# **INSTRUCTION FOR USING THE STUDENT INFORMATION SYSTEM VIS AT THE FACULTY OF ARTS**

The Student Information System VIS can be used for the following:

* **Digital identity and official form of communication with students at Faculty of Arts**
* **Exam registration**
* **Withdrawal from exams registrations**
* **View exam registrations**
* **Exam dates**
* **Exam results**
* **Preliminary exam registration or withdrawal**
* **Student records**
* **Printing the certificate of enrolment**
* **Checking the financial situation (list of issued, paid and not yet paid invoices)**
* **Student request**

## **Digital identity and official form of communication with students at Faculty of Arts**

From the time of filling out the enrolment paper communication at the Faculty of Arts is carried out exclusively through the student's UL digital identity email address, which is created by taking over the UL digital identity and has the form [ab1234@student.uni-lj.si](mailto:ab1234@student.uni-lj.si).

**Students are obliged to use the specified e-mail address.**

The procedure for acquiring a digital identity is described [here](https://id.uni-lj.si/). At the same time, online forms are also available in case of [forgotten password](https://id.uni-lj.si/DigitalnaIdentiteta/PonastavitevGesla), [changing the password](https://id.uni-lj.si/DigitalnaIdentiteta/SpremembaGesla), and [checking the functioning of the digital identity.](https://id.uni-lj.si/DigitalnaIdentiteta/Preveri)

If there are problems during use (e.g. the student does not have access to the specified e-mail box or does not receive notifications in the e-mail box), the student can contact UL by reporting an error via the [error report link](https://id.uni-lj.si/PrijavaNapak).

Detailed UL instructions for accessing e-mail and for setting up mail clients are available [here](https://www.ff.uni-lj.si/sites/default/files/documents/Nastavitve%20po%C5%A1tnih%20odjemalcev%20studentje%20%20eng_0.pdf).

## **Exam registration**

After logging into the System with your username and password, choose **"*EXAMS / Exam registration"*** in the menu on the left. In the field ***»Course«*** on the right, choose the course for which you would like to register (you will only see a list of courses for which you have yet to pass the exam and for which the registration deadline has not expired). Confirm your selection by clicking ***»SUBMIT«.*** A list of exam dates for the chosen course appears. Choose the desired exam date by clicking ***»REGISTER«.*** This completes the registration. If the registration button is not visible, the exam date is more than 3 weeks away, which means that the registration is not yet possible.

### Problems you may encounter:

* If your past registration for an exam is still open (every registration must be closed by a grade or by a withdrawal from the exam), you cannot register for a new date on the same course. You can view open registrations in "EXAMS / View registrations". If any of your past registrations are open, contact the departmental secretary. The list of departments is available [here](https://www.ff.uni-lj.si/en/faculty/departments-faculty-arts).
* If you wish to register for an exam that is part of your study programme but is not listed in the selection, contact the departmental secretary. The list of departments is available [here](https://www.ff.uni-lj.si/en/faculty/departments-faculty-arts).

## **Withdrawal from exam registrations**

Select ***"EXAMS / Withdraw*** from registrations« in the menu on the left. Select the course from which you would like to withdraw on the right. You will only be shown a list of exams for which you have registered and can still withdraw. Select by clicking ***"WITHDRAW"*** on the left-hand side of the table. This completes the withdrawal. Other open registrations, from which you can no longer withdraw, are visible under ***"View registrations"*** in the menu on the left. The deadline by which you can withdraw is five days before the exam date (the deadline is written in the ***»Application deadline«*** column).

## **View exam registrations**

Choose ***"EXAMS / View registrations"*** in the menu on the left. You will be shown a list of all your open registrations. The registration remains open until it is closed by a grade or withdrawal.

## **Exam dates**

Select ***"EXAMS / Exam dates"*** in the menu on the left. On the right-hand side of the screen, under ***"Course title",*** select the course for which you would like to see the exam dates. Then click ***"Submit".*** You will be shown a list of all future exam dates for the selected course.

## **Exam results**

Select ***"*EXAMS / Exam results*"*** in the menu on the left. On the right-hand side of the screen, under ***"*Course title*"***, select the course for which you would like to see the exam results. Confirm your selection by clicking ***"*Submit*"***. You will see the result of the most recent exam you took in the selected course.

## **Preliminary exam registration or withdrawal**

Select ***"PRELIMINARY EXAMS / Registration"***. On the right, under ***"Course title"***, select the course for which you would like to register for a preliminary exam (you will only be able to choose from courses for which you have yet to pass the exam). Confirm your selection by clicking ***"SUBMIT"***. A list of exam dates for the selected course appears. Select the desired exam date by clicking ***"REGISTER"***. This completes the registration. You can also register if the grade of the previous time you took the exam has not been entered in the Student Info System. Withdrawing from a partial exam for which you have registered is similar to withdrawing from an exam. Go to ***"PRELIMINARY EXAMS / Withdrawal from preliminary exam"***

## **Student records**

Select ***"MY DATA / Student records"***. A list of all the exams you have taken appears. The list includes the course title, your grade and the date of the exam. Your current average grade is shown at the bottom of the list. You may print out the list for your own records by clicking ***"Print student records".***

## **Printing the certificate of enrolment**

After you have been enrolled you can access and print the certificate of enrolment in the student information system VIS, by selecting ***"MY DATA/Certificate of enrolment".***

## **Checking the financial situation (list of issued, paid and not yet paid invoices)**

You can check you financial situation in the student information system VIS, by selecting***"MY DATA/My Financial situation".***

## **Student requests**

Student request can only be filled through the Slovene version of Student information System.

## **General types of problems with Student Information System VIS – troubleshooting**

There are some general types of problems that may appear when using the Student Information System VIS. In order to solve them as quickly as possible, read this short description:

* The website fails to load (the university internet network is probably down; this kind of problem is usually solved within one day).
* After entering your username and password you are not allowed access (you have probably got the wrong password and enrolment paper; please contact the International Office).
* When registering for an exam, a message appears saying you already have an open registration (see Exam registration, Problems you may encounter).
* Your online exam list does not include all your grades (contact your departmental secretary). The list of departments is available [here](https://www.ff.uni-lj.si/en/faculty/departments-faculty-arts).