

ENROLMENT GUIDE - FENIX

**Academic
Year**

2025/2026

Enrolment Guide

In order to help you with the enrolment process our office has created this document to guide you step by step through the whole enrolment process.

Please read the document carefully.

step-by-step instructions

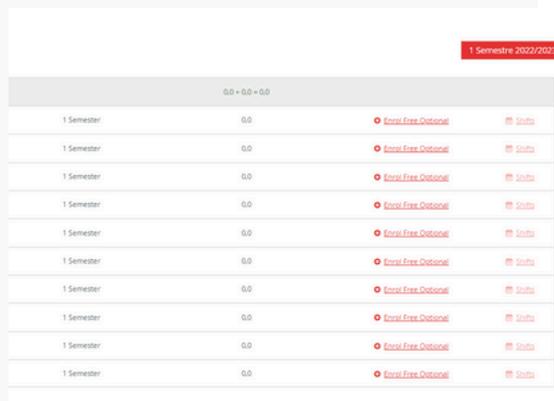
- 01 Login to your FENIX account with your student username (I6XXXX)
▼
- 02 Select the tab "Student"
▼
- 03 Select "Enrol" on the left side menu
▼
- 04 Select the option "Enrolment Processes"
▼
- 05 Click on the button "Start Enrolment Process"

Enrolment Process

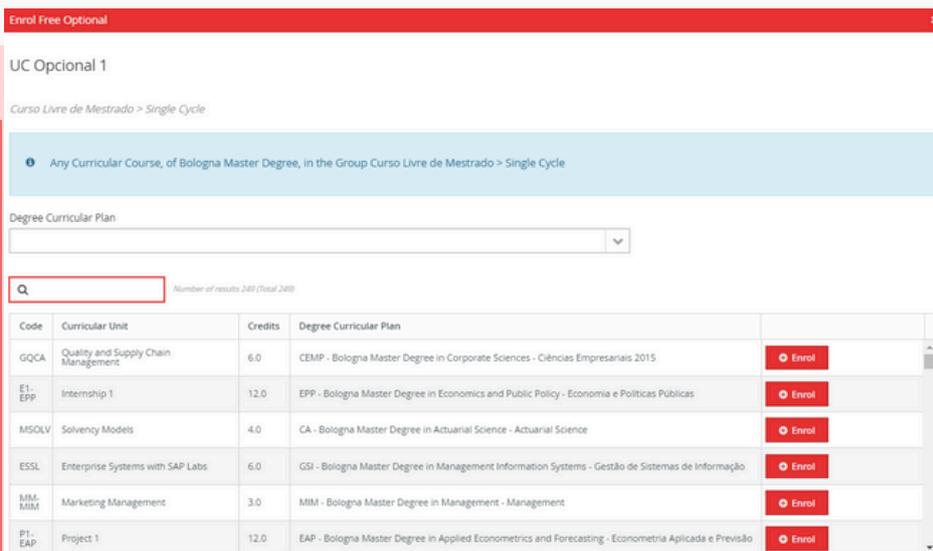
 The enrolment process consists of 3 simple steps

1. Course and Shift Enrolment

Click on "Enrol Free Optional" and then select the course you wish to add by writing the code or the name of the course in the search box and click on the "Enrol" button.



1 Semestre 2022/2023		
0.0 - 0.0 - 0.0		
1 Semester	0.0	Enrol Free Optional
1 Semester	0.0	Enrol Free Optional
1 Semester	0.0	Enrol Free Optional
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1 Semester	0.0	Enrol Free Optional



Enrol Free Optional

UC Opcional 1

Curso Livre de Mestrado > Single Cycle

Any Curricular Course, of Bologna Master Degree, in the Group Curso Livre de Mestrado > Single Cycle

Degree Curricular Plan

Q Number of results 249 (Total 249)

Code	Curricular Unit	Credits	Degree Curricular Plan	Enrol
GQCA	Quality and Supply Chain Management	6.0	CEMP - Bologna Master Degree in Corporate Sciences - Ciências Empresariais 2015	Enrol
E1-EPP	Internship 1	12.0	EPP - Bologna Master Degree in Economics and Public Policy - Economia e Políticas Públicas	Enrol
MSOLV	Solvency Models	4.0	CA - Bologna Master Degree in Actuarial Science - Actuarial Science	Enrol
ESSL	Enterprise Systems with SAP Labs	6.0	GSI - Bologna Master Degree in Management Information Systems - Gestão de Sistemas de Informação	Enrol
MIM-MIM	Marketing Management	3.0	MIM - Bologna Master Degree in Management - Management	Enrol
P1-EAP	Project 1	12.0	EAP - Bologna Master Degree in Applied Econometrics and Forecasting - Econometria Aplicada e Previsão	Enrol

For a quicker and more accurate course selection, please use the **course codes** listed in the Academic Offer List ([Undergraduate](#) and [Master](#))

Enrolment Process

1. COURSE AND SHIFT ENROLLMENT (CONT.)

Click on the drop list and select the shift. To confirm your choice click on the button “Select”.

Repeat the process for the rest of the courses.

Once you have selected all the courses click on the “Next Step” button;

The screenshot displays the enrolment system interface for the 1st Semester 2022/2023. It features a table with columns for Code, Curricular Unit, and School Class. The 'School Class' column has a dropdown menu open, showing options for 'FI01S42 (FI)' and 'FI01S12 (FI)'. A red box highlights the 'FI01S42 (FI)' option. Below the table, there is a 'Select' button and a warning message: 'Attention: shifts will only be available for enrolment'. A 'Lesson Overlaps' section is visible, showing a calendar grid with days of the week (Monday to Saturday) and time slots (9:00 to 13:00). A blue box on the calendar indicates a 9:00 shift for 'Financial Analysis and Reporting (FAR S42)' on Friday.

2. RESUME

Check if all the courses on the list are correct. Please note that if the field "Shifts" appears blank in one or more courses, it means that there are no more places available. Therefore, you will have to delete this course and select another one instead. If you wish to make additional changes click on the “Previous step” button, otherwise click on the “Next Step” button.

3. FINAL STEP

Click on the “Confirm Enrolment” button and then on the “Finish” button.