



STUDENT RECORDS MANUAL 2017-2018



CEU
CENTRAL
EUROPEAN
UNIVERSITY

Welcome to CEU

Dear Student,

It gives us great pleasure to welcome you to Central European University, an internationally recognized institution that provides outstanding graduate-level education. You are entering a year of unforgettable experiences that will combine academic challenges with a dynamic social life in a multicultural and diverse environment. We hope that your experience at CEU will have a profound impact on your views, enhance your academic knowledge, and inspire you to further accomplishments.

This manual has been prepared to help you get acquainted with the work of one of the most frequently visited offices in the University—the Student Records Office (SRO). It is designed to inform you about the procedures for matriculation, course registration, the university grading policy and other SRO-provided services, and has been created as a tool to help you navigate these processes. If you encounter any problems, do not hesitate to contact our office. You will find our contact information and office hours on the last page of this document.

We wish you a successful year and career at CEU

The Student Records Team

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General Information

LEGAL RECOGNITION AND ACCREDITATION IN THE UNITED STATES

CEU is organized as a graduate American institution, governed by a Board of Trustees. It was incorporated in the State of New York as a not-for-profit university. CEU has an absolute charter from the Board of Regents of the University of the State of New York, for and on behalf of the New York State Education Department. In the United States, CEU is accredited by the Middle States Commission on Higher Education: 3624 Market Street, Philadelphia, PA 19104, United States.

HUNGARIAN ACCREDITATION

In Hungary, CEU is recognized as a Hungarian private higher education institution under the name **Közép-európai Egyetem** (the Hungarian name for Central European University). The joint resolution on the accreditation of CEU by the Hungarian Higher Education Council and the Hungarian Accreditation Committee dates back to 2005. For information about programs accredited in Hungary, please see: <https://www.ceu.edu/academics/degrees/hungarian-accredited> CEU has a Pro-Rector for Hungarian Affairs who oversees and coordinates the policies and activities that are linked to CEU's status as a Hungarian university in the European Union.

LOCATION

CEU's central administration and all CEU departments and programs are based in Budapest.

LANGUAGE

English is the official language of instruction and examination at CEU.

Credit and Grading System

The information contained in this document is designed to explain and to familiarize students with the various policies and procedures at CEU including: the credit and grading system at CEU; using Infosys—CEU’s online enrollment and course registration system; and other SRO-related services.

CREDIT HOUR EXPLANATION

One credit hour at CEU is equivalent to 600 minutes per semester, except for the Department of Legal Studies, where one credit is equal to 700 minutes per semester.

GRADE POINT AVERAGE

Semester/module and cumulative grade point averages are calculated for matriculated students and are based only on CEU coursework. Averages appear on the transcript and are identified as “GPA”. The GPA is calculated by multiplying the grade points with the GPAW value (in almost all cases, this is the credit value) and then dividing this number by the sum of the weights of the courses taken.

Abbrev	Departments, programs and academic service units	Degree Program Registration*
CHSP	Cultural Heritage Studies Program	University of the State of New York, USA
CNSC	Center for Network Science	University of the State of New York, USA
COMP	Computer and Statistics Center	N/A
COGN	Department of Cognitive Science	University of the State of New York, USA
DSPS	Doctoral School of Political Science, Public Policy and International Relations	University of the State of New York, USA
ECBS	Department of Economics and Business	University of the State of New York, USA
ENVS	Department of Environmental Sciences and Policy	University of the State of New York, USA
GENS	Department of Gender Studies	University of the State of New York, USA
HIME	Joint MA in Historical Studies (HIST and MEDS)	University of the State of New York, USA
HIST	Department of History	University of the State of New York, USA
INTR	Department of International Relations	University of the State of New York, USA
LANG	Center for Academic Writing	N/A
LEGS	Department of Legal Studies	University of the State of New York, USA
MATH	Department of Mathematics and its Applications	University of the State of New York, USA
MEDS	Department of Medieval Studies	University of the State of New York, USA
NATI	Nationalism Studies Program	University of the State of New York, USA
OLIV	Open Learning Initiative	N/A
PHIL	Department of Philosophy	University of the State of New York, USA
POLS	Department of Political Science	University of the State of New York, USA
RSP	Romani Studies Program	N/A
SOCL	Department of Sociology and Social Anthropology	University of the State of New York, USA
SOPP	School of Public Policy	University of the State of New York, USA

* For information about CEU’s programs accredited in Hungary, see: <http://www.ceu.hu/academics/degrees/hungarian-accredited>

Academic Standing**	GPA range	Description
Distinction	3.67–4.00	High performance
Merit	3.33–3.66	A very good performance
Pass	2.66–3.32	Performance that meets general CEU standards†
Unsatisfactory Standing***	Less than 2.66	A student whose record is below minimum CEU standards or the student’s department may, at the end of a given term, be advised by the Academic Pro-Rector, upon recommendation of the relevant department, that further registration will not be permitted, thus terminating the degree candidacy.

