GUIDE TO REGISTRATION FOR UNIVERSITY OF ALICANTE STUDENTS.

On-line registration via UACloud

Academic year 2017-18.
ONLINE REGISTRATION INSTRUCTION USING OUR VIRTUAL CAMPUS
UACloud

On-line registration can be performed from any computer with an Internet connection. Even if you are not a frequent user of computers, our online help will guide you easily. However, here are the steps to follow once you have accessed the on-line registration program.

You can complete your registration through UACloud during the period that you have been previously notified. During such a period, you can access the on-line registration program and modify as much information as you wish until the registration deadline when access will be blocked.

You will need the password that we have already sent to you for your online registration. The password has been connected to your email address so that no one else can have access to your registration record. You will need it as long as you are a student in this University so you had better memorise it, although you can change it at any time using letters and numbers).

The University of Alicante will make several rooms available for you to register with some senior student assistants to help you with registration procedures. To start with you will need to:

**UACloud Access**

Go to the University home page (http://www.ua.es), click on UACloud and provide the following data:

- Click on UACloud
- Enter your UA e-mail address.
- Enter your password
Once in the UACloud platform, select the “Registration” card.

It allows students to register in UA study programmes and manage their grants.

Last timestamp:
07:02 Sign in

The rest of Kron services are still on CV Other Services

It enables users to access the services offered through the Virtual Campus.

The Academic file
This card is your gateway to the registration process. First of all, select the study programme of your choice:

![Registration Process Screenshot]

Once inside your registration profile, you will be informed of the Right to Information and we will require your data disclosure consent.

![Right to Information]

Once you have given your consent, the program will warn you that you must allow POP-UP WINDOWS in your computer before you start registration.

![Aviso Importante]

How to allow pop-up windows with the following browsers:

**Internet Explorer:**
From the Tools Menu-Pop-Up Blocker-Turn off.

**Mozilla**
Privacy & Security tab, choose Popup Windows. Uncheck Block unrequested popup windows, and click "OK"

**Mozilla firefox**
From the Preferences window, choose the Content button and then uncheck Block Pop-up Windows*
Once you have allow pop-up windows, you must click "OK"

If it is the first time you access your registration, the program will require you to accept a security certificate. If you have not logged in for a while, this certificate may have expired and you will be required to do so again. Either way, you must only accept or continue with this certificate.

The online registration program starts with the **Welcome screen**. In the header, you can see your name and surname, your ID, and the academic year which you are going to register in.

Before starting your registration, we strongly recommend that you should click on the box **VERY IMPORTANT**, where you are provided with relevant information.

Next, you will be guided through the steps you need to take in order to complete your registration successfully for the study programme of your choice. You only need to click on **next** to go to the following step or **previous**, if you want to go back to the preceding step. As you scroll through the several sections, these will change colour and you will know at all times which section you are in, as you can see here:

The next section is **Choose your study programme**

Here, you can choose the study programme you wish to enrol in and the study option of your choice: full-time or part-time. The part-time study option is subject to work and personal reasons as well as to your academic needs. Note that you can only enrol in the study programme for which you were notified with a registration appointment by the University of Alicante some time earlier. E.g. Here, the student has chosen the study programme B011:
The next section corresponds to your **Personal Details**

You must fill in all fields containing the asterisk (mandatory):

![Image of personal details form]

If the address you provided for notifications coincides with your family address, you only need to press on this text so that the data will be copied without having to fill in it again:

```
Click here to copy you home address for notification purposes
```

Otherwise, you will need to fill in both.

**Next section, Statistics**

You must fill in all fields containing an asterisk (mandatory) by selecting an answer from the drop-down menu. Once you have filled in all the fields, you can go on to the next section.
Multiple course choice

Here, you can enrol in a course group previously defined by the centre. Select the course group of your choice and click on the 'Add' button. Please note that not all centres have defined course groups for you to enrol. If you wish to modify your course group choice, you must go to the Course Choice section, deselect them all and go back to this section to choose another course group.

Course choice

This screen will enable you to select any type of courses you wish to enrol in, except for "free-elective" courses. For you to view each course typology, click on the icon on the left of each type and they will be displayed sorted by year (program default) in ascending order.

Let's see an example if we drop-down the typology “compulsory” course:
Here, all the courses within the typology “compulsory” are displayed. We have only captured the first three courses here, although there are more courses within this typology. This student has chosen to enrol in the course 16007, assigned to the first year with 6 credits. In the event you cannot view here a course you want to enrol in, click on the button:

**Why can I not?**

The following screen would be displayed where you need to insert the course code or name:

```
Code: 16007
Name:
```

This closes the screen

If you click here, the course code or name that we have entered will be deleted (and you can start a new search)

Click here to search for the course which code or name you entered above.

In the example below, we have searched for the course 16007 and the matches we have found are displayed in this image capture. As you can see, the program retrieves any courses whose code contains “16007” (e.g. the course whose code is 20160070 has also been retrieved):

**Matches found:**

```
Code:   Name:
00016007 FUNDAMENTALS OF CONSTRUCTION
020160070 COMMUNICATIVE SKILLS FOR BUSINESS LEADERSHIP
020160071 INTRODUCTION TO THE MANAGEMENT OF ARTISTS AND GROUPS OF ROCK
020160072 THE EDUCATIONAL CHALLENGE: TOOLS FOR EDUCATION PROFESSIONALS
020160073 VILLENER BRASS-EST. (ACTIVE MODALITY)
```

**Groups**

You can select the group for those courses with this option active. Also, if you choose to sit for the special examination session, you must select the corresponding box:

- [ ] the special examination session
**IMPORTANT:** When the course is assigned to more than one group, the program tells you on the groups you can enrol in. Although a default group is marked by default (the program assigns to you the group with more places available), you can always select a different group instead:

There are theoretical groups that are related to other practical groups where you can also enrol in. Please, check schedules for these groups here in order to avoid overlapping.

