

UNDERGRADUATE ENROLLMENT

National and International Program

Informations and Procedures

HOME SCREEN

Here you may find all relevant information regarding enrollment in courses for the
2nd semester 2017/2018.

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If you have any questions or concerns, please contact:
Student Affairs Undergraduate Team – undergrad.affairs.clsbe@ucp.pt


GENERAL INFORMATION

- › For the next semester, course enrollment will be an online procedure, using your personal profile in ESCA ([E-Academic Services](#)). Please note:
 - › **Step 1:** Make sure that you have your PIN (UCP access credentials);
 - › **Step 2:** Students can't have debts in the Treasury Office;
 - › **Step 3:** You should enroll on the predefined dates in accordance with the number of ECTS done until **30TH OF NOVEMBER 2017** (see **DATES AND SCHEDULES – [NATIONAL](#) AND [INTERNATIONAL](#) PROGRAMS**);
 - › **Step 4:** In case of failure to enroll online, you should contact Student Affairs on that same day. In case you are not able to come by the University, you can send someone else on your behalf.
 - › **Step 5:** Students who do not register on the scheduled date need to [pay the late registration penalty](#) at the Treasury Office and go to Student Affairs to carry out their registration.

Please note that:

- › Enrollment **until 2nd of February** will only be accepted upon payment of a penalty.
- › Enrolments **after 5th of February** will only be accepted duly authorized by the Academic Directors through a [formal request form](#) and [penalty payment](#).

GENERAL INFORMATION

- › Students are entirely responsible for enrollment in courses and sections; therefore we alert you to:
 - › Prior to the enrollment, students should carefully review their curriculum to define their best options.
 - › Students can contact the Student Affairs Office if they have doubts about their curricular plan.
- › Choose your courses attending to the following:
 -  **A)** Enroll in delayed **Mandatory Courses**;
 - B)** Be aware of the **Prerequisites**: students that do not have **admission to final exam** cannot enroll in preceding courses;
 - C)** Elective courses requirements;
 - D)** Avoid overlapping courses.

ANNUAL REGISTRATION PAYMENT 2017/2018

- Annual **REGISTRATION PAYMENT IS MANDATORY**, without it, students cannot enroll in courses.
- Students should have make the Annual Registration Payment.

ANNUAL REGISTRATION FEE:

- The amounts approved for the academic year 2017/2018, of Enrollment and Tuition Fees will soon be available at the [UCP website](#).
- Students will be able to pay through the Bank Reference given in ESCA or in the Treasury office.
- It is Compulsory for students to know the [Payment Rules](#) available in UCP website.

PENALTY FOR LATE COURSE ENROLLMENT

If students do not pay the Registration on time, a penalty will be set. You can check penalty values [here](#).

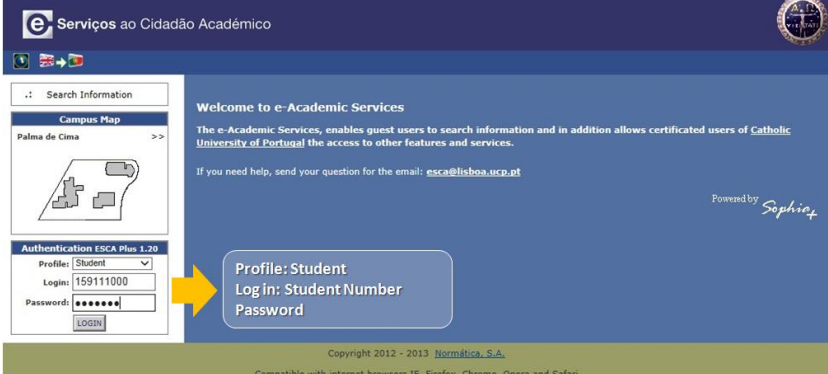
ENROLLMENT CHANGE PENALTY

Enrollment in courses outside the deadline is subject to a penalty. You can check the penalty values [here](#).