** Shown on US diplomas but not on transcripts

*** In some cases a student may be permitted to register subject to specific academic conditions which, if not fulfilled by the date specified, will result in the termination of candidacy.

† Except for the Business School undergraduate program: min. passing GPA is 2.25

Translation of grade point average to Hungarian diploma qualifications A diploma minősítése a magyar rendszer szerint****

Grade point average – <i>Átlag</i>	Translation in the Hungarian system – <i>Magyar rendszerben való megfeleltetés</i>
4.00 – 3.67	Distinction, <i>Jeles</i>
3.66 – 3.33	Merit, <i>Jó</i>
3.32 – 3.00	Satisfactory, <i>Közepes</i>
2.99 – 2.66	Pass, <i>Elégséges</i>
2.65 and below (2.65 és alatta)	Degree not issued (<i>diplomát nem állítunk ki</i>)

**** Shown on Hungarian diplomas issued on Hungarian accredited programs.

GRADING SYSTEM

CEU GRADING SYSTEM				EUROPEAN CREDIT TRANSFER SYSTEM GRADING SCALE			
GRADE	NAME	POINT	CREDIT	GRADE	STUDENTS*	DEFINITION	AT CEU
A	Outstanding	4.00	yes	A	10%	Outstanding performance with minor errors	A
A-	Excellent	3.67	yes	B	25%	Above the average standard but with some errors	A-/B+
B+	Good	3.33	yes	C	30%	Generally sound work with a number of notable errors	B+/B
B	Fair	3.00	yes	D	25%	Fair but with significant shortcomings	B-/B-
B-	Satisfactory	2.67	yes	E	10%	Performance meets the minimum criteria	C+
C+	Minimum Pass	2.33	yes	FX	-	Some more work required before the credit can be awarded	INC
F	Fail	0.00	no	F	-	Considerable further work is required	F

* Percentage of successful students normally achieving the grade

SPECIAL GRADES		POINT	CREDIT	DESCRIPTION
P	Pass		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P; no equivalent letter grade will be released.
FL	Fail		no	Pass/Fail grading option which represents C or worse. The official grade record is FL, no equivalent letter grade will be released.
RP	Retake	2.33	yes	Retake examinations can be provided upon the authorization of the head of department or program to those students who have failed a course, except for their final examination. Retake examination is graded on an RP/FL basis, where RP constitutes a grade worth the minimum-passing grade C+ with 2.33 points for the course.
EX	Exemption	dept.	dept.	Exemption based on equivalent qualifications or experience. Eligibility is to be determined by the appropriate department or program.
INC	Incomplete	0.00	no	Incomplete may be assigned to a student who has not completed all course requirements, if the work completed is of pass quality
AF	Administrative Fail	0.00	no	Assigned for failure to either drop or complete course
CF	Conditional Fail	(0.00)	(no)	Regarded as F if not completed within one year (applicable to the thesis)
DF	Deferred	(0.00)	(no)	Assigned to a student who is prevented from completing a course within the prescribed amount of time by circumstances beyond the student's control. Regarded as F if the course work is not completed within six weeks after the start of the next term.

GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT

AUD	Audit			Audit, no credit earned
VIS	Visitor			Assigned to a non-CEU student for the audited course
W	Withdraw			Assigned for unsatisfactory attendance or withdrawal from the audited course
WF	Withdraw/Fail (late drop)			Withdrawal while failing; similar to INC in the sense that not all course requirements are completed, but the grade is not included in the GPA calculation. Can be used only to grade non-mandatory courses.
WP	Withdraw/Pass (late drop)			Withdrawal while passing; withdrawn with passing performance at time of withdrawal. Used in exceptional cases (e.g., health matters)
WN	Withdraw/No grade (late drop)			Withdrawal with no grade when late drop occurs and neither WP nor WF can be assigned.
IP	In Progress			Assigned if the student received permission for late submission of work for the course. Changes to F if the final course work is not completed by the deadline.
CNT	Continued			Continuing course (for courses that last more than one semester)
***	Grade not available			Student is currently enrolled for the course or final grade is not submitted yet

CREDIT AND GRADE POSTFIXES		IN GPA	CREDIT	DESCRIPTION
Aud	Registered for Audit	no	no	Course is taken by a CEU student for audit only; grade is not available yet
Vis	Registered for Audit	no	no	Course is taken by a non-CEU student for audit only; grade is not available yet
R	Repeated Course	yes	yes	Entire course is repeated upon department's permission. Only the most recent grade point and credit are included in the cumulative GPA and cumulative credits respectively.
H	Honors Course	yes	yes	High level course only for outstanding students
X	Extra Credit	yes	yes	Designates extra credit
I	Independent Study	yes	yes	Denotes extra credit taken by independent study
N	Non-degree Credit	no	no	Credits do not count toward degree
G	Degree Credit	no	yes	Counts as a degree credit but is not in the GPA
T	Transfer Credit	dept.	yes	Courses passed with C+ or better at another accredited institution may be accepted for credit to fulfill degree requirements at CEU, upon the approval of the department concerned.

