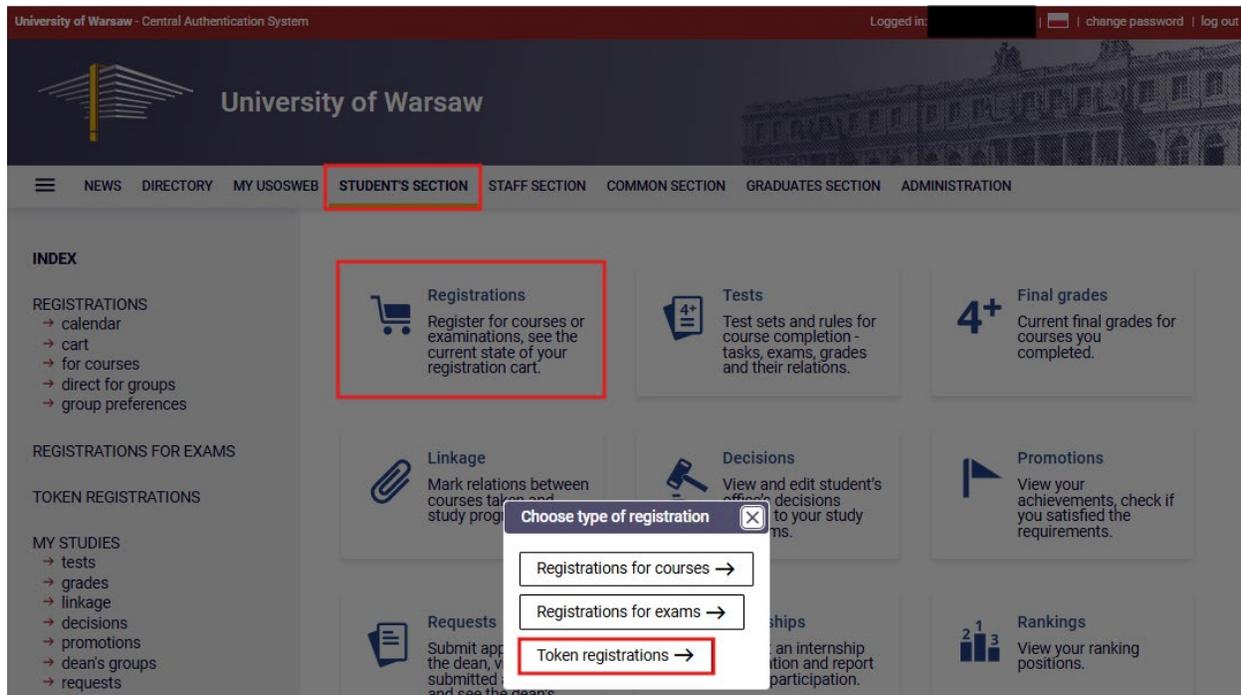


Fig. 1. USOSweb → STUDENT'S SECTION → Registration → Token registration.

4. User who is not logged in - when you do not have access to the USOSweb system

If you are not logged in to the USOSweb system, you will find all information on token registrations in the NEWS tab by selecting one of the subpages on token registrations in the left-side menu (Fig. 2):

- token registrations - notices or
- token registrations - calendar or
- token registrations - registration rules.

The screenshot shows the USOSweb system interface. At the top, it says "University of Warsaw - Central Authentication System" and "You are not logged in | log in". The main header features the University of Warsaw logo and name. Below the header is a navigation bar with tabs: NEWS, DIRECTORY, MY USOSWEB, STUDENT, STAFF SECTION, COMMON SECTION, and GRADUATES SECTION. The NEWS tab is selected and highlighted with a red box. On the left side, there is a sidebar menu with a "DOCUMENTS" section, also highlighted with a red box. This section contains links: "main page", "token registrations - notices", "token registrations - schedule of registration", "token registrations - registration rules", and "help and contact". Below the sidebar, there are links for "REGISTRATION CALENDAR", "TOKEN REGISTRATIONS", "ACCESSIBILITY STATEMENT", and "CONTACT". At the bottom left, there is a European Union logo. The main content area displays "Welcome to the USOSweb system" and "The Central Server is administered by the Department for Computer Applications (DAK)". It also features a "NOTICE! (15.09.2023 r.) Applications for scholarships and allowance aid for students in the academic year 2023/2024" and a "Deadline for submitting applications for the rector's scholarship for the 2023/2024 academic year".

Fig. 2. USOSweb → NEWS → DOCUMENTS → token registrations - notices, token registrations - calendar, token registrations - registration rules.

Even if you are not logged in to the USOS system, you can browse **token registration offers** in the USOS system. To browse token registration offers, you must:

1. click on the **NEWS** tab, then locate the left-side menu and click on **TOKEN REGISTRATIONS** (Fig. 3),

University of Warsaw - Central Authentication System You are not logged in | | log in

University of Warsaw

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION GRADUATES SECTION

DOCUMENTS
→ **main page**
→ token registrations - notices
→ token registrations - schedule of registration
→ token registrations - registration rules
→ help and contact

REGISTRATION CALENDAR

TOKEN REGISTRATIONS

ACCESSIBILITY STATEMENT

CONTACT

European Union

last data migration: ~13 hours ago last modification of this document: ~3 hours ago

Welcome to the USOSweb system

The Central Server is administered by the Department for Computer Applications (DAK)

NOTICE! (15.09.2023 r.) Applications for scholarships and allowance aid for students in the academic year 2023/2024

Applications for the scholarships in academic year 2023/2024 in the form of an electronic document by USOSweb – the application submitted in this form is authenticated in a way that ensures the possibility of confirming the origin and integrity of the data in electronic form.

Deadline for submitting applications for the rector's scholarship for the 2023/2024 academic year

Students may submit applications for the Rector's scholarship in the form of an electronic document by the USOSweb to **October 16, 2023**. In particularly justified cases - e.g. in the event of technical errors preventing the submission of an

Fig. 3. USOSweb → NEWS → TOKEN REGISTRATIONS.

2. First, you will see registrations **Active in the current round**. Registration display order is described in Chapter 1.1. - Glossary (Fig. 4).

University of Warsaw - Central Authentication System You are not logged in |  | log in

 **University of Warsaw**

[NEWS](#)
[DIRECTORY](#)
[MY USOSWEB](#)
[STUDENT](#)
[STAFF SECTION](#)
[COMMON SECTION](#)
[GRADUATES SECTION](#)

DOCUMENTS

REGISTRATION CALENDAR

TOKEN REGISTRATIONS

ACCESSIBILITY STATEMENT

CONTACT

Token registrations

Active with the current round

[00000000] University of Warsaw

OGUN-2024-2024Z
 General university subjects (so-called open access) in the academic year 2024/2025
 [0000-2024-OG-UN]

No.	Name	Start	End	Limit of tokens	Attributes
1	I round (dedicated and open groups)	6/3/24, 9:00 PM	6/30/24, 11:59 PM	120 × OG	▲
2	II round	9/9/24, 9:00 PM	3/2/25, 11:59 PM	300 × OG	
3	3rd round	3/4/25, 3:15 PM	3/4/25, 11:00 PM	120 × OG	
4	(in Polish) IV tura	3/5/25, 10:20 AM	3/5/25, 12:00 PM	300 × OG	
5	(in Polish) V tura	3/5/25, 12:10 PM	3/28/25, 12:00 PM	300 × OG	

→ Follow this link to register

Fig. 4. USOSweb → NEWS → TOKEN REGISTRATIONS → a list of token registrations will be displayed.

