



**FenixEdu**

## Subscribe Classes and Shifts

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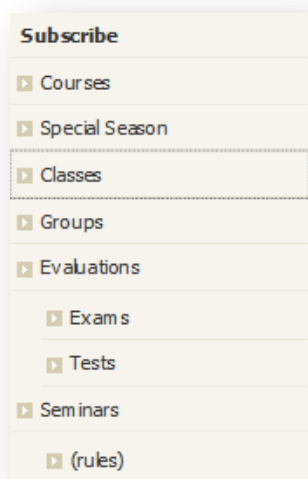
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## 1. Subscribe Classes and Shifts

To subscribe classes browse [tecnico.ulisboa.pt](http://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](#).

FenixEdu™

[Communication](#)
[Estudante](#)
[Personal](#)

**Classes Booking**

The classes booking **does not replace** the enrollment in the respective disciplines, which can be done in [Enrollment in Courses](#).  
 The booking of Lab shifts **is not binding** and is only available to see your final timetable. The teachers responsible for each discipline are in charge of the actual Lab reservations.  
**In certain circumstances**, which are listed in the following cases, you may attend a course in which you are now enrolled in your curricular plan.

- o Alunos Externos
- o Melhorias de Nota
- o Alunos com processos de Equivalência em curso

To attend classes of a course in which you are not enrolled in your curriculum, you will have to choose the course before proceeding to the booking of classes: [Choose extra-enrollment courses](#)  
 Classes and shifts of the courses of **1st year 1st semester** are blocked from registration until the students of the 1st year are placed

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.

**Reserve Classes - Summary**

Before starting the booking of shifts, you must enroll in the curricular courses that you plan to attend. If you wish to attend a course in which you cannot enroll, view the following page before proceeding.

- [Classes and Shifts Booking](#) **1**
- [View Schedule](#) **3**
- [End](#)

**Warning: There are still shifts to enroll of 3 course(s).**

Curriculum courses in which you are enrolled:

Course Name	T	P	L
Advanced Computer Architectures - AAC3645	Book	<b>2</b>	Book
Systems Programming - PSis645	Book		Book
Hardware/Software Co-Design - -HW645	Book		Book

Types of Shift: T - Theoretical | P - Practical | TP - Theoretical and practical | L - Laboratory | TC...


**Reserved Shifts:** **4**

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

**Turmas**

- Class MEEC0301
- Class MEEC0302
- Class MEEC0303
- Class MEEC0304
- Class MEEC0305
- Class MEEC04COM01
- Class MEEC04ELE02
- Back

### 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 ...).

Class MEEC0301

Hours/Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-8:30						
8:30-9:00						
9:00-9:30		PSis645 (L) LP3				
9:30-10:00		Weeks: 1 - 9, 11 - 15				
10:00-10:30						
10:30-11:00						
11:00-11:30			PSis645 (T) EA1		PSis645 (L) LP3	
11:30-12:00			Weeks: 1 - 8, 10 - 15		Weeks: 1 - 8, 11 - 15	
12:00-12:30						
12:30-13:00	PSis645 (T) EA2					
13:00-13:30	Weeks: 1 - 9, 11 - 15					
13:30-14:00						
14:00-14:30						
14:30-15:00						
15:00-15:30						
15:30-16:00						
16:00-16:30						
16:30-17:00						
17:00-17:30						
17:30-18:00						
18:00-18:30						
18:30-19:00						

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

Curriculum courses in which you are enrolled:

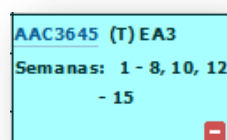
Course Name	T	P	L
Advanced Computer Architectures - AAC3645	Reserved		Reserved
Systems Programming - PSis645	Reserved		Reserved
Hardware/Software Co-Design - HW645	Reserved		Reserved

Types of Shift: T - Theoretical | P - Practical | TP - Theoretical and practical | L - Laboratory | TC - Fieldwork | Pb - Problems | S - Seminars | E - Internships

### 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](#).

Reserved Shifts:					
Chemistry					
Shift: Qui4T01 -	<a href="#">Cancel Booking</a>				
Week: 1 - 14	Theoretical	Wed	13:00 - 14:30		GA1
Week: 1 - 14	Theoretical	Mon	13:00 - 14:30		GA1
Shift: Qui4L14 -	<a href="#">Cancel Booking</a>				
Week: 2, 4, 6, 8, 10, 12, 14	Laboratorial	Wed	16:00 - 18:00	LQG Lab <sup>o</sup>	Química Geral
Shift: Qui4PB29 -	<a href="#">Cancel Booking</a>				
Week: 2, 4, 6, 8, 10, 12, 14	Problems	Fri	14:30 - 15:30		E4

## 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.

**Please choose the degree of the courses that you wish to attend:**

Bologna Master Degree em Energy Engineering and Management

**Course subjects selected:**

- Environmental Impacts
- Logistics Management & Operations
- Fundamentals of Operations Research
- Chemical Thermodynamics**
- Industrial Safety and Health
- Electric and Electromechanical Systems
- Analysis and Synthesis of Algorithms
- Energy Systems Optimization
- Marketing Management
- Electrochemistry and Energy

[Add Course](#)

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.

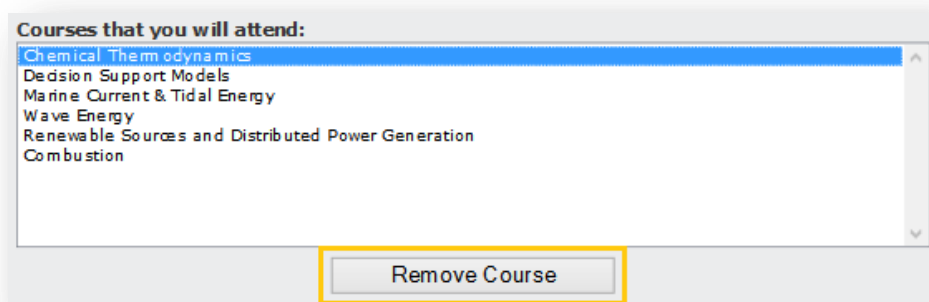
Extra-enrollment courses:						
Course Name	T	P	L	TP	TC	Pb
Chemical Thermodynamics - TQui3645	Book					Book

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.



### 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		ERP3645 (PB) E1 Weeks: 1 - 9, 11 - 15			
8:30-9:00					
9:00-9:30		C3645 (T) QA02.3 Weeks: 1 - 9, 11 - 15		C3645 (T) GA3 Weeks: 1 - 8, 10, 12 - 15	
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30	ERP3645 (T) EA5 Weeks: 1 - 9, 11 - 15	C3645 (PB) Q4.2 Weeks: 1 - 9, 11 - 15			
11:30-12:00					
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 Weeks: 11			C3645 (L) Laboratório de Transmissão de Calor Weeks: 12	
15:30-16:00			ERP3645 (T) EA5 Weeks: 1 - 8, 10 - 15		MADec31145 (PB) LTI sub 5 - Q5.2/Ensino Infirmático Weeks: 1 - 8, 11 - 15
16:00-16:30					
16:30-17:00					
17:00-17:30				MADec31145 (T) AM Weeks: 1 - 8, 10, 12 - 15	MADec31145 (T) AM Weeks: 1 - 8, 11 - 15
17:30-18:00					
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](http://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](#).

### Search

Criterion:  Space  Person  Discipline  Writing Assessment

Search for:

[Advanced Search](#)

Found 1 space (s).

#### Space

[Alameda](#) > [Pavilhão de Civil](#) > -1 > **VA1 - Anfiteatro**