Using the CEU Information System

To be formally enrolled in CEU, students must first submit the **Online Matriculation Form** through the University Information System's computer interface known as "Infosys". They will then be able to register for courses.

After students submit the **Online Matriculation Form**, the SRO will print copies and send them to the departments, which will distribute them to the **students**. Students must then **sign** the forms and **confirm their student status**. These signed forms should then be returned to the department coordinators. The deadline for returning these forms is **October 13, 2017**.

Students who study for more than one academic year at CEU and whose status is "Enrolled" are required to fill out the **Online Re-enrollment form** at the beginning of the Academic Year, before they register for classes.

Course registration is mandatory for all students. Failure to register may jeopardize a student's ability to complete his/her degree requirements. A student attending a course without formal registration will not be awarded any credits. Attending a course without formal registration will not affect the student's GPA. After a student registers for a course, it is immediately recorded on the student's transcript. Dropping a course leads to its automatic removal from the transcript.

At the end of their studies, all students must submit the **Online Graduation Form**. There are the following obligatory forms that students must fill out via Infosys:

- **ONLINE MATRICULATION** (at the very beginning of the Academic Year, when students arrive at CEU)
- **ONLINE RE-ENROLLMENT** (at the beginning of the Academic Year for returning students)
- **ONLINE COURSE REGISTRATION** (during the Academic Year)
- **ONLINE GRADUATION** (at the very end of the Academic Year, before graduation, for graduating students)
- **ONLINE GRADUATION PROCEDURE**

The information submitted in the forms is confidential and available only to the university administration; it cannot be released without your permission.

Access to the Infosys

Students must remember that access to all Infosys options is available on the Intranet, the internal CEU network, which is accessible only from the CEU computers (Nador building complex and the CEU Residence Center computer laboratory). In addition, limited access to Infosys (to register, check grades and for re-enrollment, and graduation forms) is available from abroad or from any other non-CEU computer via the following link: <https://studentinfo.ceu.hu>

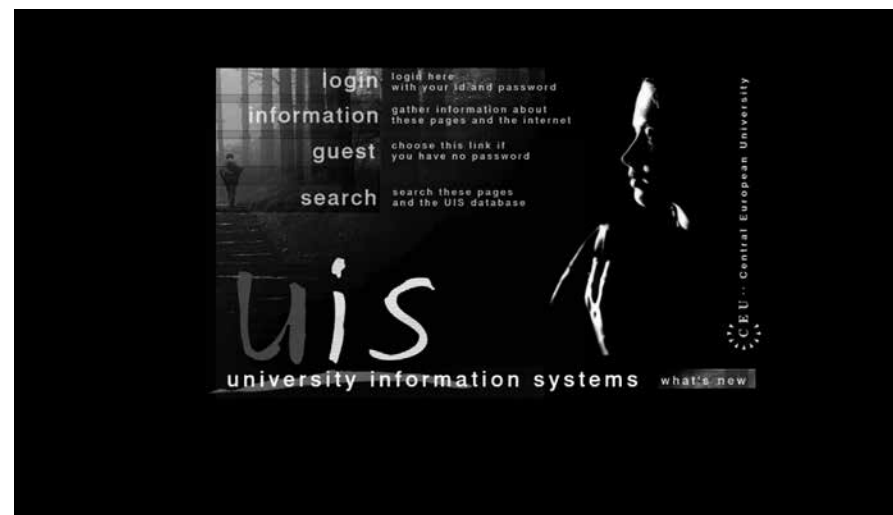
Online Matriculation and Online Graduation Forms

Before the newly matriculated students start their studies at CEU, and before their graduation, all students (including Master's, doctoral and non-degree program students) must submit the Online Matriculation and the Online Graduation Forms. These are Infosys-based electronic forms. The submission of these forms is important in order for CEU records to be accurate, e.g., correct spelling of names, home addresses (for the purpose of mailing diplomas, transcripts, etc.), statistical data, etc. Submitting these forms greatly helps CEU to improve and maintain the university electronic information system from which each member of our community benefits.

MATRICULATION FORM

The information requested in the Online Matriculation Form was partly submitted by you when you submitted your application form (either online or hard copy) for admission. In filling out the matriculation form, you are being asked to check whether the data is correct and to provide further information.