What happens if you select the special examination session for a course that you have no right to do it?: In this is the case, when you go on to the next section (course summary), the following message will be displayed on the upper side of the screen:

![MUY IMPORTANTE](image)

**Student timetable information**

Timetable overlapping will be displayed in red. If the timetables of the course groups selected in your registration overlap, you can go back to the group choice screen and modify your selection if there are places left. However, if you are fine with your timetables overlapping, you can proceed and confirm your registration.

You can also view your timetable by clicking on the icon of the section that corresponds to the registration summary.

**Registration summary**

Once you have selected the courses, the groups and the special examination session, if applicable, this section will show you all the courses you have enrolled in.

![Summary of courses enrolled](image)

At the end of this same screen, a table containing the credits you have enrolled in will be displayed sorted by type of courses, as shown below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>core</td>
<td>42.0</td>
</tr>
<tr>
<td>compulsory</td>
<td>24.0</td>
</tr>
</tbody>
</table>

**Special registration options (reduced fee eligibility)**

Here, you can select a reduced fee option if you are eligible for it. Please, remember that you must have submitted supporting evidence of your eligibility for these options to the relevant secretary's office. Please, make sure you have selected the relevant registration option if you apply for a MEC scholarship or fee waiver. The "UA mobility student" registration option must be selected by those students who will undertake any...
mobility programme during this academic year and so will do those who were in one of these programmes in the previous academic year.

Payment methods and instalments:

The default payment method for most study programmes is direct debit in 4 instalments. If you apply for the December special examination sessions for all the courses you enrol in, you cannot pay by instalments. If you do not have the IBAN of your bank account available or you have problems when entering the data, select "In cash" payment and validate your registration afterwards.

You must fill in your IBAN, Swift and account holder's details.

If the direct debit account is the same for all your registration fee instalments, you can copy the bank account details by clicking on "Copy this bank account code".

Otherwise, click on "Edit bank account".
Here, you can view all the bank account details you have ever used for any payments related to the university. Select a bank account from the list. You can fill out and update data of the existing bank accounts using the 'Modify' button. You can sign in new bank accounts by using the 'Add new' button.

### Payable items and invoice details

This screen displays detailed registration fees by items: tuition fees (credits enrolled in) and administrative fees (student insurance, ID university card, etc.):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount due</th>
<th>Total amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees</td>
<td>27.34</td>
<td>1,074.95</td>
</tr>
<tr>
<td>Total Administrative Fee</td>
<td>27.34</td>
<td>1,074.95</td>
</tr>
<tr>
<td>Total</td>
<td>27.34</td>
<td>1,074.95</td>
</tr>
</tbody>
</table>

If you want to add a voluntary insurance to your registration, you can select one of the insurance policies included in the 'Add services' section. E.g. if you want to add the MAPFRE UNIVERSIDAD insurance policy, you need to click on 'Add':

Add MAPFRE UNIVERSIDAD insurance

**STUDENTS REGISTERED IN the University of Alicante-SPECIFIC DEGREES:**

These students are **bound** to acquire one of the above mentioned voluntary insurance policies as it is a registration requirement.

This screen displays what you will view after adding a voluntary insurance coverage in your registration:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount due</th>
<th>Total amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAPFRE UNIVERSIDAD insurance</td>
<td>27.34</td>
<td>1,074.95</td>
</tr>
</tbody>
</table>

You can clearly see the new item added (MAPFRE UNIVERSIDAD insurance). Whether you want to deselect it or change it, you only need to click on the cross on the left of the item and it will disappear.

Next and last step will be **Complete Registration**, where the following screen will be displayed:
On confirmation of your registration, a screen with your registration invoice will be displayed along with the direct debit authorisation, which must be printed out, signed by the bank account holder and submitted to the relevant Faculty or School.

Once you get your registration invoice, you will have completed one of the registration steps. When closing this screen, a web page will be displayed to guide you with the steps left to complete the registration process correctly:

You can check your timetable on UACloud-<Additional Services-Timetable.

If you were unable to enter your bank details during the online registration process, you will have to either go to UACloud-: My settings - My data - Bank accounts or to the card Registration-Registration process-Direct Debit Authorisation.
From here, you can manage all your bank accounts you need to use for university-related payments.

![Management of bank accounts]

You must print out the direct debit authorisation for the bank account where your registration fees will be charged. Once the authorisation signed by the bank account holder, you have to submit it to your Faculty or School.

![Management of bank accounts]

You can add a new bank account from:

![Add new]
Add a new account

IBAN: ES00123123123123123123123123

Account type:
- Registration debiting
- Grants
- Refund

Holder's type of document: NIE

Holder's ID number: 66666666Q

Holder's name: Pere
First surname of the holder: Prueba
Second surname of the holder: Proueba

Create Back to list