FenixEdu

Subscribe Classes and Shifts

Contents

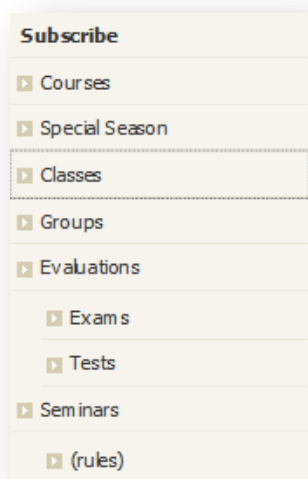# 1. Subscribe Classes and Shifts

To subscribe classes browse tecnico.ulisboa.pt > Network > Fénix > Estudante > Subscribe Classes to book shifts for enrolled courses (academic year/current semester) or choose extra-enrollment courses if you are not enrolled but want to attend classes (e. g. grade improvement, equivalences process). This module allows students to set up their timetable.

1.1 Enrolled courses

To book classes and shifts for enrolled courses access Fénix > Estudante tab and click Subscribe Classes.

Then click continue.

The Reserve Classes - Summary page has information about your enrolled courses and types of shifts. To book shifts click (1) **Classes and Shifts Booking** or (2) **Book** directly on the course name and shift type (T – Theoretical, P - Practical, L – Laboratory…).

After booking shifts click (3) **View Schedule**, at (4) **Reserved Shifts** all booked shifts appear listed.

A list of classes will appear and you can choose different classes for your shifts.

1.1.1 Add Shifts

All types of shifts (L, T, P) and Weeks are shown. Select your shift click ➕ to add.

Clicking on the Acronym will access the course web page, where you can find course contents (summaries, announcements, groups …).

After booking shifts **Reserved** will appear, if the required shift exceeded capacity n. º, check if there is any available shift from the list of classes, if not, please contact Pedagogic Organisation Office that manages classroom capacity for your course:

- Alameda: gop@tecnico.ulisboa.pt
- Taguspark: laurinda.dias@tecnico.ulisboa.pt

1.1.2 Remove Shifts

On your current timetable, to remove a shift click ➖
Perform this operation for any shift you want to remove.
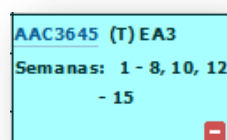
Or on page Reserve Classes – Summary, section Reserved Shifts, remove it by clicking **Cancel Booking**.

1.2 Extra-enrollment courses

To book courses in which you are not enrolled (e. g. grade improvement, equivalences process) access Fénix > Estudante > Subscribe Classes > **Choose extra-enrollment courses** > continue.

1.2.1 Add Course

Select the degree course you wish to attend and then select course subjects by clicking **Add Course**. You can add a maximum of 8 courses/semester.

When you have finished adding the courses to the list, click Continue and Continue (again). Following this procedure the courses will be listed as extra-enrollment courses.

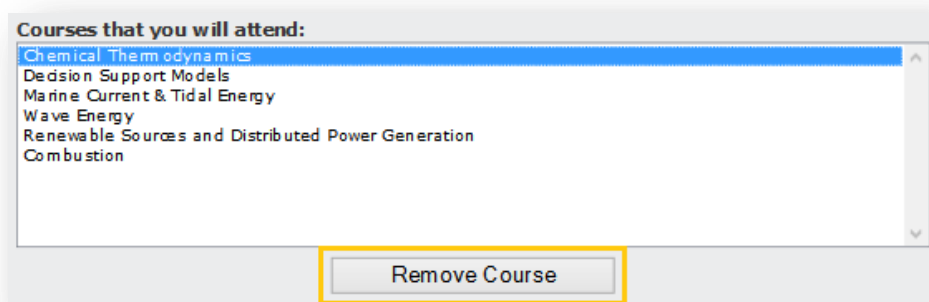| Extra-enrollment courses:						
Course Name	T	P	L	TP	TC	Pb
Chemical Thermodynamics - TQui3645	Book					Book

Now it is possible to book classes and shifts (check procedures at nº 1.1.1).

1.2.2 Remove Course

To remove a course from the list, click on the subject and then click Remove Course.

You cannot remove enrolled courses, but it is possible to remove extra-enrollment courses.

Courses that you will attend:
Chemical Thermodynamics
Decision Support Models
Marine Current & Tidal Energy
Wave Energy
Renewable Sources and Distributed Power Generation
Combustion

Remove Course

1.3 View Schedule

You can view and print your schedule on Reserve Classes – Summary > View Schedule.

Hours/Days	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30		ERPD3645 (PB) E1			
8:30-9:00		Weeks: 1 - 9, 11 - 15			
9:00-9:30					
9:30-10:00		C3645 (T) QA02.3		C3645 (T) GA3	
10:00-10:30		Weeks: 1 - 9, 11 - 15		Weeks: 1 - 8, 10, 12 - 15	
10:30-11:00					
11:00-11:30	ERPD3645 (T) EA5	C3645 (PB) Q4.2			
11:30-12:00	Weeks: 1 - 9, 11 - 15	Weeks: 1 - 9, 11 - 15			
12:00-12:30					
12:30-13:00					
13:00-13:30					
13:30-14:00					
14:00-14:30					
14:30-15:00					
15:00-15:30	C3645 (L) Laboratório de Transmissão de Calor			C3645 (L) Laboratório de Transmissão de Calor	
15:30-16:00	Weeks: 11		ERPD3645 (T) EA5	Weeks: 12	MADec31145 (PB) LTI sala 5 Q5.2/Ensino Informático
16:00-16:30			Weeks: 1 - 8, 10 - 15		Weeks: 1 - 8, 11 - 15
16:30-17:00					
17:00-17:30				MADec31145 (T) AM	MADec31145 (T) AM
17:30-18:00				Weeks: 1 - 8, 10, 12 - 15	Weeks: 1 - 8, 11 - 15
18:00-18:30					

2. Search Space

This feature allows you to search for spaces, courses, people (students, teacher, employee) or exams. By searching for a person the results indicates the location. Searching for a subject the results shown are the rooms in which the courses will take place. Browsing for exams you will find the reserved rooms where they are scheduled to take place.

This feature is at tecnico.ulisboa.pt > Life at IST tab, section day-to-day life. Click on Search for Spaces, select the criteria and enter the information to search and click Search.