- 1) Start Internet Explorer
- 2) Type <https://infosys.ceu.hu> in the location field to open the UIS homepage (Infosys)
- 3) Press "Login" to move on to the "Login for Users" page



4) On the "Login for Users" page, enter your Infosys login name. Normally, your Infosys login name is the same as the login name provided by the computer department, or the user name preceding @ in your e-mail address (e.g., *SMITH_JOHN@CEU.EDU*). Enter your Infosys password. Note that your Infosys password is not the same as your general network password. Initially your six-digit Student ID number (on your ID card) serves as your Infosys password. You are advised to change this password once you start using the Infosys.

5) After entering your user ID and password, press "Enter". If the login attempt fails, please send a message to the UIS coordinator at support@infosys.ceu.edu and explain the problem. When you log into the system for the first time, you will be required to fill in the Online Matriculation Form. Instructions are given below.

6) On the left side you will see your personal data in [brackets]. If it is correct, please select "correct" and confirm by re-entering the information in



the box to the right. If it is not correct or if you want to update the data, please select “incorrect” and enter the correct information. If you want to enter the information that is missing on the left side (for example, “Passport number”), select “incorrect” and enter your answer. **In other words, you should select “correct” only if the information in both columns is identical. Otherwise, select “incorrect”.**

While filling out the Online Matriculation Form, please pay close attention to the following guidelines:

- Do not concentrate on the brackets. Space [] in the left column means that the field is empty.
- When you spell your name, please make sure to use the official spelling as your name appears in your passport. You must use only Latin alphabet characters (national characters such as ä, š, õ, etc., should be avoided).
- Avoid writing everything either in capital (ROBERT) or lower case (robert) letters. Capitalize only the first letter, e.g., Robert.
- Follow the given format regarding the dates, e.g., 12/Jun/1976. The computer will show an error if you enter 12.06.76, 12.Jun.1976, 12/June/1976, etc. Write only the first three letters of the month (Jan, Feb, Mar, Dec, etc.) and full year (1975, 1976, 2001, etc.).
- When you enter your telephone or fax numbers, specify the country and city codes in the parentheses, e.g., (+42 02) 549 566. If you do not have a telephone at home, please write (000) 00000. If you do not have a fax number, you do not need to enter zeros.
- When you provide your mothers name, write her first name followed by her MAIDEN last name, e.g., Anna Smith. **This piece of information is needed for security purposes.**

7) When you have finished filling out the form, press OK to submit it. It is very important to wait until the next page appears on your screen. If you make a mistake, the computer will not accept the form and the next page will give you an error message marking all the errors in red. You will then have to find and correct the errors, press OK again, and so on, until the next page confirms that **“YOU HAVE SUCCESSFULLY SUBMITTED THE FORM.”** Once you have submitted the online form, you may make changes, modify your personal data and

update the information online, until it is transferred to the main database. After that date you will be required to inform the SRO directly about changes in your personal data. As noted previously, copies of the Online Matriculation Form will be forwarded to students, who must then sign and return to the department coordinators.

RE-ENROLLMENT FORM:

This works similarly to the Matriculation Form (please see above).

GRADUATION FORM

At the end of your studies, you will be asked to submit the Online Graduation Form. Basically, it will be the same as the Matriculation Form, with only one difference: on the left side you will see the information submitted by you on your Matriculation Form. You will be asked to re-confirm or update the data (e.g., you were married and your last name, marital status, citizenship and permanent address, or, passport number changed, etc.) and provide further information for the Alumni Relations and Career Services Office. **The Online Graduation Form will open on March 19, 2018 and close on May 20, 2018.**

Questions regarding the submission of any one of the online forms can be sent to registry@ceu.edu

Course Registration

REGISTRATION PERIODS

Students can only register¹ during the registration periods (see the department calendars contained in this document). There are normally two periods during which students can select courses and can make changes: **registration** (or first registration) and **late registration and add/drop** periods. After having registered, students can modify their course selection by adding or dropping courses. Add/drop through the Infosys is possible during the *first registration* and the *late registration and add/drop* periods; **add/drop during the late registration and add/drop period is only allowed for those students who took at least one course during the period. After the end of the period, Infosys will not allow any further changes to your registration records.**

¹ At CEU, registration for a course automatically indicates that the student also registered for the examination and paper submission related to that course.

Registration starts at 8:15 A.M. on the first day and ends at midnight on the closing day (the electronic system is programmed accordingly). Students are advised not to postpone registration till the last moment, but rather finalize the course selection well in advance to avoid problems that could arise due to a possible overload of the system. If at some point the network is overloaded, it is recommended to try again a little later. Usually, the hours during which the Infosys system is the least busy are between 7:00 p.m. and 9:00 a.m.

