



CATÓLICA  
LISBON  
B/SINESS & ECONOMICS

LEADING TODAY.  
INSPIRING TOMORROW.

# 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 2016/2017.**

1. [GENERAL INFORMATION](#)

2. ENROLLMENT  [Instructions](#)

 [Rules](#)

 [Dates and Schedules – National Program](#)

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3. [ADVISING](#)

4. [COURSE CHANGING PERIOD](#)

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

## GENERAL INFORMATION


› For the next academic year, course enrollment for the **2nd semester** 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  
**NOVEMBER 30TH, 2016** (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 JANUARY 27<sup>TH</sup>** will only be accepted upon payment of a penalty. [See conditions here.](#)
- › Enrolments **after February 1<sup>st</sup>** will only be accepted duly authorized by the Academic Directors through a formal request form and penalty payment. [See conditions here.](#)

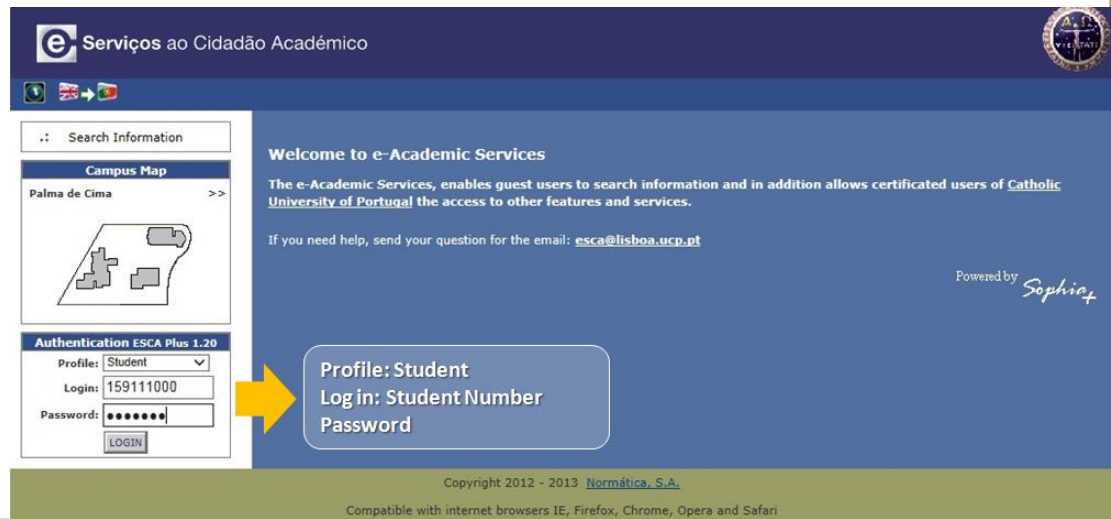
## GENERAL INFORMATION

- › 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 schedule an individual curricular advice session with the Undergraduate Academic Director (available [here](#)).
  - › Choose your courses attending to the following:
    -  **A)** Enroll in delayed **Mandatory Courses**;
    - B)** Be aware of the **Pre-requisites**: students that do not have **admission to final exam** cannot enroll in preceding courses;
    - C)** Elective courses requirements;
    - D)** Avoid overlapping courses.

## 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



Services ao Cidadão Académico

Search Information

Campus Map  
Palma de Cima >>

Authentication ESCA Plus 1.2.0  
Profile: Student  
Login: 159111000  
Password: ●●●●●●  
LOGIN

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](mailto:esca@lisboa.ucp.pt)