ENROLLMENT INSTRUCTIONS

- All students must have their PIN (Personal Identification Number) to access their personal page;
- After logging in [ESCA](#), please select the top menu "Upgrades and Services";
- On the left side menu select "Academic Services" → "Registration in Courses /Sections";
- To enroll you must click on:
"Start registration process"
and then select the courses
afterwards the sections.

[See
Step by Step Tutorial](#)



e Serviços ao Cidadão Académico

Search Information

Campus Map
Palma de Cima

Welcome to e-Academic Services
The e-Academic Services, enables guest users to search information and in addition allows certificated users of Catholic University of Portugal the access to other features and services.
If you need help, send your question for the email: esca@lisboa.ucp.pt

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Authentication ESCA Plus 1.20
Profile: Student
Login: 159111000
Password:
LOGIN

Profile: Student
Login: Student Number
Password

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Compatible with internet browsers IE, Firefox, Chrome, Opera and Safari

ENROLLMENT PROCEDURE

- During enrollment, students choose the courses and sections which they pretend to attend;
- The total number ECTS in which the student can enroll in a given semester, must not exceed:
 - **35 ECTS for the 1st and 2nd years.**
 - **37 ECTS for the 3rd year (or students finishing their program)**

Students cannot enroll in more ECTS than the ones specified above.

In case of irregularities, the Students Affairs has the right to alter the students' enrollment.

DATES AND SCHEDULES – NATIONAL PROGRAM

NATIONAL UNDERGRADUATE ECONOMICS

All Students

January 16

From 10 am to 5 pm

Management student?
Check your ECTS to enroll in the correct day:

[1501
HERE](#)

NATIONAL UNDERGRADUATE MANAGEMENT

100 ECTS or more

January 17

From 10 am to 5 pm

60 - 99.5 ECTS

January 18

From 10 am to 5 pm

0 – 59.5 ECTS

January 19

From 10 am to 5 pm

DATES AND SCHEDULES – INTERNATIONAL PROGRAM

INTERNATIONAL
ECONOMICS

January 22

From 11 am to 5 pm

INTERNATIONAL
MANAGEMENT

January 22

From 10 am to 5 pm

ADVISING FOR UNDERGRADUATE STUDENTS

The Undergraduate Student Affairs Team is always available to help you.

Come by the office in case you have doubts about the courses you should enroll in.

We can help you with your Study Plan!

Office Hours:

Monday to Friday from 11 am to 1 pm and from 2 pm to 5 pm

2nd floor – room 5208

COURSE CHANGING PERIOD – RULES

At the beginning of each semester, the student may change courses due to unexpected situations.

The following changes are allowed:

- Swap courses or sections;
- Courses annulment or enrollment;
- Enrollment in additional courses.

Take into special consideration that there will not be another course changing date.

Any further changes to the Students enrollment must be duly justified by email to

undergrad.affairs.clsbe@ucp.pt

All situations will be analysed and the student informed.

THE ENROLLMENT CHANGE PENALTY WILL BE APPLIED.

COURSE CHANGING PERIOD – NATIONAL PROGRAM

1502
NATIONAL UNDERGRADUATE
PROGRAM IN ECONOMICS



February 1st
From 10 am to 5 pm

1501
NATIONAL UNDERGRADUATE
PROGRAM IN MANAGEMENT



January 31st
From 10 am to 5 pm

COURSE CHANGING PERIOD - INTERNATIONAL PROGRAM

1512

INTERNATIONAL UNDERGRADUATE

PROGRAM IN ECONOMICS

INTAKE 2016 AND BEFORE



**February 1
from 11 am
to 5 pm**

1511

INTERNATIONAL UNDERGRADUATE

PROGRAM IN MANAGEMENT

INTAKE 2016 AND BEFORE



**January 31
from 11 am
to 5 pm**

1542

INTERNATIONAL UNDERGRADUATE

PROGRAM IN ECONOMICS AND FINANCE

INTAKE 2017



**February 2
from 11 am
to 5 pm**

1541

INTERNATIONAL UNDERGRADUATE

PROGRAM IN MANAGEMENT

INTAKE 2017



**February 2
11 am to
5 pm**