REGISTRATION DEADLINES AND LATE REGISTRATION PENALTY

Registration deadlines are not flexible. Late add and drop of courses will incur a financial penalty of 5,000 HUF per course. The student will have to pay the respective fee and present a receipt of payment to the Student Records Office prior to being registered. Please be advised that in the case of any late changes in the course list, the Student Records Office will request confirmation from the professors and/or the departments/ units of the respective courses that the student is indeed allowed to make the change.

A student who fails to register for any course by the end of a term's last registration period may be advised by the Academic Pro-Rector, upon recommendation of the SRO, that further registration will not be permitted, thus terminating their enrollment at CEU.

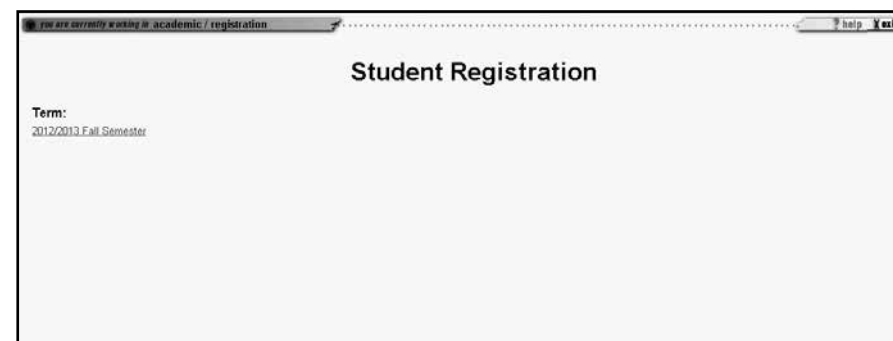
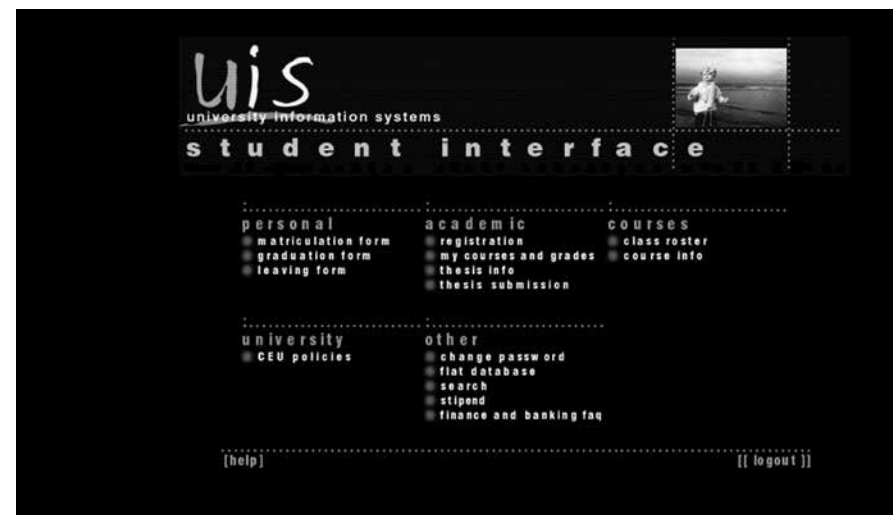
If necessary, a student failing a course in a semester will be allowed to register late without a fee in the consecutive semester in another course to compensate for the credits he/she was not awarded and needs in order to graduate. This is subject to the approval of the instructor whose course the student would like to register for late, and that of the department head.

TECHNICAL PROBLEMS

Please contact the Student Records Office about any problems regarding registration (see the contact information at the end of this manual). For technical problems (problems with Infosys, password forgotten, etc.) students can contact the University Information System directly at support@infosys.ceu.edu

REGISTRATION PROCESS

After you have submitted the Online Matriculation Form, login again into the Infosys and open Student Interface. On the "Student Interface" page you will see a variety of options available, including "Change Password" (your Infosys password). To continue registering, click on "Registration", select the relevant semester/module and press "OK".



8) After pressing "OK", you will open the main registration page which contains basic information on courses offered during the selected semester/module, e.g., course code, title, number of credits, mandatory/optional, and name of instructor(s). In the "#Stud" column, you can see whether a course is restricted to a certain number of students that can enroll in the class, as well as the number of students already registered for the course. For example, "3/no limit" means

that three students have already registered for the course and that there is no upper limit to the number of students that can enroll in it; "1/25" means that one student has registered for a course which is restricted to 25 students; "20/20 FULL!" means that the course is full, but you can still register, if you would like to join a wait list for the course (in this case, you will be placed on the wait list according to the time of your registration and you will gradually move towards the real roster if people drop from the course). To see the class schedule, you can click on the **Place/Time** link which is next to the course title.

