Undergraduate Course Registration Instructions 2016-1

UNDERGRADUATE STUDENTS

Registration for 2016-1 courses will be done from November 18th to December 3rd at 12:00 noon. 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 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, check the prerequisites and corequisites table, see your corresponding academic plan and there you will find the name of the academic counselor you have been assigned to.

   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. Should you need any academic advice, please contact your counselor.

Remember to complete the process. Otherwise, you may not choose the schedule in a timely manner. This must be done on December 17th, in the afternoon, according to the time allotted and you will only be able to choose courses that have slots available.
VERY IMPORTANT

Remember to register for the internship preparatory course if you meet all the requirements to do your internship in 2016-2 semester.

If you entered from semester 2004-1, you can only register for a maximum of 20 credits.

Proficiency in a second language requirement will be checked from the registration; so it must be certified prior to registering in those courses that require such proficiency.

If you are a student of the School of International Business, with code 2003-1 or higher, remember that you must have complied with the proficiency in a third language requirement before your internship, as provided by the Academic Regulations.

Admissions and Registrar's Office
November, 2015