UAM Economicas - Course selection process – mobility students – DECEMBER 2021 / Selección de asignaturas para intercambio 2º semestre

Esta información NO es para los estudiantes de movilidad del programa de Doble Titulación con Paris-Dauphine y Visitantes.

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*English below *

Estimados estudiantes:

Adjuntamos más abajo instrucciones en inglés sobre el proceso de selección / reserva de asignaturas para la movilidad en la Facultad de Económicas de la UAM (2º semestre 21-22).

Es necesario que hagáis la selección de asignaturas siguiendo esas instrucciones y respetando esos plazos, aunque ya hayáis obtenido la firma de la UAM en el acuerdo de estudios / Learning Agreement.

Si durante el 1er semestre ya has estado estudiando en la UAM, o si has retrasado el comienzo de la movilidad al 2º semestre, y ahora tienes que cambiar la selección de asignaturas que hiciste en el verano de 2021, presta atención a las indicaciones para estudiantes que ya tienen un cuenta en el sitio web ori.feco.uam.es . Si no necesitas cambiar nada en la selección de asignaturas que ya hiciste, no tienes que pasar de nuevo por este proceso.

Si os queda alguna duda no dudéis en contactar con la ORI de Económicas: ori.economicas@uam.es

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Dear students,

All exchange students (full year * / 2nd semester exchanges) must select / book the undergraduate courses (years 2nd to 4th) for their exchange period at the UAM Faculty of Economics through the website http://ori.feco.uam.es

(this platform is not the same you used for your online application)

Throughout December we will open the online course selection website (ori.feco.uam.es) during two different periods (two rounds). You are expected to start with your selection in the 1st period. Between the 1st and the 2nd round we will gather information from you about the courses you could not book / select –due to the lack of available spots.

For 2nd semester / full-year exchanges, these are the dates for our course selection procedures:

1) Course selection – FIRST ROUND- ori.feco.uam.es:
   o When? from December 1 (10 AM) to December 9 (8:00 AM – Madrid local time)
3) **Not a new user?** If you already have one approved account (you should have one if you used the ori.feco.uam.es platform in July – August 2021), do not create a new account. You will be able to login with the same account you created back then, and you shall not wait for your account to be approved.

- **New user?** Create your user account on the website as soon as the period begins (only 1 account per student is allowed). WAIT for confirmation and authorization from our side. **We will approve your personal account for the ori.feco.uam.es as soon as possible, but only during our office hours.**

- Keep in mind that the ori.feco.uam.es website is not based on the SIGMA platform, which you used for sending your mobility application. Your user account here will be independent of the SIGMA admission profile. Please use one operational personal / external email account as contact for your new user. You will receive your credentials there.

- **Once your account is approved by us, you will receive an email** from ori.economicas@uam.es with the login credentials. Please be patient! This is a manual process. We will try to grant you access in less than 24 hours!

- Enter the ori.feco.uam.es website with the credentials. Select your courses and the group for each course (see below).

- If there are no available spots for the group you selected for that course, the website will display a warning message. Bear in mind that afternoon/evening courses are less crowded.

- You might re-enter the website so many times as needed, in order to check if any spot has been dropped by somebody and is now available. You can also change your selection, and drop courses previously selected.

- **DOWNLOAD the provisional Learning Agreement (pdf file) from your user profile** on the ori.feco.uam.es website –My courses- before the period ends. There you will find the list of courses you booked, with the group number for each course.

2) **Requests for additional spots in specific courses** –**LIST of highly demanded courses:**

- **When?** From December 9 (9:00 AM, Madrid local time) and December 10 (20:00, Madrid local time)

- **How?** Through a different on-line form (pending – the link will be emailed to you before the form opens)

- Your request will help us to determine if additional spots can be added to any course/group. However, if additional spots could be added to the most demanded courses, you must select the requested course AGAIN during the SECOND ROUND (next).

- Please, bear in mind that your request will not entitle you to be admitted to the course(s) you demanded. Due to the high number of incoming students and the limits in the capacity of each group, we cannot assure if your requests will imply a change in the number of available spots for the demanded courses.

3) **Course selection – SECOND ROUND** –ori.feco.uam.es :

- **When?** (dates to be determined – between Dec. 17 and Dec. 21: we will keep you updated about the final dates)

- If you could not book some of your courses during the 1st round or you must make changes in your selection, you will have a second chance.