To register for a course, click on a small arrow in the "Add" column and choose your registration mode (Grade, Pass/Fail, Audit, or Visit). Before choosing your registration mode, consult your program coordinator to find out in which mode you are allowed to register. You are also recommended to read carefully the CEU grading system (available in this manual) before registering for courses. **Note: some courses do not count towards your graduation requirements (e.g., audit courses) so you should be careful when you make your course selections.**

You may be able to take courses in departments other than your own. To do so, click on the small white square in the bottom left hand corner of the screen "Also want to select classes from other departments" and press "OK". **Note: Please check with your department coordinator if you are allowed to take courses for credit in other departments.**

Pressing the "OK" button is important because this will ensure that Infosys records your registration. Selecting the registration modes is not enough to complete the registration process.

Below is the "Student Registration" screen.

The screenshot shows the "Student Registration" interface. At the top, it displays the program stream as "Economics MA", the term as "2012/2013 Fall Semester", and the student as "Test Test". Below this, there is a section for "Classes you already selected" with a table header: Drop, Reg. Mode, Title, Cred, ECTS Cred, Mand, Instructor, Comment. The main section is titled "Select from the list below the classes you want to take (including mandatory classes)". It contains a table with columns: Add, Title, Cred, ECTS Cred, Mand, #Studs, Instructor, and Comment. There are four rows of course options, each with a dropdown arrow in the "Add" column. Below the table is a checkbox labeled "Also want to select classes from other departments" and an "OK" button.

Add	Title	Cred	ECTS Cred	Mand	#Studs	Instructor	Comment
▼	ECON 5316 - Introduction to Econometrics (Group 1) (Place/Time) (Special Add-Drop Dates)	3	6	Yes	0/no limit	Róbert Pál Liel	
▼	ECON 5038 - Macroeconomic Theory I (Place/Time) (Special Add-Drop Dates)	5	10	Yes	0/no limit	Atrila Rátfai	
▼	ECON 5010 - Mathematical Methods for Economists (Place/Time) (Special Add-Drop Dates)	3	6	Yes	0/no limit	Péter Medvegyev	
▼	ECON 5015 - Mathematical Statistics (Place/Time) (Special Add-Drop Dates)	2	4	Yes	0/no limit	Ádám Reif	
▼	ECON 5028 - Microeconomic Theory I (Place/Time) (Special Add-Drop Dates)	5	10	Yes	0/no limit	Andrea Candido	

9) After pressing "OK", you will see the following page. It shows the courses that you have taken and two buttons at the bottom of the page—"Modify" and "Finish".

If you have completed your course selection, pressing "Finish" will result in the following message: "You have successfully registered for the current semester. If you wish to add or drop subjects, you can restart this registration program prior to the deadline. If you are ready, you can now exit your browser."

If you would like to continue your registration, press "Modify" and go to the page where you can drop courses and add new ones. After finishing the modification, press "OK" and then "Finish".

Important: the system records every registration (and attempts to register) into a log file with a date and exact time stamp.

Registration Schemes and Calendars

you are currently working in: academic / registration help exit

Student Registration

Program/Stream: Economics MA
 Term: 2012/2013 Fall Semester
 Student: Test Test

Current schedule

Reg. Mode	Title	Cred	Mand	Instructor	Comment
Per Grade	ECON 5015 - Mathematical Statistics (Place/Time) (Special Add/Drop Dates)	2	Yes	Adam Reiff	
Per Grade	ECON 5316 - Introduction to Econometrics (Group 1) (Place/Time) (Special Add/Drop Dates)	3	Yes	Róbert Pál Leli	
Per Grade	ECON 5038 - Macroeconomic Theory I (Place/Time) (Special Add/Drop Dates)	5	Yes	Attila Rátfai	
Per Audit	ECON 5020 - Microeconomic Theory I (Place/Time) (Special Add/Drop Dates)	0	Yes	Andrea Canido	
Per Grade	ECON 5010 - Mathematical Methods for Economists (Place/Time) (Special Add/Drop Dates)	3	Yes	Péter Medvegyev	

Modify Finish

back forward

you are currently working in: academic / registration help exit

Student Registration

Program/Stream: Economics MA
 Term: 2012/2013 Fall Semester
 Student: Test Test

Classes you already selected

Drop	Reg. Mode	Title	Cred	ECTS Cred	Mand	Instructor	Comment
<input type="checkbox"/>	Per Grade	ECON 5015 - Mathematical Statistics (Place/Time) (Special Add/Drop Dates)	2	4	Yes	Adam Reiff	
<input type="checkbox"/>	Per Grade	ECON 5316 - Introduction to Econometrics (Group 1) (Place/Time) (Special Add/Drop Dates)	3	6	Yes	Róbert Pál Leli	
<input type="checkbox"/>	Per Grade	ECON 5038 - Macroeconomic Theory I (Place/Time) (Special Add/Drop Dates)	5	10	Yes	Attila Rátfai	