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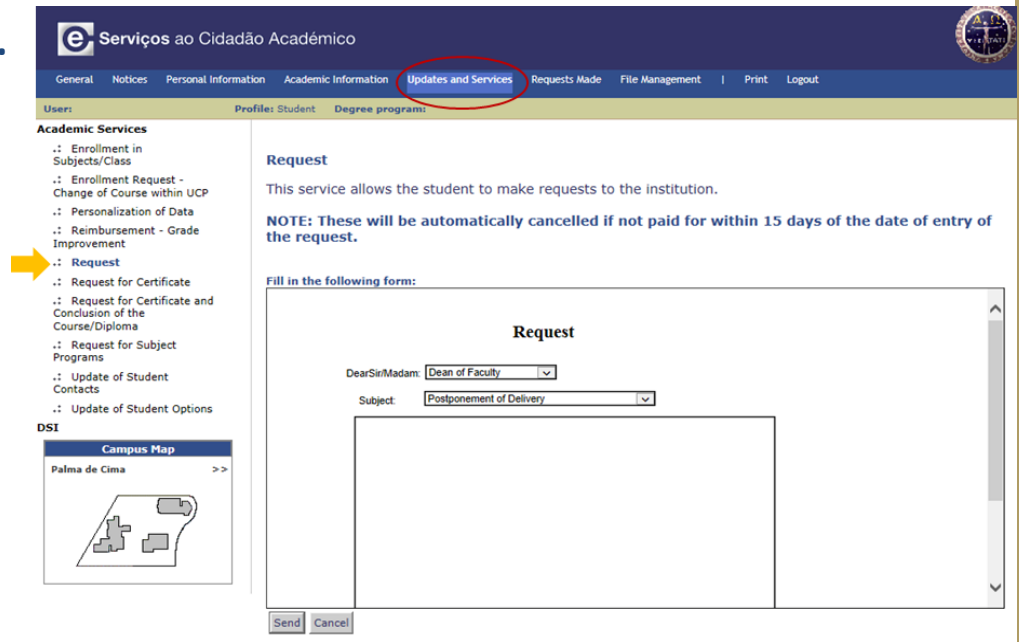
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Compatible with internet browsers IE, Firefox, Chrome, Opera and Safari

## 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, shall not exceed:

- **33 ECTS for the 1<sup>st</sup> and 2<sup>nd</sup> years.**
- **35 ECTS for the 3<sup>rd</sup> year.**

In case you exceed the ECTS :  
You will need to do a  
**Formal Request** to the  
Academic Directors



The screenshot shows the 'Serviços ao Cidadão Académico' interface. The navigation menu includes 'General', 'Notices', 'Personal Information', 'Academic Information', 'Updates and Services' (circled in red), 'Requests Made', 'File Management', 'Print', and 'Logout'. The user profile is 'Student' and the degree program is 'Degree program:'. The 'Academic Services' list includes options like 'Enrollment in Subjects/Class', 'Enrollment Request - Change of Course within UCP', 'Personalization of Data', 'Reimbursement - Grade Improvement', 'Request', 'Request for Certificate', 'Request for Certificate and Conclusion of the Course/Diploma', 'Request for Subject Programs', 'Update of Student Contacts', and 'Update of Student Options'. A yellow arrow points to the 'Request' option. Below this is a 'Campus Map' for 'Palma de Cima'. The 'Request' form is titled 'Request' and contains the text: 'This service allows the student to make requests to the institution. NOTE: These will be automatically cancelled if not paid for within 15 days of the date of entry of the request.' The form fields are 'DearSir/Madam: Dean of Faculty' and 'Subject: Postponement of Delivery'. There are 'Send' and 'Cancel' buttons at the bottom.

## DATES AND SCHEDULES – NATIONAL PROGRAM

Click in your Program and check your ECTS to enroll in the correct day:

Management  
1501

Economics:  
1502

**NATIONAL  
UNDERGRADUATE  
ECONOMICS**

**+ 80 ECTS**

**January 16<sup>th</sup>**

**From 10 am to 4 pm**

**0 – 80 ECTS**

**January 17<sup>th</sup>**

**From 10 am to 4 pm**

**NATIONAL  
UNDERGRADUATE  
MANAGEMENT**

**100 ECTS or more**

**January 18<sup>th</sup>**

**From 10 am to 4 pm**

**60 - 99.5 ECTS**

**January 19<sup>th</sup>**

**From 10 am to 4 pm**

**0 – 59.5 ECTS**

**January 20<sup>th</sup>**

**From 10 am to 4 pm**

## DATES AND SCHEDULES – INTERNATIONAL PROGRAM

Click in your Program and check your ECTS to enroll in the correct day:

Management  
1511

Economics  
1512

INTERNATIONAL ECONOMICS	17th of January	From 11 am to 5 pm
INTERNATIONAL MANAGEMENT	20th of January	From 11 am to 5 pm



## ADVISING

The Student Affairs Team is always available to help you with your study plan but during the enrollment period Professor Ana Canhoto, Undergraduate Programs Academic Director, has extended advising sessions schedule for students to talk with her about doubts they have about their academic path.

If you have any questions about the courses you should enroll take this opportunity.

Book your session [HERE!](#)

## **COURSE CHANGING PERIOD - DATES AND SCHEDULES**

- At the beginning of each semester, the student may request to change courses due to unexpected situations and unforeseen at the time of the initial enrollment.
- During this period, the following changes are allowed:
  - Enrollment swap between courses or sections;
  - Courses annulment;
  - Enrollment in additional courses.