In the next step, the user who is not logged in can browse the **courses** available in the **selected token registration** tab:

1. by selecting and clicking on the **registration** tab, e.g. *0000-2024-OG-UN General University Courses (so-called open access) in the academic year 2024/2025* (Fig. 4),
2. the **groups** into which the courses of the registration round have been divided will then be displayed (Fig. 5),
3. then select and “click” on the **course group** you are interested in, e.g. *0000-HUM-OG General University Courses in the Humanities* (Fig. 5)

University of Warsaw - Central Authentication System You are not logged in |  | log in



University of Warsaw

[NEWS](#)
[DIRECTORY](#)
[MY USOSWEB](#)
[STUDENT](#)
[STAFF SECTION](#)
[COMMON SECTION](#)
[GRADUATES SECTION](#)

DOCUMENTS

REGISTRATION CALENDAR

TOKEN REGISTRATIONS

ACCESSIBILITY STATEMENT

CONTACT

Token registrations

[0000-2024-OG-UN] General university subjects (so-called open access) in the academic year 2024/2025

 Courses you can register for are divided into groups to make browsing them easier. The following list consists of groups of courses containing at least one course from selected registration. Choose the group to display the list of courses assigned to it.

[go back](#)

No.	Group code	Name of course group
1	0000-FOREIGN-LEK	Foreign language courses in English / in Russian
2	0000-FOREIGN-OG	Courses in foreign languages
3	0000-HUM-OG	General university courses in the humanities
4	0000-KINT	On-line general university courses
5	0000-OG	General university courses
6	0000-OJD-4EU+	(in Polish) Przedmioty 4EU+ (z oferty jednostek dydaktycznych)
7	0000-PRZEDS-OG	Entrepreneurship
8	0000-SCISLE-OG	General university subjects
9	0000-SPOL-OG	General university courses in the social sciences
10	1000-OG	General university courses at Faculty of Mathematics, Informatics, and Mechanics
11	1100-NIN_W	(in Polish) Nanoinżynieria; przedmioty do wyboru
12	1100-OG	General university courses at Faculty of Physics
13	1200-OG	General university courses at Faculty of Chemistry
14	1300-OG	General university courses at Faculty of Geology
15	1400-BIOL-OG	General university courses at Faculty of Biology
16	1900-OG	General university courses at Faculty of Geography and Regional Studies
17	2100-OG	General university courses in Faculty of Political Science and International Studies

Fig. 5. USOSweb → NEWS → TOKEN REGISTRATIONS → e.g. 0000-2024-OG-UN General University Courses (so-called open access) in the academic year 2024/2025 → a list of course groups will be displayed.

3. the **courses** from a given group and registration will be displayed (Fig. 6).

University of Warsaw - Central Authentication System You are not logged in |  | log in



University of Warsaw

[NEWS](#)
[DIRECTORY](#)
[MY USOSWEB](#)
[STUDENT](#)
[STAFF SECTION](#)
[COMMON SECTION](#)
[GRADUATES SECTION](#)

DOCUMENTS

REGISTRATION CALENDAR

TOKEN REGISTRATIONS

ACCESSIBILITY STATEMENT

CONTACT

Token registrations

General university subjects (so-called open access) in the academic year 2024/2025 [0000-2024-OG-UN]

General university courses in the humanities [0000-HUM-OG]

go back

search phrase: advanced search

No.	Course code	Term	Course name
1	1000-00CWM-OG	Academic year 2024/25	Choir of the Department of Mathematics
2	1000-00FN1-OG	Winter semester 2024/25	Philosophy of Sciences and Mathematics up to the 19th century
3	1100-CWF-OG	Academic year 2024/25	Choir of the Department of Physics
4	1200-CWCH1-OG	Winter semester 2024/25	Choir of the Faculty of Chemistry I
5	1400-111CWBr-OG	Academic year 2024/25	Faculty of Biology Choir, full year course
6	1900-1FESW-OG	Winter semester 2024/25	Transformations in Middle and Eastern Europe after the 2nd World War
7	1900-1FH01-OG	Winter semester 2024/25	History of Geographical Discoveries I
8	1900-GHW-OG	Winter semester 2024/25	Historical geography - contemporary research problems
9	1900-HMW-OG	Winter semester 2024/25	The history of the city on the old plans of Warsaw

Fig. 6. USOSweb → NEWS → TOKEN REGISTRATIONS → registration, e.g. 0000-2024-OG-UN General University Courses (so-called open access) in the academic year 2024/2025 → a course group, e.g. 0000-HUM-OG General University Courses in the Humanities → a list of courses will be displayed.

The user who is not logged in **can filter courses** by using a search phrase option or an advanced search which filters the courses by description or the day of the week on which they are held (Fig. 7).

University of Warsaw - Central Authentication System You are not logged in | | log in

University of Warsaw

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION GRADUATES SECTION

DOCUMENTS
REGISTRATION CALENDAR
TOKEN REGISTRATIONS
ACCESSIBILITY STATEMENT
CONTACT

Token registrations

General university subjects (so-called open access) in the academic year 2024/2025 [0000-2024-OG-UN]

General university courses in the humanities [0000-HUM-OG]

[go back](#)

search phrase: advanced search

- by description
- by day of the week

No.	Course code	Term	Course name
1	1000-00CWM-OG	Academic year 2024/25	Choir of the Department of Mathematics

Fig. 7. USOSweb → NEWS → TOKEN REGISTRATIONS → registration, e.g. 0000-2024-OG-UN General University Courses (so-called open access) in the academic year 2024/2025 → a course group, e.g. 0000-HUM-OG General University Courses in the Humanities → available course filtering options

If you want to know **more details about the course**, including the name of the lecturer, the location and the time of a given course:

1. select and “click” on a course you are interested in, e.g. *History of Geographical Discoveries I* (Fig. 6),
2. then you will see basic data about the course: name of the lecturer, location and time of the course and the admissions limit (Fig. 8),
3. for more detailed information about the course, select **details** (Fig. 8),
4. the course details will be displayed, including the number of ECTS credits, the number of tokens the system will deduct after registering for the course, or redirection to the course homepage, where the course syllabus is available (Fig. 9).

University of Warsaw - Central Authentication System You are not logged in | [log in](#)



University of Warsaw

NEWS | DIRECTORY | MY USOSWEB | STUDENT | STAFF SECTION | COMMON SECTION | GRADUATES SECTION

DOCUMENTS
REGISTRATION CALENDAR
TOKEN REGISTRATIONS
ACCESSIBILITY STATEMENT
CONTACT

Token registrations

[1900-1FH01-OG] History of Geographical Discoveries I (2024Z)

[WYK] Lecture

[go back](#)

Number	Lecturers	Location	Time	Admissions limit	
1	dr Maria Korotaj-Kokoszcyńska	Pałac Czetwertyńskich-Uruskich	Thursday 08:00 - 09:30	89 / 90	details

[go back](#)

Fig. 8. USOSweb → NEWS → TOKEN REGISTRATIONS → registration, e.g. 0000-2024-OG-UN General University Courses (so-called open access) in the academic year 2024/2025 → a course group, e.g. 0000-HUM-OG General University Courses in the Humanities → a course, e.g. 1900-1FH01-OG History of Geographical Discoveries → details.

NEWS | DIRECTORY | MY USOSWEB | STUDENT | STAFF SECTION | COMMON SECTION | GRADUATES SECTION

DOCUMENTS
REGISTRATION CALENDAR
TOKEN REGISTRATIONS
ACCESSIBILITY STATEMENT
CONTACT

Token registrations

[1900-1FH01-OG] History of Geographical Discoveries I (2024Z)

[WYK] Lecture group 1

[go back](#)

Course code	1900-1FH01-OG
Course name	History of Geographical Discoveries I
Language of instruction	Polish
Term	Winter semester 2024/25
Type of course	Lecture
Number of hours	30
ECTS credits	2
Instructor	dr Maria Korotaj-Kokoszcyńska
Location	Czetwertyński-Uruski Palace, Warszawa, Krakowskie Przedmieście 30, sala 102 Show on the map - in a new tab
Time	Thursday 08:00 - 09:30
Price	30 x OG
Admission places (registered/limit)	89 / 90
Current turn	(in Polish) V tura, od Wed Mar 05 2025 12:10:00 GMT+0100 (czas środkowoeuropejski standardowy), do: Fri Mar 28 2025 12:00:00 GMT+0100 (czas środkowoeuropejski standardowy), limit wydanych żetonów: 300 x OG
Course homepage in USOSweb (open in a new tab)	https://usosweb.testdak.uw.edu.pl/kontroler.php?_action=katalog2/przedmioty/pokazPrzedmiot&prz_kod=1900-1FH01-OG
Assessment	Grading

Fig. 9. USOSweb → NEWS → TOKEN REGISTRATIONS → registration, e.g. 0000-2024-OG-UN General University Courses (so-called open access) in the academic year 2024/2025 → a course group, e.g. 0000-HUM-OG General University Courses in the Humanities → a course, e.g. 1900-1FH01-OG History of Geographical Discoveries → course details and redirection to the course syllabus.