Select from the list below the classes you want to take (including mandatory classes)

Add	Title	Cred	ECTS Cred	Mand	#Studs	Instructor	Comment
<input type="checkbox"/>	ECON 5010 - Mathematical Methods for Economists (Place/Time) (Special Add/Drop Dates)	3	6	Yes	0/no limit	Péter Medvegyev	
<input type="checkbox"/>	ECON 5020 - Microeconomic Theory I (Place/Time) (Special Add/Drop Dates)	5	10	Yes	0/no limit	Andrea Canido	

Also want to select classes from other departments

OK

back forward

FALL SEMESTER

DURATION	PERIOD	TECHNICAL SIDE	ADMINISTRATIVE SIDE
Zero Week and Week I of the Fall Semester	First Registration	All functions in Infosys are accessible for both registration and add/drop.	All actions (course registration registering and add/drop) are free of charge
Week II of the Fall Semester	Late Registration and Add/Drop	Add/Drop is only possible for students registered for at least one course during the First Registration Period	Registration fee: 5,000 HUF Add/drop fee: none

WINTER SEMESTER

DURATION	PERIOD	TECHNICAL SIDE	ADMINISTRATIVE SIDE
Last week of Fall Semester + Winter Holidays	First Registration	All functions in Infosys are accessible for both registration and add/drop.	All actions (course registration registering and add/drop) are free of charge
Week I of the Winter Semester	Late Registration and Add/Drop	Add/Drop is only possible for students registered for at least one course during the First Registration Period	Registration fee: 5,000 HUF Add/drop fee: none

SPRING SEMESTER

DURATION	PERIOD	TECHNICAL SIDE	ADMINISTRATIVE SIDE
Last week of Winter Semester—week I	First Registration	All functions in Infosys are accessible for both registration and add/drop.	All actions (course registration registering and add/drop) are free of charge
Week I of the Spring Semester	Late Registration and Add/Drop	Add/Drop is only possible for students registered for at least one course during the First Registration Period	Registration fee: 5,000 HUF Add/drop fee: none

PRE-SESSION	SUBMISSION OF THE ONLINE MATRICULATION FORM
September ² 11, Monday	Fall Semester First Registration Period begins
September 24, Sunday	Fall Semester First Registration Period ends
September 25, Monday	Fall Semester Late Registration and Add/Drop Period begins
October 1 ³ , Sunday	Fall Semester Late Registration and Add/Drop Period ends
December 4, Monday	Winter Semester First Registration Period begins
January 7, Sunday	Winter Semester First Registration Period ends
January 8, Monday	Winter Semester Late Registration and Add/Drop Period begins
January 14, Sunday	Winter Semester Late Registration and Add/Drop Period ends
March 19, Monday	Spring Semester First Registration Period begins
April 1, Sunday	Spring Semester First Registration Period ends
April 2, Monday	Spring Semester Late Registration and Add/Drop Period begins
April 8, Sunday	Spring Semester Late Registration and Add/Drop Period ends
March 19, Monday	Online Graduation Form opens for submission
May 20, Sunday	Deadline for the submission of the Online Graduation Form
June 22, Friday	Graduation Ceremony in Budapest

²At the Department of International Relations registration starts on Tuesday, September 12.

³At the Department of Legal Studies the drop day is the day of the second class meeting.

Other Course Related Information

LATE STARTING COURSES

Although some courses begin after the end of the registration period, students must still register for these classes during the registration period. However, it is possible to drop a late starting course after the course has started. The date for dropping such a course is set by the SRO in consultation with the relevant department. The departmental administration must inform the SRO about late starting courses well in advance and provide the date when the first class takes place. Normally, but not necessarily, the drop date is the second Friday after the beginning of the course, or the day when the third class takes place. The duration of this “drop period” is 24 hours for a course. Multiple courses can be dropped on this day if schedules are conflicting. It is important to remember that the drop date for a late starting course means that the course can be dropped on that specific date, not until.

REGISTRATION FOR MANDATORY COURSES

Registration for mandatory courses is not automatic—students must register for these through Infosys.

RESTRICTED COURSES AND WAIT LISTS

Many courses are restricted to a maximum number of students who can enroll in the class and generally registration works on a first-come-first-served basis. However, some departments give priorities to certain groups of students. In these cases (restricted courses with priorities), students from the home department(s) are given a higher priority of enrollment. This means that students who register for the course with a lower priority automatically go on the wait list even if they register earlier than others. These students stay on the wait list until the registration is closed and are only entered into the class roster if there are any places left. The wait lists are formed accordingly—students are grouped by priorities and within each priority they are grouped by registration time.

