Postgraduate Course Registration and Schedule Selection
Instructions 2017-1 semester

POSGRADUATE STUDENTS

In order to do correctly the registration to the 2017-1 semester, please read carefully this instructive.

Registration process has three steps:

STEP 1: COURSES REGISTRATION

Courses registration for 2017-1 will be done from November 16th to 30th, 2016. We would like to give you some advice that will make the process easier for you and will make you aware of the importance of the course registration, for both you and the University.

Keep in mind that in order to do your course registration, you must be in good standing with the Admissions and Registrar's Office regarding to the documents, that you are requested to submit, in order to be registered; with the Library, in regard to books and any charges, and with the student's Fees Office in relation to any financial issues, otherwise the system will not allow you to register in any courses.

1. WHAT DOES COURSE REGISTRATION MEAN?

It is a process used by the University in order to forecast the number of groups that will be offered per course in the following semester.

2. HOW IMPORTANT IS THIS?

Based on the course registration results, the University plans the academic semester in an attempt to avoid last-minute improvisations that will lead to the detriment of all. The University agrees to reserve a space for you, only for those courses you completed registration for.

3. HOW SHOULD YOU PROCEED?

a) Log into Ulises, www.eafit.edu.co/ulises, click on Consultas (Queries) option; see your corresponding academic plan.

b) Complete the course registration. Log into Ulises, www.eafit.edu.co/ulises, click on Matriculas (Registration) and then Registrar materias (Course registration). If you have any difficulties logging in, go to the Admissions and Registrar's Office to
seek any help that you may need or send an email to admissiones.registro@eafit.edu.co write your full name and student ID number, also, write the issue to be supported. Should you need any academic advice, please contact your counselor.

c) Consult the video-tutorial to how to course registration in the following website: http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/como-registrar-materias.aspx

VERY IMPORTANT

Only register the subjects that you are going to attend in the 2017-1 semester. During the schedule selection, before clicking on the Confirmar Selección Horario (Confirm schedule selection) button, you can remove courses that you have registered before but you are not going to take.

STEP 2: SCHEDULE SELECTION

The following step after the course registration is the schedule selection. This process should be carried out between December 7th and 14th, 2016.

1. WHAT IS THE SCHEDULE SELECTION?

It is the post-registration process through which you select the groups you are going to attend. The system will generate the enrollment fee form once the schedule selection is confirmed.

2. HOW SHOULD YOU PROCEED?

a) Log on to Ulises, www.eafit.edu.co/ulises, select Matrículas (enrollments), then the Seleccionar Horario (Select schedule) option and follow the instructions given by the software. Upon confirmation of the schedule selection, the enrollment fee form will be generated.

b) Consult the video-tutorial to how to schedule selection in the following website: http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/video-tutorial-como-seleccionar-horario.aspx
STEP 3: PAYMENT ENROLL

Log on to Ulises, www.eafit.edu.co/ulises click on Consultas (Queries) option, and then on Liquidaciones (tuition bills) option. Print the tuition bill using a laser printer. Payment deadline at no extra charge is January 12th, 2017 and with 2% late fee is January 19th, 2017.

NOTE: Your enrollment is conditional on the successful completion of courses and the academic balance for the 2016-2 semester which will allow you to enroll for the 2017-1 semester. Otherwise, the University will refund 100% of the amount paid for the 2017-1 semester.

Admissions and Registrar’s Office
November, 2016