5. User who is logged in - when you have access to the USOSweb system

If you want to log in to the USOSweb system, you must follow the steps described in Chapter 3. *Login*.

After logging in to the USOSweb, select the STUDENT'S SECTION module. For token registrations:

1. select **Registrations** and then **Token Registrations** (Fig. 10) or
2. select **TOKEN REGISTRATIONS** in the left-side menu.

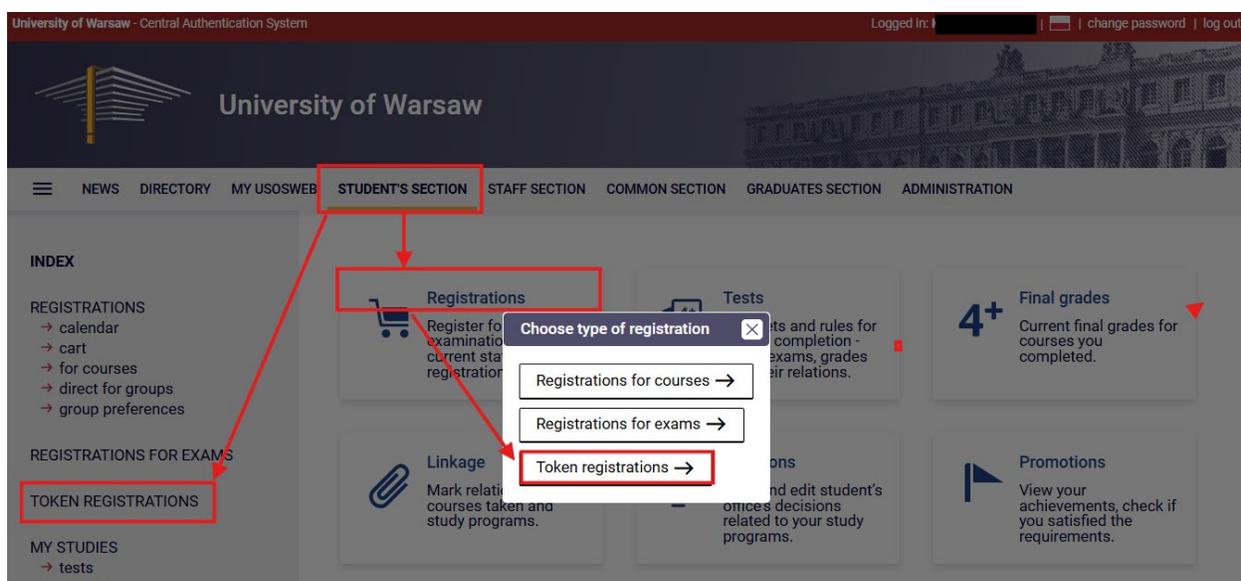


Fig. 10. USOSweb → STUDENT'S SECTION - the access paths of the logged-in user to token registrations.

Both paths take the user to the same **TOKEN REGISTRATIONS** area called *registrations* (Fig. 11), which displays the list of registrations available for the logged-in user. There are also two other subpages of the token registrations shown in the left-side menu:

- **cart** - which displays information about the status of your tokens and the courses for which you have registered,

- **news** - where current information on token registrations is posted (Fig. 11).

The list of all registrations displayed on the **registrations** subpage is divided into three categories:

- Active in the current round - a list of all active registrations with the current registration round (Fig. 11);
- With a round to be open in the future - a list of registrations with a round that will open in the future; in this case, the registration status (whether the registration is active or under development) can be safely ignored (Fig. 12);
- With rounds already closed - a list of registrations with completed rounds; in this case, the registration status (whether the registration is active or under development) can be safely ignored (Fig. 13).

Within each category, registrations are further sorted by the code of the unit related to a specific registration and then by the registration code.

University of Warsaw - Central Authentication System

Logged in: K [redacted] | change password | log out

University of Warsaw

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS

- **registrations**
- cart
- news

MY STUDIES

- tests
- grades
- linkage
- decisions
- promotions
- dean's groups
- requests
- internships

Token registrations

Show inaccessible registrations ⓘ

Filter by code, name

Active with the current round ⓘ

00000000 University of Warsaw

OGUN-2024-2024Z active registration
March 5, 2025 - March 28, 2025

General university subjects (so-called open access) in the academic year 2024/2025 [0000-2024-OG-UN]

✓	I round (dedicated and open groups)	closed June 3, 2024 9:00 PM - June 30, 2024 11:59 PM	120 × OG	B ⓘ ⌵ ▲
✓	II round	closed September 9, 2024 9:00 PM - March 2, 2025 11:59 PM	300 × OG	B ⓘ ⌵ ▲
✓	3rd round	closed March 4, 2025 3:15 PM - March 4, 2025 11:00 PM	120 × OG	B ⓘ ⌵ ▲
✓	IV tura	closed March 5, 2025 10:20 AM - March 5, 2025 12:00 PM	300 × OG	B ⓘ ⌵ ▲
→	V tura	in progress March 5, 2025 12:10 PM - March 28, 2025 12:00 PM	300 × OG	B ⓘ ⌵ ▲

Go to registration →

Fig. 11. Side menu and registrations *Active in the current round*.

With a round in the future ⓘ

00000000 University of Warsaw

PEDAGOG-2024Z registration in processing

Subjects giving pedagogical certifications in the winter semester 2024/2025 [0000-2024Z-PEDAGOG]

✓	1st round of registration for subjects giving pedagogical qualifications (to dedicated groups)	closed June 10, 2024 9:00 PM - June 30, 2024 11:59 PM	270 × PED	
✓	2nd round of registration for subjects giving pedagogical qualifications (to dedicated groups)	closed September 5, 2024 9:00 PM - September 30, 2024 11:59 PM	270 × PED	
→	3rd round of registration for subjects giving pedagogical qualifications	in progress October 1, 2024 9:00 PM - April 30, 2025 11:59 PM	270 × PED	

[Go to registration →](#)

OGUN-2024L a break in an active registration

General university subjects (so-called open access) in the summer semester 2024/25 [0000-2024L-OG-UN]

✓	1st round (dedicated and open groups)	closed December 2, 2024 9:00 PM - December 30, 2024 11:59 PM	120 × OG	
✓	2nd round	closed January 20, 2025 8:00 AM - March 3, 2025 11:59 PM	120 × OG	
□	3rd round	will start in 4 hours March 4, 2025 12:00 PM - March 22, 2025 11:59 PM	120 × OG	

[Go to registration →](#)

Fig. 12. Registration *With a round to be open in the future.*

With rounds in the past ⓘ

00000000 University of Warsaw

EGZ-2023 closed registration

Examinations in a given foreign language during the 2023/24 academic year (autumn semester) [0000-2023-EGZAMINY]

✓	Registration	closed July 21, 2024 9:00 PM - August 20, 2024 11:59 PM	1 × EGZ-JO	
---	--------------	--	------------	--

[Go to registration →](#)

Fig. 13. Registration *With rounds already closed.*

Registration Code	Name	Status	Dates	Token Limit	Icons
OGUN-2024-2024Z	General university subjects (so-called open access) in the academic year 2024/2025 [0000-2024-OG-UN]	closed	June 3, 2024 9:00 PM - June 30, 2024 11:59 PM	120 ×	B, Refresh, Link, Up Arrow
	I round (dedicated and open groups)				
	II round	in progress	September 9, 2024 9:00 PM - March 22, 2025 11:59 PM	300 × OG	B, Refresh, Link, Up Arrow

active registration
September 9, 2024 - March 22, 2025

limit of spent tokens

Go to registration →

Fig. 14. Description of a sample token registration.