Every time someone drops from the course or from the wait list, the next student on the wait list replaces him/her. As soon as a student moves from the wait list to the class roster, Infosys sends an automatically generated email in-

forming the student about the successful enrollment in the restricted course. Students should be careful when they change the registration mode from grade to audit or vice versa when there is a wait list. Since changing the mode implies that the course first should be dropped and then taken again for a different mode, there is a risk that when the student drops the course he/she may lose the original position and move to the very end of the wait list (unless the student belongs to the first priority). The solutions would be: a) to think carefully before you select the registration mode; and b) if you still need to change the registration mode for a course that is restricted and has a wait list, write directly to the SRO Coordinator and ask to have it changed for you, without having to drop the class. It is important to remember that the SRO Coordinator will process the request only if three following conditions are met:

- 1) the request must come only during the registration period—neither before it starts nor after the deadline
- 2) the request can be granted only if the course is restricted, there is a wait list and there is indeed a risk for the student to lose his/her position should he/she does it independently
- 3) students must not ask the SRO staff to register for, or drop, courses. They can only ask to switch the registration mode for a restricted course with a wait list.

To INTR and Political Science students: Please note that the maximum number of credits you can register for is 20 for INTR students respectively 19 at the Political Science Department, in order to avoid a situation where the first 20 students would register for all offered courses thereby keeping their classmates on waiting lists until the end of the add-drop period. Therefore, please select your courses carefully, and if you opt for any modification make sure to change your registration accordingly as soon as possible.

UNSATISFACTORY ATTENDANCE AND DEGREE REQUIREMENTS

Failure to drop a course while not attending will result in the assignment of an “AF” (Administrative Fail) grade for the course. This grade earns no credit and affects the GPA with 0.00 points, that is, it decreases the GPA.

AUDITING COURSES

If a student wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit. The cost and workload incurred in this case is the same as if the course were taken for credit, that is, a student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the beginning of the course. A course scheduled for audit will appear on the student’s transcript with the symbol AUD if attendance was regular, or W if the attendance was unsatisfactory. No credit is earned, nor is the GPA affected.

AUDIT VS. VISIT

There is no difference between auditing and visiting courses, as far as the GPA and credits are concerned. However, CEU students can only audit the courses, whereas “visit” is the option for non-CEU students (visiting and exchange students). **Thus, CEU students cannot register for courses for “visit” and must select “audit”.**

COURSE EVALUATION

Central European University uses an online system, CoursEval, for course and teacher evaluations. Students are asked to evaluate their courses at the end of each semester through a survey of 14 questions. The CoursEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office at the Office of the Provost. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents in any way. Faculty members receive a report on their evaluations after they have uploaded all the grades to Infosys, they do not have access to the names of individual students. CoursEval student evaluations serve as a major source of feedback for both teachers and Departments, and are integral components of curriculum development at the University and individual Departments. CoursEval reports are thoroughly studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively. If you have any questions about CoursEval and the procedures involved do not hesitate to contact Anna Galacz at the Institutional Research Office (galacza@ceu.edu).

Sro-Related Services

THE STUDENTS RECORDS OFFICE PROVIDES THE FOLLOWING SERVICES:

- Issuing CEU transcripts
To order transcripts please follow these steps:
 1. Print a transcript request form from <http://sro.ceu.edu/order-transcripts>
Transcript request forms are also available at the Student Records office.
 2. Pay a fee at the cash desk
 3. Bring the request form to the SRO office together with receipt of payment
 4. Pick up transcript in 3 days (or next day if the request was urgent). If you provide an address, it can be sent directly to that address.
 5. If you want to order transcripts from abroad see <http://sro.ceu.edu/order-transcripts> for explanation of the process, wait times, and payment methods
- Issuing certificates of enrollment in English and Hungarian
To order certificates of enrollment (you may need them for residency permit/ visa extensions, etc.) please visit this link: <http://sro.ceu.edu/order-unofficial-transcriptscertificates-of-enrollment> and place an order online.
There is no fee for this service and the certificates can be picked up the next working day.
- Advising students on registration related matters, including ECTS, grades, deadlines, etc.
- Preparation of diplomas, diploma supplements
- Apostille procedure
- Degree verification procedure

STUDENT RECORDS OFFICE STAFF AND LOCATION

LOCATION | Nádor u. 11. | 3rd floor

WEBSITE: <http://sro.ceu.edu>

OFFICE HOURS (subject to change) | Monday–Friday | 12:30–16:00
Saturday and Sunday | Closed

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Non-discrimination Policy

Central European University does not discriminate on the basis of—including, but not limited to—race, color, national and ethnic origin, religion, gender or sexual orientation in administering its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Notes

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