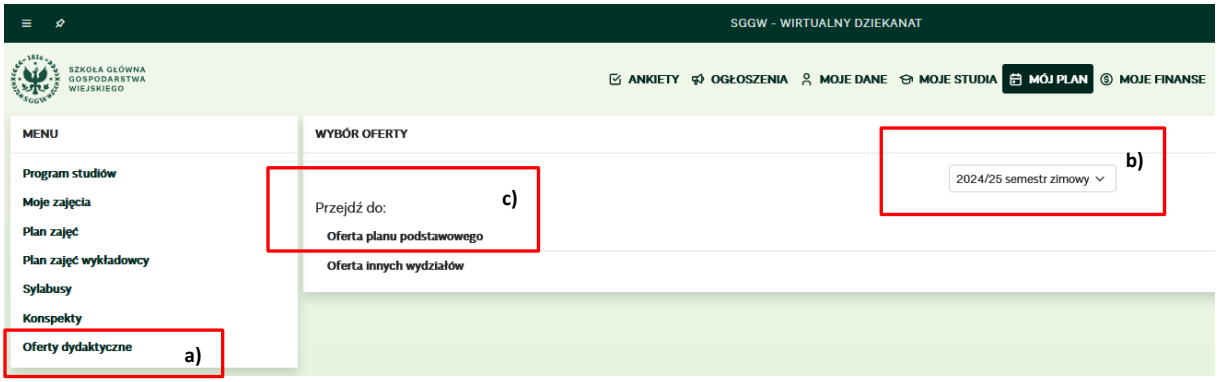
Instructions for registering for elective courses in the eHMS system

1) Log in to the virtual dean's office (website: https://ehms.sggw.edu.pl)

2) Select the "my plan" tab

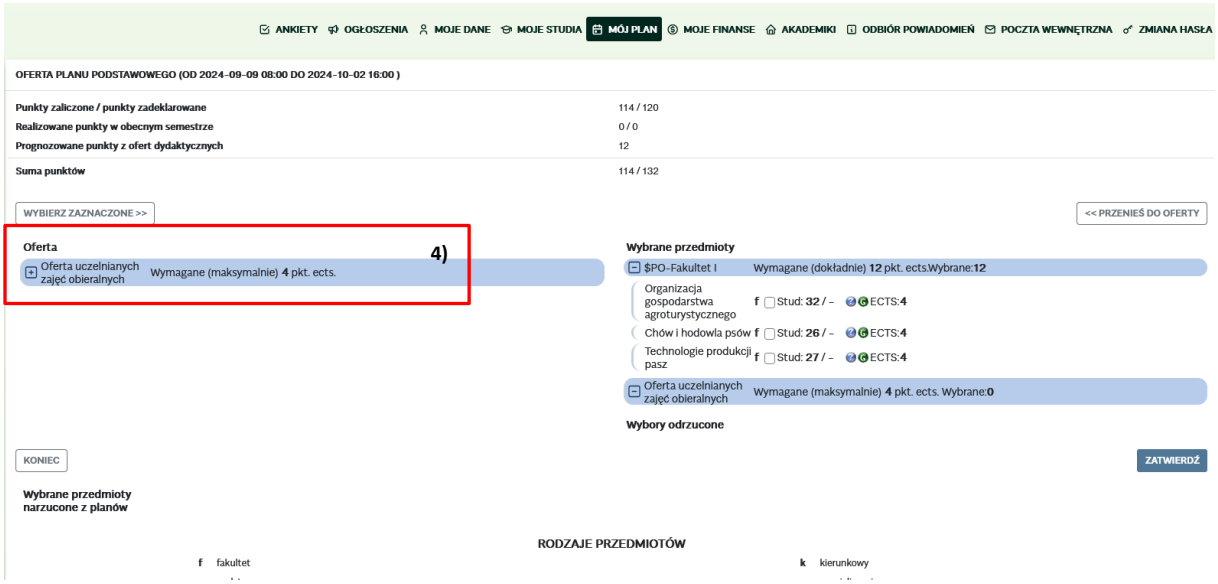
3) Course selection

a) From the menu, choose "course offers"
b) In the "SELECT OFFER" window, choose the academic year and semester
c) In the "Go to:" section, click on "Basic plan offer"