Each token registration has its own unique code (e.g. 0000-2024-OG-UN) and name (e.g. General University Courses (so-called open access) in the academic year 2024/2025). In addition, it contains information on the limit of used tokens (Fig. 14) and has icons that represent various settings, functions and parameters. If you move a mouse over an icon, it shows you its function (Fig. 15-17).

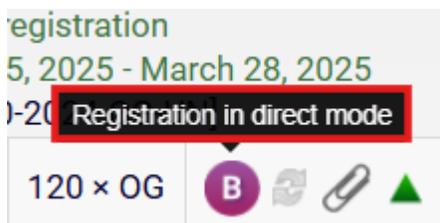


Fig. 15. Direct-mode registration icon.

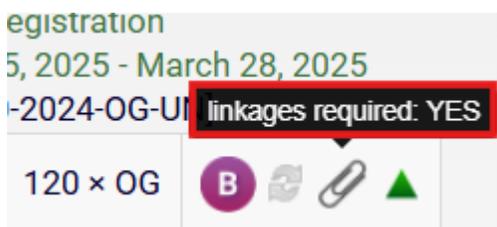


Fig. 16. An icon of the required linkage of the course to the programme.

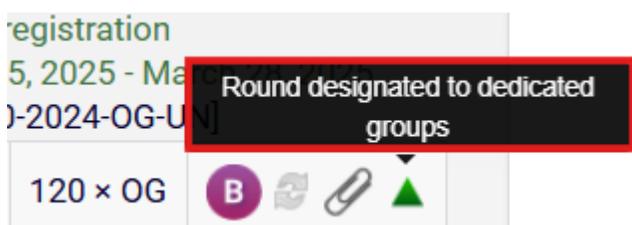


Fig. 17. An icon informing about a round designated to dedicated groups.

Clicking on the **Go to Registration** link (or registration code) (Fig. 14) will take you to a page with a list of **courses** available for this registration (Fig. 19).

Note! If you undertake more than one programme of studies, the first time you register during a given login session, the system will ask you to select a default programme to which your courses will be linked (Fig. 18). The courses you register for in this registration will then be linked to this programme.

If you undertake one programme of studies, courses will always be linked to this programme.

You can change the programme to which courses will be linked **in the active registration with the current round** using the **Linkages Required** button (Fig. 22). You can also change a particular programme for a specific course to be linked by going to **My Registrations**, selecting a course and clicking on the **Paper clip icon** (Fig. 20).

×

Select a default program your courses will be linked to

i

During some registrations, students selecting courses are obliged to determine to which of their study programs these courses should be linked. If you are an active student of a single study program, these links are made by default to this program. If you are studying at more than one program, you must always choose one of them. The need to make this decision can reduce your chance to successfully complete the registration during **Direct registration for groups**, where the order of applications matters. To avoid this, you can select the default study program prior to the opening of registration

Administration, full-time, first cycle studies - B.A. [S1-PRK-AD]

Pedagogika nauczycielska, stacjonarne, drugiego stopnia [S2-PRK-PEN]

Education [S1-PED]

CANCEL

CONTINUE

Fig. 18. Selection a default programme to which your courses will be linked in a given registration during one login session.

University of Warsaw - Central Authentication System

Logged in: [redacted] | change password | log out

University of Warsaw

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS

- registrations
- **0000-2024-og-un**
- cart
- news

MY STUDIES

- tests
- grades
- linkage
- decisions
- promotions
- dean's groups

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

last modification of news: 9 minutes ago

active registration
March 5, 2025 - March 28, 2025

1 My registrations (5) My tokens (30 × OG) Linkages required ⓘ

2 filter: ⓘ expand descriptions show groups hide not pinned courses more filters

Number of displayed courses: 536 of 802. Use filters to easily find groups. Sorting courses by course code/name course

3

<input type="checkbox"/>	[0000-KRPDUW-OG] Path to Equality Course	Winter semester 2024/25
<input type="checkbox"/>	[0000-MMP-OG] Mobbing at work - prevention, recognition and responses	Winter semester 2024/25
<input type="checkbox"/>	[0000-PMSnU-OG] The prevention of sexual harassment at the university	Winter semester 2024/25
<input type="checkbox"/>	[0000-VARSAW-OG] Varsavianistics	Winter semester 2024/25

Fig. 19. Page view after entering a particular registration.

In each registration, you can access (box 1, fig. 19):

- **My Registrations** - courses for which you have registered in this registration round are displayed here (Fig. 20);
- **My Tokens** - information about the tokens you use in this registration round is displayed here (Fig. 21);
- **Linkages Required** (a paper clip icon) - the current selected programme of studies to which your courses will be linked is displayed here; you can also change the default programme for the whole registration round here (Fig. 22).

University of Warsaw - Central Authentication System Logged in: [redacted] | change password | log out

University of Warsaw

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS
 → calendar
 → cart
 → for courses
 → direct for groups
 → group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS
 → registrations
 • 0000-2024-og-un
 → cart
 → news

MY STUDIES
 → tests
 → grades
 → linkage
 → decisions
 → promotions
 → dean's groups
 → requests
 → internships
 → rankings
 → benefits
 → student mobility
 → surveys

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

last modification of news: 38 minutes ago

active registration
 March 5, 2025 - March 28, 2025

1 My registrations (4) My tokens (60 × OG) Linkages required ⓘ

Registered to course **Path to Equality Course** [0000-KRPDUW-OG] to group no. 2 ⓘ

Registered to course **The prevention of sexual harassment at the university** [0000-PMSnU-OG] to group no. 1 ⓘ

Registered to course **Universe of elementary particles** [1100-WCE-OG] to group no. 1 ⓘ

