




INSTRUCTIONS FOR VIEWING THE COURSE SCHEDULE

I. GENERAL INFORMATION

- To view the course schedule the list of abbreviations for groups, courses and classrooms will also be needed. All documents are published on the website under the section “Course Schedules”.
- Courses usually comprise: **P** = lectures; **SE** = seminars; **SV** = tutorials, **LV** = laboratory work. Some courses also include fieldwork, which is not listed on the course schedule. The implementation of fieldwork is arranged between the lecturer and the students at the beginning of the course.
- During the academic year most courses take place during the autumn or spring term (15 weeks). However, some courses take place only during one term (7 weeks). It is therefore obligatory to check this information every week while viewing the schedule.

II. VIEWING THE SCHEDULE BY DIFFERENT CRITERIA

	Two different colors differentiate two different courses.
	An overlapping of two or more courses is marked with a darker red color. When you set the cursor on the course, all the listed courses appear in a window.
	Lecture-free days are marked with a brighter red color (public holidays and lecture-free days are noted in the 2017/18 academic calendar). On these days lectures, seminars and tutorials are also visible, although they do not take place.

You can browse the course schedule by:

1. Schedule by **STUDY PROGRAMME**
2. Schedule by **COURSE**
3. Schedule by **LECTURER**
4. Schedule by **CLASSROOM**

Instructions for viewing the course schedule are presented below.




1. Schedule by **STUDY PROGRAMME**

- **PROGRAMME:** choose the study programme;
- **YEAR:** choose the year of study (1st, 2nd, 3rd);
- **OPTION:** the main group is displayed automatically; it is the abbreviation for the study programme (for example: MA, RIN, BF) and the year of study (1, 2, 3). An example of the main group: MA3 = 3rd year of the undergraduate study programme Mathematics. Abbreviations for all study programmes are listed in the following table:

Abbreviation	Study Programme
<i>Undergraduate study programmes</i>	
MA	Mathematics (in Slovene)
MA EN	Mathematics (in English)
RIN	Computer Science (in Slovene)
RIN EN	Computer Science (in English)
MF	Mathematics in Economics and Finance
BF	Bioinformatics
BI	Biodiversity
SK	Mediterranean Agriculture
BP	Biopsychology
AK	Applied Kinesiology
<i>Master's study programmes</i>	
PMA	Mathematical Sciences (in Slovene)
PMA EN	Mathematical Sciences (in English)
PRIN	Computer Science
PBI	Nature Conservation
PMF	Mathematics with Financial Engineering
PBP	Biopsychology
UPSI	Applied Psychology
<i>Other</i>	
PDM	Psychological Differential Module

- **GROUP:** the section displays the main group as well as the subgroups that are linked to the chosen year of study. If all courses in the year of study are mandatory and there is no division into groups for tutorials or laboratory work, only the main group will be displayed.

You can choose one or more groups or view all groups together. We recommend viewing all groups.



- **JUMP TO (date):**  Choose the date from the calendar located next to the row displaying the date. Use the arrow keys  to change the week.
- Click on  to search for the desired schedule.
- **CLICK TO SHOW:** the desired schedule will be displayed. Information about the course is showed in the following order:

name of the course - type of session, classroom, lecturer(s); group(s)

Name of the course: full name or abbreviation;



For the abbreviations of courses, groups and classrooms see I - General Information!

2. Schedule by COURSE

- **PROGRAMME, YEAR, OPTION:** follow the instructions for viewing the schedule by study programme.
- **COURSE:** you can choose one or more courses. If you want to view more courses, use the CTRL key when you choose a new course.
- **JUMP TO (date):**  Choose the date from the calendar located next to the row displaying the date. Use the arrow keys  to change the week.
- **CLICK TO SHOW:** choose the WEEKLY or WHOLE schedule. The weekly schedule is identical to the display of the schedule by study programmes.



If you choose to display the whole schedule, the following data is shown: day, date, hour, classroom, type of session, group, and lecturer. The display shows all terms for the course. Lecture-free day are marked thus: the date is in brackets, all other data is marked with - - - .

3. Schedule by LECTURER

- **SURNAME, NAME:** choose the lecturer;
- **JUMP TO (date):**  Choose the date from the calendar located next to the row displaying the date. Use the arrow keys  to change the week.
- **CLICK TO SHOW:** choose the WEEKLY or WHOLE schedule (for the term).

4. Schedule by CLASSROOM

This search allows for a daily review of the occupancy of classrooms. By clicking the colored box, you can see the information about the schedule.

- **JUMP TO (date):**  Choose the date from the calendar located next to the row displaying the date. Use the arrow keys  to change the week.