- During this second round some additional spots might have been added to certain courses / groups. However, we cannot know if the capacity of the groups will be increased by the Faculty’s Direction.
RECEIPT OF YOUR SELECTION / provisional “Learning Agreement”

During the course selection process you will be able to download a receipt with your confirmed courses-groups (“My signups”). Make sure you download it before the website is closed, since the website will not allow you to login again after the period ends.

I NEED A COURSE CATALOG AND THE SCHEDULE FOR THE AVAILABLE COURSES...

Bear in mind that in your selection you can mix courses from different undergraduate programmes and years (2nd to 4th) –courses found on our course catalogue. Be careful with courses with overlapping schedules!

The course catalogue 21-22 and the INSTRUCTIONS about the timetable search are available on our website for Incoming students:

Course catalogue 21-22
Instructions about the official timetable of the undergraduate courses (years 2-4)
List of English-taught courses

- Please, do not make your course selection without checking the timetable for your courses. Overlapping classes will mean a problem for your final assessment. Make sure you know which of the available groups for each course is the one you need.
- Take into consideration different combinations of courses/groups in each semester, just in case any of them has no spots left when you try to select it.
- Limit your search for courses accordingly to your exchange period. The list contains the full list of courses for BOTH semesters.

HOW AND WHEN CAN I OBTAIN MY USER ACCOUNT FOR THE ORI.FECO.UAM.ES WEBSITE?

- The website will not be operational before or after the abovementioned periods (1st and 2nd round). Please, do not try to create your user account until those periods begin, but feel free to read the GUIDELINES presented on the welcome screen of the ori.feco.uam.es website.
- The ori.feco.uam.es website DOES NOT accept the user credentials you obtained for you on-line mobility application on the SIGMA UAM platform. It is a based on a different online software. Keep an eye on the “Create new account” form of the website, but be aware that it will turn operational only when the time comes.

HOW ARE THE AVAILABLE SPOTS FOR EACH COURSE ALLOCATED?

- First-come first-served basis. Additional spots might be added during the 2nd round in the most demanded courses.
- Courses belonging to any master programme are not available for selection on the ori.feco.uam.es website. Those courses will be included in the enrollment list of the applicants specifically admitted to those courses by the master’s coordinator, in the last phase of the enrollment process.
- See paragraphs 10-15 of our FAQs document for further information about how the course selection works.
SHOULD I SELECT MY COURSES ON THE ORI.FECO.UAM.ES WEBSITE IF MY LEARNING AGREEMENT HAS BEEN PREVIOUSLY SIGNED BY UAM?

Yes. If you do not complete the course selection on the ori.feco.uam.es website, you will not get a spot for the courses of your Learning Agreement.

“CONTACT US” FORM ON THE ORI.FECO.UAM.ES WEBSITE
DO NOT TRY TO USE the contact form available on the website’s home page. In case you had to email us directly to ori.economicas@uam.es

(*) FULL-YEAR / FORMER 1ST SEMESTER EXCHANGE STUDENTS CHANGING THEIR SELECTION OF COURSES FOR THE 2ND SEMESTER

- Full-year mobility students who do have not changed their selection of courses for the 2nd semester do NOT need to complete their selection on the ori.feco.uam.es website again. The selection they made in Summer 2021 will be still in force.
- 1st semester students who have extended their stay to full-year mobility must enter the ori.feco.uam.es website and add their courses for the new mobility period.

Please keep in mind: if your user profile on ori.feco.uam.es does not display the list of 2nd semester courses, email us to ori.economicas@uam.es

If you make changes in your selection of courses for the 2nd semester during December... please email us to ask for the due update in your enrollment!

COURSES PROGRAMMED BY A DIFFERENT FACULTY OF THE UAM Campus
The ori.feco.uam.es website will NOT allow you to book courses offered by another Faculty of the UAM Campus. Only courses of the Faculty of Economics are available. During the first week of the semester you will receive instructions about how to change your previous course selection, and about how to request admission to courses from another UAM Faculty –however, the majority of your credits must belong to courses of UAM Faculty of Economics. Admission to courses from a different Faculty cannot be confirmed until the 3rd week of the semester.

Do not hesitate to contact us if you have any question, before or during the process.