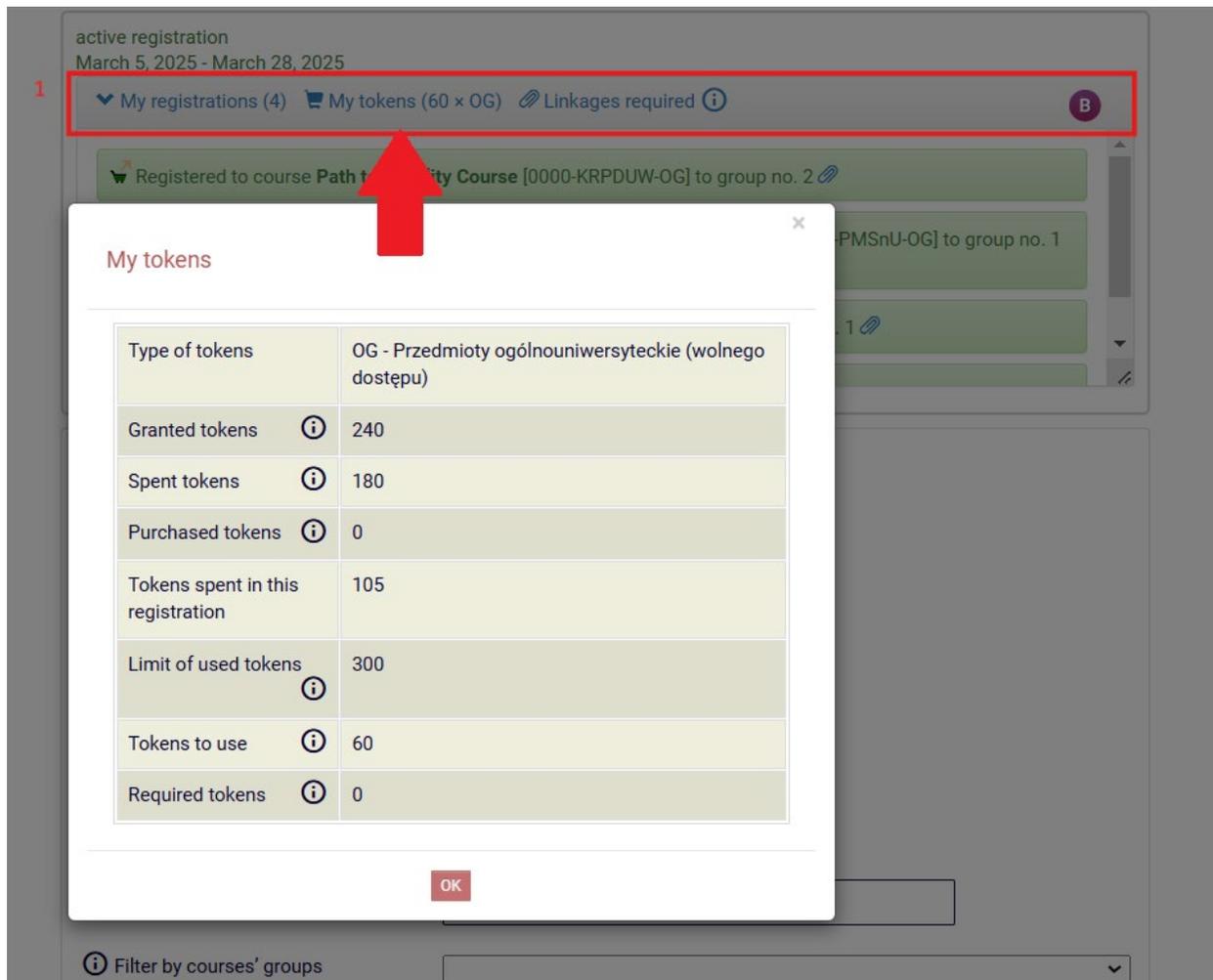
ⓘ Show only courses with vacancies

ⓘ Hide courses I can not register to

ⓘ Show only those courses and groups that have groups dedicated to me

ⓘ Filter by day of the week

Fig. 20. When you enter My Registrations, the courses you have registered for in this registration round will be available. By clicking on the Paper clip next to the course, you can change the programme of studies to which your course will be linked.



active registration
March 5, 2025 - March 28, 2025

1

My registrations (4) My tokens (60 x OG) Linkages required ⓘ

Registered to course Path t... City Course [0000-KRPDUW-OG] to group no. 2

My tokens

Type of tokens	OG - Przedmioty ogólnouniwersyteckie (wolnego dostępu)
Granted tokens ⓘ	240
Spent tokens ⓘ	180
Purchased tokens ⓘ	0
Tokens spent in this registration	105
Limit of used tokens ⓘ	300
Tokens to use ⓘ	60
Required tokens ⓘ	0

OK

Filter by courses' groups

Fig. 21. When you enter **My Tokens**, the tokens you use in this registration round will be displayed.

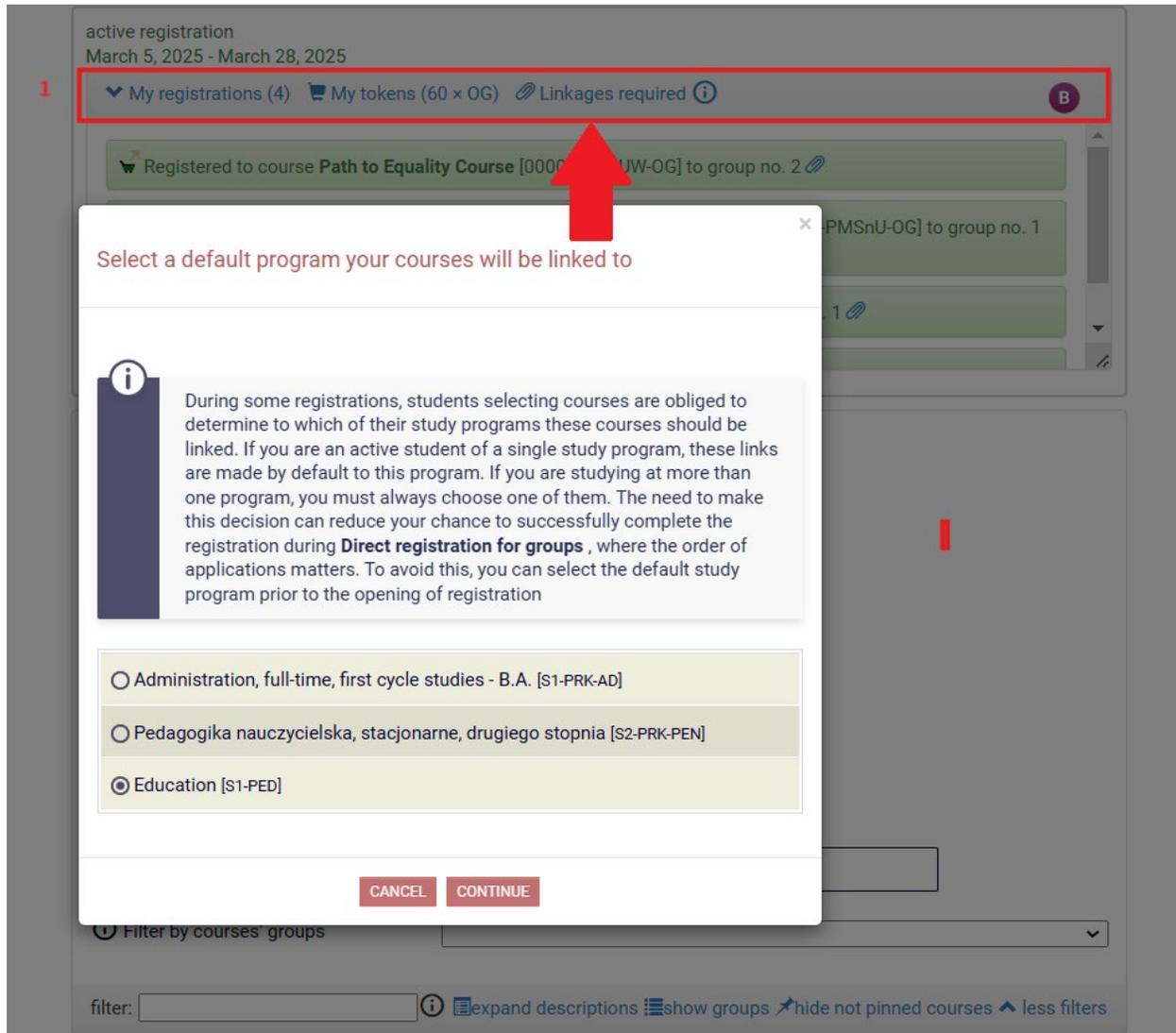


Fig. 22. When you enter **Linkages Required**, a current programme will be displayed and you can change the programme here.

In each registration round, you have access to a set of filters and options for sorting courses (buttons in box 2., fig. 19). If you click on the **more filters** option (Fig. 23), you will see the entire set of available filters (Fig. 24). The first two filters are set by default: **show only courses with vacancies** and **hide courses I cannot register for**. A description is available to the left of each filter ⓘ under the icon. You can use several filters at the same time to limit the search results.