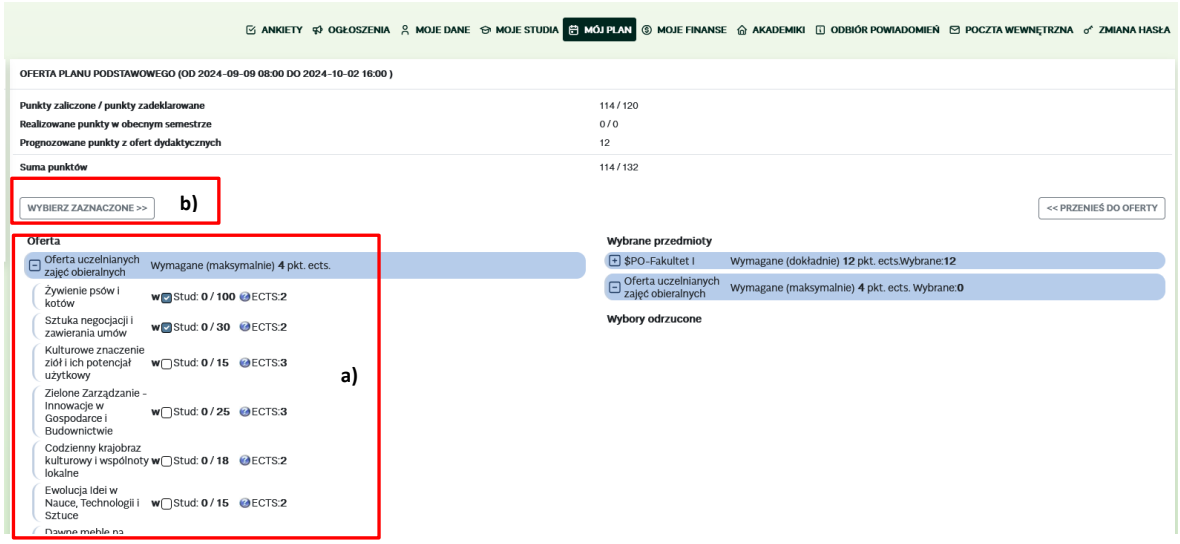
4) In the "Basic plan offer" window, under the "Offer" section, click the "+" next to the "$PO-..." to display the list of elective courses

Note: If there were other offers available for the semester and courses were selected from them, all selected courses will be visible in the "Selected courses" view on the right side of the screen.

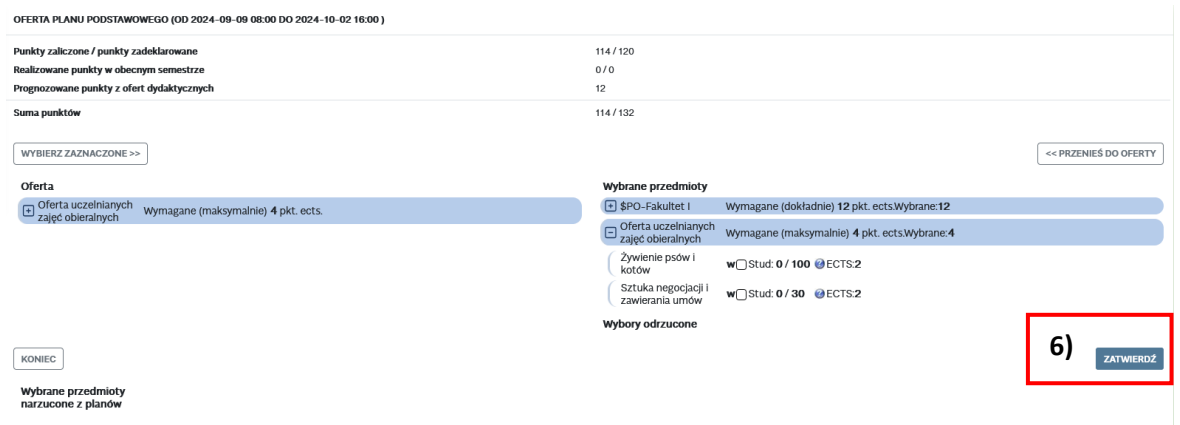


5) From the displayed list, select the courses to be taken

a) Check the box next to the course(s) (click the "box" next to "Stud:")
b) Use the [SELECT MARKED>>] button to move them to the "Selected courses" list



6) Click the [CONFIRM] button to finalize the selection



A message will appear: "Changes saved," confirming the course selection.

NOTE: If the course selection is not confirmed, it will be considered as not registered.

As long as the offer is available, you can change your selection (provided the course's seat limit is not filled).

To do this, in the "Selected courses" section, select the course you want to drop (click the "box" next to "Stud:") and move it back to the "Offer" using the [MOVE TO OFFER] button. Then, select a new course (following the steps in point 5) and confirm the changes by clicking the [CONFIRM] button.

The period during which the offer is available is displayed in the top left corner of the "BASIC PLAN OFFER (FROM …… TO ……)".