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 **University of Warsaw**

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS
 → calendar
 → cart
 → for courses
 → direct for groups
 → group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS
 → registrations
 • **0000-2024-og-un**
 → cart
 → news

MY STUDIES
 → tests
 → grades
 → linkage
 → decisions
 → promotions
 → dean's groups
 → requests
 → internships
 → rankings

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN last modification of news: 1 hour 3 min ago

active registration
 March 5, 2025 - March 28, 2025

▼ My registrations (4) 🛒 My tokens (60 × OG) 🔗 Linkages required ⓘ

2. filter: ⓘ expand descriptions 📄 show groups 🗑️ hide not pinned courses ▼ more filters

Number of displayed courses: 537 of 802. Use filters to easily find groups. Sorting courses by course code/name course

<input type="checkbox"/> [0000-KRPDUW-D-OG] Path to Equality Course	Winter semester 2024/25
<input type="checkbox"/> [0000-KRPDUW-OG] Path to Equality Course	Winter semester 2024/25
<input type="checkbox"/> [0000-MMP-OG] Mobbing at work - prevention, recognition and responses	Winter semester 2024/25
<input type="checkbox"/> [0000-PMSnU-OG] The prevention of sexual harassment at the university	Winter semester 2024/25
<input type="checkbox"/> [0000-VARSAW-OG] Varsavianistics	Winter semester 2024/25

Fig. 23. Option to display all available filters.

Show only courses with vacancies
 Hide courses I can not register to
 Show only those courses and groups that have groups dedicated to me
 Filter by day of the week
 --:-- --:-- Filter by classes time
 - Filter by ECTS points
 - Filter by number of hours
 Search by name Filter by lecturers
 Filter by courses' groups

filter: [expand descriptions](#) [show groups](#) [hide not pinned courses](#) [less filters](#)

Fig. 24. Page view of all filters available in a token registration round.

If you click the **show groups** button (Fig. 25), you will see the courses with additional information about the course groups (Fig. 26). For each course, you will see:

- **a number of requests/limit of places** - information on the number of places already reserved and the maximum number of places in the group;
- **details** - additional information related to the course, e.g. a summary/full description of the course, type (lecture, classes or other), dedications to particular programmes of studies;
- **a cart icon** - you can use it to register for or unregister from a course;
- **a number of tokens** - shows how many tokens of a particular type you will use if you register for this course.

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS
 → calendar
 → cart
 → for courses
 → direct for groups
 → group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS
 → registrations
 • **0000-2024-og-un**
 → cart
 → news

MY STUDIES
 → tests
 → grades
 → linkage
 → decisions
 → promotions
 → dean's groups
 → requests
 → internships
 → rankings
 → benefits
 → student mobility
 → surveys
 → payments fk
 → diplomas
 → mlegitymacja

MEETINGS

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

last modification of news: 1 hour 3 min ago

active registration
 March 5, 2025 - March 28, 2025

My registrations (4) My tokens (60 × OG) Linkages required ⓘ

Show only courses with vacancies
 Hide courses I can not register to
 Show only those courses and groups that have groups dedicated to me
 Filter by day of the week
 Filter by classes time
 Filter by ECTS points
 Filter by number of hours
 Filter by lecturers
 Search by name
 Filter by courses' groups

3. filter: ⓘ expand descriptions show groups hide not pinned courses less filters

Number of displayed courses: 537 of 802. Use filters to easily find groups. Sorting courses by course code/name course

[0000-KRPDUW-D-OG] Path to Equality Course Winter semester 2024/25

Fig. 25. Option to display course group descriptions.

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS
 → calendar
 → cart
 → for courses
 → direct for groups
 → group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS
 → registrations
 • **0000-2024-og-un**
 → cart
 → news

MY STUDIES
 → tests
 → grades
 → linkage
 → decisions
 → promotions
 → dean's groups
 → requests
 → internships
 → rankings
 → benefits
 → student mobility
 → surveys
 → payments fk
 → diplomas
 → mlegitymacja

MEETINGS

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

last modification of news: 1 hour 3 min ago

active registration
 March 5, 2025 - March 28, 2025

My registrations (4) My tokens (60 x OG) Linkages required ⓘ

filter: ⓘ expand descriptions hide groups hide not pinned courses more filters

Number of displayed courses: **537** of 802. Use filters to easily find groups. Sorting courses by course code/name course

<input type="checkbox"/>	[0000-KRPDUW-D-OG] Path to Equality Course	Winter semester 2024/25
	Course available in registration from September 12, 2024 9:00 PM	
2	9 / 10	Kurs dostępny w języku angielskim – grupa 2/Course available in English – group 2/Kampus platform
		details 30 x OG
<input type="checkbox"/>	[0000-KRPDUW-OG] Path to Equality Course	Winter semester 2024/25
	Course available in registration from September 12, 2024 9:00 PM	
	WAR - Workshops	
1	1595 / 1600	kurs dostępny w języku polskim/platforma Kampus
		details 30 x OG
<input type="checkbox"/>	[0000-MMP-OG] Mobbing at work - prevention, recognition and responses	Winter semester 2024/25
	Course available in registration from September 12, 2024 9:00 PM	
	WAR - Workshops	

Fig. 26. Page view of courses with additional course group descriptions and a cart for registration.

In addition, you can use the **pin** option (Fig. 27) and mark the selected courses in the displayed list. By pinning courses and then selecting **hide unpinning courses** (Fig. 28), you will restrict the view only to the courses you have selected.

University of Warsaw - Central Authentication System Logged in: Katarzyna Buczek | [change password](#) | [log out](#)



University of Warsaw



NEWS
DIRECTORY
MY USOSWEB
STUDENT'S SECTION
STAFF SECTION
COMMON SECTION
GRADUATES SECTION
ADMINISTRATION

INDEX

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS

- registrations
- **0000-2024-og-un**
- cart
- news

MY STUDIES

- tests
- grades
- linkage
- decisions
- promotions
- dean's groups
- requests
- internships
- rankings
- benefits
- student mobility
- surveys
- payments fk

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

last modification of news: 1 hour 3 min ago

active registration

March 5, 2025 - March 28, 2025

▼ My registrations (4)
🛒 My tokens (60 × OG)
🔗 Linkages required ⓘ
B

filter: ⓘ [expand descriptions](#) [hide groups](#) [hide not pinned courses](#) [more filters](#)

Number of displayed courses: 537 of 802. Use filters to easily find groups. Sorting courses by course code/name course

[0000-KRPDUW-D-OG] Path to Equality Course
Winter semester 2024/25

Course available in registration from September 12, 2024 9:00 PM

WAR - Workshops

2	9 / 10	Kurs dostępny w języku angielskim – grupa 2/Course available in English – group 2/Kampus platform	details	📄 30 × OG
---	--------	---	---------	-----------

[0000-KRPDUW-OG] Path to Equality Course
Winter semester 2024/25

Course available in registration from September 12, 2024 9:00 PM

WAR - Workshops

1	1595 / 1600	kurs dostępny w języku polskim/platforma Kampus	details	📄 30 × OG
---	-------------	---	---------	-----------

Fig. 27. Option to pin selected courses.

University of Warsaw - Central Authentication System Logged in: [redacted] | change password | log out

University of Warsaw

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

REGISTRATIONS
 → calendar
 → cart
 → for courses
 → direct for groups
 → group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS
 → registrations
 • 0000-2024-og-un
 → cart
 → news

MY STUDIES
 → tests
 → grades
 → linkage
 → decisions
 → promotions
 → dean's groups
 → requests
 → internships
 → rankings
 → benefits
 → student mobility
 → surveys
 → payments fk
 → diplomas
 → mlegitymacja

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

last modification of news: ~5 hours ago

active registration
 March 5, 2025 - March 28, 2025

▼ My registrations (5) 🛒 My tokens (0 x OG) 🔗 Linkages required ⓘ

2. filter: ⓘ expand descriptions 📄 hide groups 🚫 hide not pinned courses ▼ more filters

Number of displayed courses: **537** of 802. Use filters to easily find groups. Sorting courses by course `/name` course

[0000-KRPDUW-D-OG] Path to Equality Course Winter semester 2024/25
 Course available in registration from September 12, 2024 9:00 PM
 WAR - Workshops

2	9 / 10	Kurs dostępny w języku angielskim – grupa 2/Course available in English – group 2/Kampus platform	details	👤 30 x OG
---	--------	---	---------	-----------

[0000-KRPDUW-OG] Path to Equality Course Winter semester 2024/25
 Course available in registration from September 12, 2024 9:00 PM
 WAR - Workshops

1	1595 / 1600	kurs dostępny w języku polskim/platforma Kampus	details	👤 30 x OG
---	-------------	---	---------	-----------

[0000-MMP-OG] Mobbing at work - prevention, recognition and responses Winter semester 2024/25

Fig. 28. Option to hide unpinned courses.

General university subjects (so-called open access) in the academic year 2024/2025 0000-2024-OG-UN

active registration
March 5, 2025 - March 28, 2025

My registrations (4) My tokens (60 x OG) Linkages required ⓘ

filter: [input] expand descriptions hide groups show not pinned courses more filters

Number of displayed courses: 3 of 802. Sorting courses by course code/name course

<input checked="" type="checkbox"/>	[1200-GECH-OG]	General chemistry	Winter semester 2024/25
Course available in registration from September 9, 2024 9:00 PM			
WYK - Lecture			
1	9 / 50	(no description)	details 60 x OG
<input checked="" type="checkbox"/>	[1400-111CWB-r-OG]	Faculty of Biology Choir, full year course	Academic year 2024/25
Course available in registration from September 12, 2024 9:00 PM			
WAR - Workshops			
1	12 / 15	Przesłuchania do chóru:, Sala Rady Sala Rady Wydziału (WB, Miecznikowa 1)	details 90 x OG
<input checked="" type="checkbox"/>	[3305-JKKA1-OG]	Catalan language and culture A1	Winter semester 2024/25
Course available in registration from September 10, 2024 9:00 PM			
CW - Classes			
1	20 / 22	(no description)	details 60 x OG

Fig. 29. Page view of a list of pinned courses from a given registration.

Registration becomes active on a specific day at a specific time. At that point, a green arrow appears next to the registration cart, and then you can complete the registration. To register, click on the cart icon (Fig. 30). You can wait for a given registration to start with the courses selected and pinned. The system will refresh the cart icon as soon as registration begins so that you can register as soon as it becomes possible.

active registration
March 5, 2025 - March 28, 2025

[My registrations \(4\)](#)
[My tokens \(60 x OG\)](#)
[Linkages required](#)
B

filter:
[expand descriptions](#)
[hide groups](#)
[show not pinned courses](#)
[more filters](#)

Number of displayed courses: **3** of 802. Sorting courses by course [code/name](#) [course](#)

[1200-GECH-OG] General chemistry Winter semester 2024/25
 Course available in registration from September 9, 2024 9:00 PM
 WYK - Lecture

1	9 / 50	(no description)	details	Register 60 x OG
---	--------	------------------	-------------------------	--

Fig. 30. Page view of an active registration - during the registration round for a course.

Registration becomes active on a specific day at a specific time. **At that point, a green arrow appears next to the registration cart, and then you can complete the registration.** To register, click on the cart icon (Fig. 30). You can wait for a given registration to start with the courses selected and pinned. The system will refresh the cart icon as soon as registration begins so that you can register as soon as it becomes possible.

active registration
March 5, 2025 - March 28, 2025

[My registrations \(5\)](#)
[My tokens \(0 x OG\)](#)
[Linkages required](#)
B

filter:
[expand descriptions](#)
[hide groups](#)
[show not pinned courses](#)
[more filters](#)

Number of displayed courses: **3** of 802. Sorting courses by course [code/name](#) [course](#)

[1200-GECH-OG] General chemistry Winter semester 2024/25
 Course available in registration from September 9, 2024 9:00 PM
 WYK - Lecture

1	10 / 50	(no description)	details	Unregister 60 x OG
---	---------	------------------	-------------------------	---------------------------------------

Fig. 31. Page view of an active registration - once you have registered for a course.

active registration
March 5, 2025 - March 28, 2025

[My registrations \(5\)](#)
[My tokens \(0 x OG\)](#)
[Linkages required](#)
B

[edit linkage](#)
[Registered to course **General chemistry** \[1200-GECH-OG\] to group no. 1](#)
[Registered to course **Path to Equality Course** \[0000-KRPDUW-OG\] to group no. 2](#)
[Registered to course **The prevention of sexual harassment at the university** \[0000-PMSnU-OG\] to group no. 1](#)

filter:
[expand descriptions](#)
[hide groups](#)
[show not pinned courses](#)
[more filters](#)

Fig. 32. **My Registrations** after registering for courses using free tokens.

5.1 Registration with free tokens

Note! If you register for a course with an insufficient number of free tokens of a particular type (Fig. 33), the system will not allow you to register. It will display a warning that the limit of allocated tokens has been exceeded, along with information that tokens cannot be purchased during registration (Fig. 34). In this case, it is necessary to contact your student section and request additional free tokens of a particular type. Added tokens will appear in your cart in USOSweb after the next data migration.

active registration
September 9, 2024 - March 22, 2025

[My registrations \(7\)](#)
[My tokens \(15 × OG\)](#)
[Linkages required](#)
B

filter:
[expand descriptions](#)
[show groups](#)
[hide not pinned courses](#)
[more filters](#)

Number of displayed courses: **536** of 802. Use filters to easily find groups. Sorting courses by course [code/name](#) course

<input type="checkbox"/>	[0000-KRPDUW-D-OG] Path to Equality Course	Winter semester 2024/25
<input checked="" type="checkbox"/>	[0000-KRPDUW-OG] Path to Equality Course	Winter semester 2024/25
Course available in registration from September 12, 2024 9:00 PM		
WAR - Workshops		
1	1596 / 1600	kurs dostępny w języku polskim/platforma Kampus
		details Register 30 × OG
2	699 / 700	course available in English/Kampus platform
		details 30 × OG

Fig. 33. Registration with an insufficient number of free tokens.

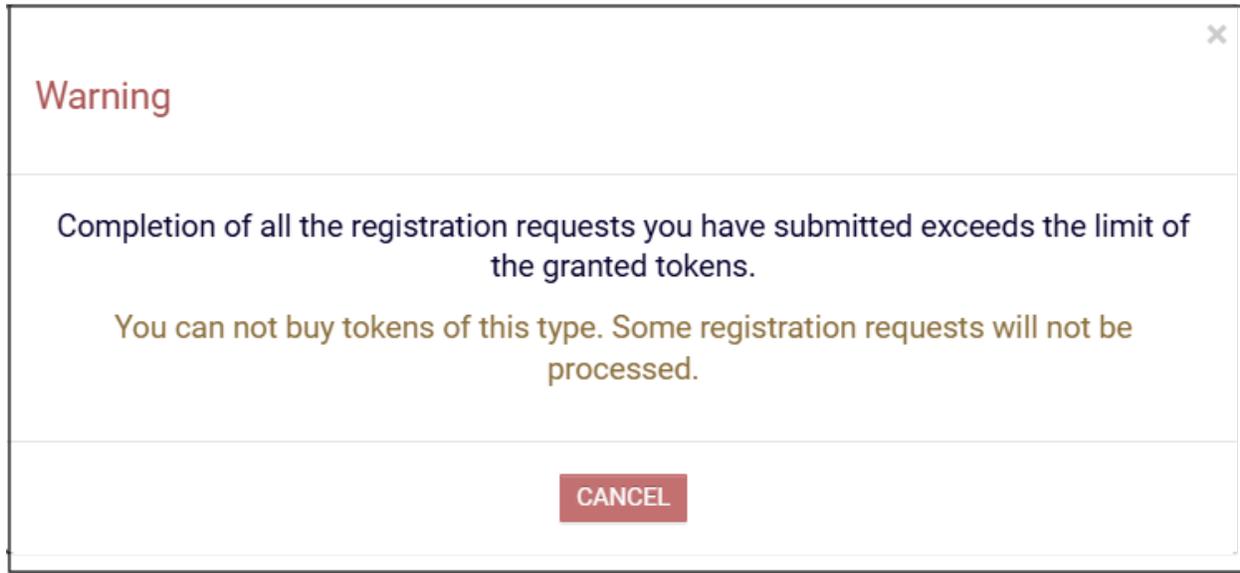


Fig. 34. Warning about the lack of free tokens needed for registration.

5.2 Registration with paid tokens

We use **so-called paid tokens** to register for some courses offered at the UW (e.g. foreign language classes, PE classes).

Note! If you do not have a sufficient number of paid tokens because you have already used up some or all of the free tokens allocated at the start of the selected studies, the system will allow you to register for the courses, but will also charge you a fee in PLN. In this case, the cost of registration is expressed by the number of tokens of a given type or by the amount in PLN (Fig. 35).

Note! If you do not have paid tokens, i.e. you have never been allocated a particular type of token by your home unit, the system will not allow you to register.

active registration
October 3, 2024 - April 30, 2025

[My registrations \(1\)](#)
[My tokens \(0 x WF\)](#)
[Linkages required](#)

filter: [expand descriptions](#) [show groups](#) [hide not pinned courses](#) [more filters](#)

Number of displayed courses: **52** of 101. Use filters to easily find groups. Sorting courses by course [code/name](#) course

[4023-O-AQUA] Aqua fitness Winter semester 2024/25
 Course available in registration from September 9, 2024 9:00 PM
 WF - Physical education

1	29 / 30	(no description)	details	Register 30 x WF or 240 PLN
---	---------	------------------	---------	--

Fig. 35. Registration with an insufficient number of paid tokens.

When you click on the cart icon, a warning appears that you have exceeded your allocated token limit, along with a message that if you continue to register, you will be charged for the additional required tokens (Fig. 36).

×

Warning

Completion of all the registration requests you have submitted exceeds the limit of the granted tokens.

If you register, you will be charged. To avoid this, check the **free tokens only** option.

CONTINUE
CANCEL

Fig. 36. Warning that the limit of allocated tokens has been exceeded and that a registration fee has been charged.

After successful registration, the course will be added to **My Registrations** (Fig. 37).

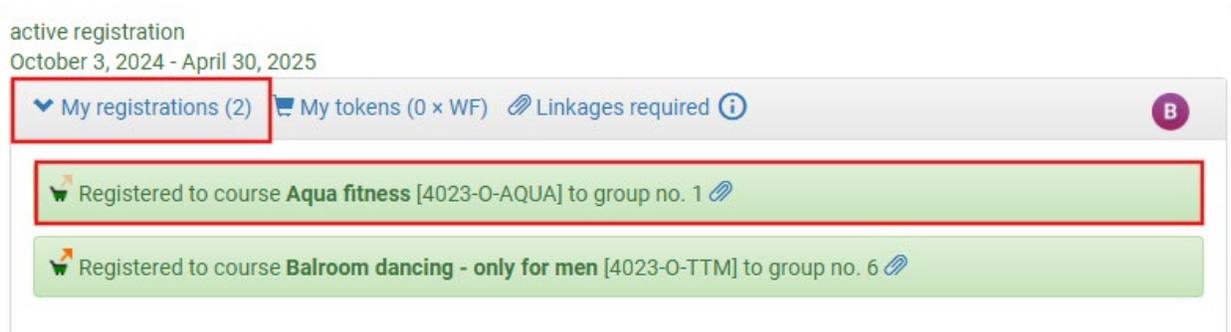


Fig. 37. **My Registrations** after registering for a course using paid tokens.

In the **registration cart** (side menu), in the section:

- **Tokens** - you will see information about the number of purchased tokens,
- **Courses** - you will see information about the fee amount and a link redirecting you to your payment module on the subpage with outstanding debts (Fig. 38).

INDEX

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

REGISTRATIONS FOR EXAMS

TOKEN REGISTRATIONS

- registrations
- **cart**
- news

MY STUDIES

- tests
- grades
- linkage
- decisions
- promotions
- dean's groups
- requests
- internships
- rankings
- benefits
- student mobility
- surveys
- payments fk
- diplomas
- mlegitymacja

MEETINGS

Cart

last modification of news: ~2 hours ago

i

Here you will find information about your registrations and tokens spent. Token registrations are deleted after some time and information about tokens spent is archived. The Show archived registrations button allows you to see the archived data. Notice that not all data is stored, for instance, locations and times of classes will not be available.

Tokens

Type	Description	Granted ⓘ	Spent ⓘ	Purchased ⓘ
EGZ-JO	Egzaminy z języków obcych	2	1	0
EGZ-PED	Egzaminy z uprawnień pedagogicznych	4	0	0
LEK	Zajęcia z języków obcych	0	0	0
OG	Przedmioty ogólnouniwersyteckie (wolnego dostępu)	240	240	0
PED	Uprawnienia pedagogiczne	300	120	0
USOS	Szkolenia z USOS dla administracji	16	0	0
WF	Zajęcia wychowania fizycznego	30	30	30

Courses

Course	Group	Cost	Payment ⓘ	ⓘ	
History of mathematics I [1000-00HM1-OG] (2024L)	1	45 x OG			details go to registration
Prawa reprodukcyjne [0000-PR-OG] (2024L)	1	30 x OG			details go to registration
Aqua fitness [4023-O-AQUA] (2024Z)	1	30 x WF	240 PLN Go to the payment module		details go to registration

Fig. 38. **Cart** in the side menu.

The outstanding debts show details of the payment for the tokens that enabled registration for the course: type of payment, description, amount to be paid, bank account number to which the payment shall be made (Fig. 39).

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION GRADUATES SECTION ADMINISTRATION

INDEX

MY DATA
 → my profile
 → my addresses
 → photo for id card
 • uploading
 • help
 → bank account and tax office

PAYMENTS FK
 → academic bank accounts
 → **uncleared debts**
 → cleared debts
 → all payments
 → uncleared payments

STATISTICS
 → registrations
 → week coverage

ELECTIONS

CLEARANCE SLIPS

APPLICATIONS
 → list of applications
 → list of documents

APPLICATIONS COORDINATING

MOBILE USOS

Uncleared debts

Bank accounts of the university →

i The table enumerates **uncleared debts** attributed to specific organizational units. An "uncleared" debt is understood as a receivable claimed by Students' Office but not yet paid in full. It usually takes a few days after the payment that the debt is cleared.

Show current interest **i**

Interest at 2025-03-06 **SHOW**

Debts for: Physical Education Centre

Date of payment i	Type of payment	Description	Amount i	Interest	Total i	Select debts
i	Token	Płatność za: 4023-O-AQUAB, 2024Z, 30 godz.	240,00 PLN	0,00 PLN	240,00 PLN	<input type="checkbox"/> download payment slip → PL 79 1160 2215 1009 3000 0011 1556 i
2024-10-28	Token	Płatność za: 4023-O-AQUA, 2024Z, 30 godz.	240,00 PLN	0,00 PLN	240,00 PLN	details i <input type="checkbox"/> download payment slip → PL 79 1160 2215 1009 3000 0011 1556 i
Total for this unit:					480,00 PLN	i download an aggregate slip →

i All debts: 480,00 PLN

Fig. 39. Outstanding debts with information about payment for tokens.

Please note! On the day you registered for the course **Date of Payment** is not available. If you click on the icon **i**, a message appears stating that the payment for the tokens has not yet updated and will appear soon (Fig. 40). **The Date of Payment will show after the next data migration between systems, i.e. the following morning (after 6:00).**

ts

Debts for: Physical Education Centre

Date of payment i	Type of payment	Description	Amount i	Interest	Total i	Select debts
i	Token	Płatność za: 4023-O-AQUAB, 2024Z, 30 godz.	240,00 PLN	0,00 PLN	240,00 PLN	<input type="checkbox"/> download payment slip → PL 79 1160 2215 1009 3000 0011 1556 i

Należność nie została jeszcze przemigrowana. Data pojawi się wkrótce.

Fig. 40. Information on the **Date of Payment** for tokens purchased on the day of registration.



If you unregister from a class on the same day, the payment for the tokens you have bought will also be immediately removed from your **outstanding debts**. If, on the other hand, you unregister from a class after the data migration between systems, the due payment will be removed the following day, after the next data migration.