

PHASE 2 AND PHASE 3 COURSE SELECTION

Open phase 2 from November 27th 8:00 am to 15th December 23:30 pm SPAIN TIME ZONE

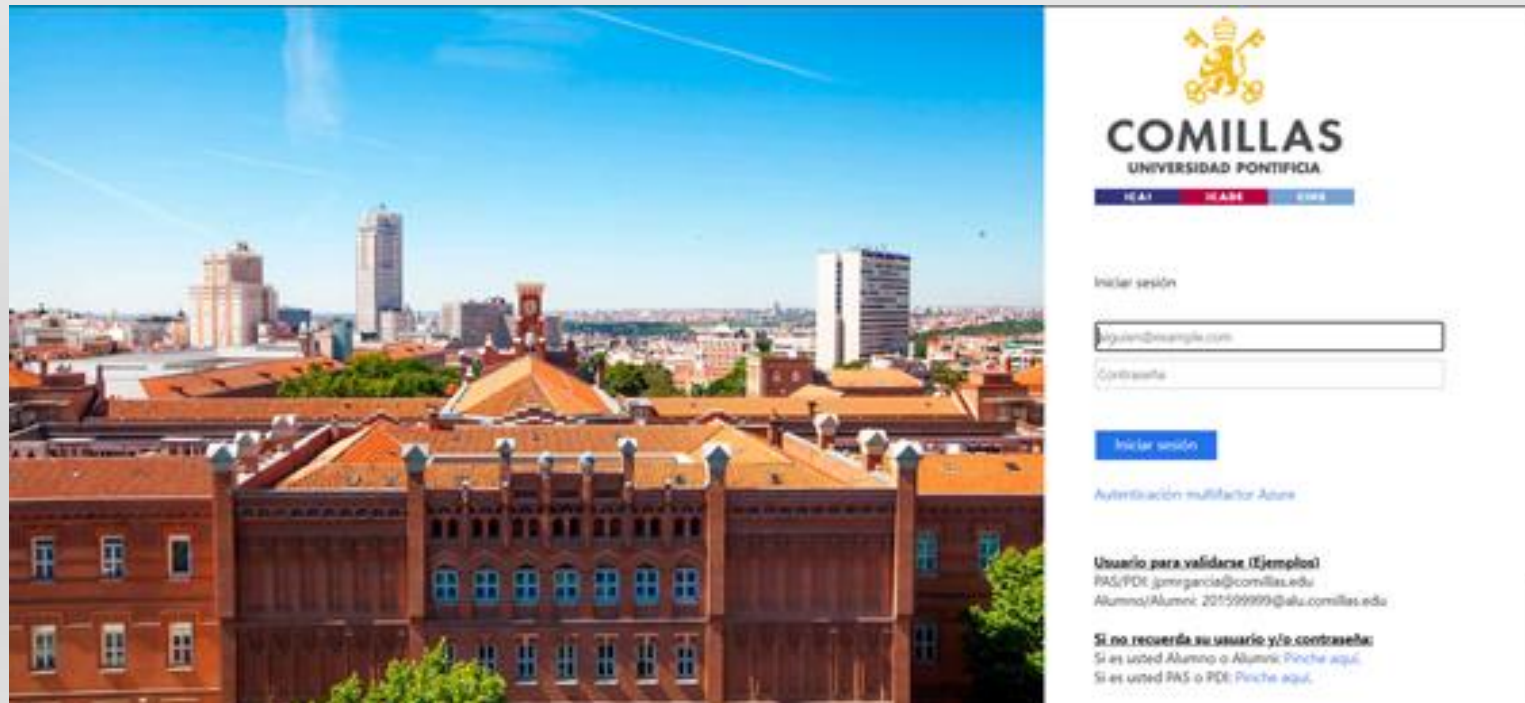
We will open again the application for the add and drop period from January 11th 16:00 pm till January 26th 23:30 SPAIN TIME ZONE

GO TO THE APPLICATION

- Enter in the application through the following link:

[Http://www.comillas.edu/intercambio/entrante/](http://www.comillas.edu/intercambio/entrante/)

You must use your credentials. If it does not work with your usual browser try with Microsoft edge.



PHASE 2 – COURSE SELECTION

The screenshot displays a user interface for course selection, organized into three main phases:

- Phase 1: Datos personales y de contacto en su país** (Personal data and contact in your country). It includes options to modify personal data, download/print documents for Phase I, and upload a passport photocopy. A profile picture placeholder is shown with a "Cambiar fotografía" (Change photo) button and a warning: "Debe subir una fotografía" (You must upload a photo).
- Phase 2: Selección de asignaturas** (Course selection). It includes options to select/modify courses, download/print documents for Phase II, and view the schedule. A "Notificaciones" (Notifications) section shows "No hay notificaciones para esta fase." (No notifications for this phase). A "Documentos" (Documents) section also shows "No hay notificaciones para esta fase."
- Phase 3: Datos de contacto en España y datos del Seguro Médico** (Contact data in Spain and medical insurance data). It includes options to modify contact data in Spain, modify medical insurance data, and upload a medical insurance document. A "Notificaciones" (Notifications) section shows "No hay notificaciones para esta fase." A "Documentos" (Documents) section also shows "No hay notificaciones para esta fase."

At the top, the "Datos del intercambio" (Exchange data) section shows: Facultad: Facultad de Ciencias Humanas y Sociales, País: Estados Unidos de América, Departamento: General FCHS, Universidad: Fairfield University, Programa: Bilateral, and Periodo: Segundo semestre. Navigation buttons for "Modificar" and "Candidato" are visible in the top right.

You must complete Phase 1 to be eligible for Phase 2. In each phase we have uploaded documentation that you may find useful and that you can download.

PHASE 2 – COURSE SELECTION

The screenshot displays the Erasmus OMS application interface. At the top, the status is 'Aceptado' (Accepted). Below this, exchange data is provided: Faculty: Facultad de Ciencias Humanas y Sociales, Department: General FCHS, Programme: Erasmus OMS, Country: España, University: Indeterminada, and Period: Anual. The interface is divided into three main sections: Step 1 (Personal and contact details in your country), Step 2 (Course selection), and Step 3 (Contact details in Spain and Health Insurance details). Step 2 is currently active and highlighted in green. Each step contains various actions such as 'Change personal and contact details in your country', 'Print Phase I document', 'Photocopy of passport', 'Select / Change courses', 'Print Phase II document', 'See schedule', 'Change contact details in Spain', 'Print Consent Document', 'Modify health insurance data', and 'Health Insurance Document'. A 'Notifications' section in each step indicates that there are no notifications for this phase. A 'Documents' section is also visible at the bottom of each step.

Exchange data

Facultad: Facultad de Ciencias Humanas y Sociales
Country: España

Department: General FCHS
University: Indeterminada

Programme: Erasmus OMS
Period: Anual

1 Personal and contact details in your country
From 02/03/2021 09:02 to 24/09/2021 09:02

2 Course selection
From 23/06/2021 08:46 to 24/06/2021 10:00

3 Contact details in Spain and Health Insurance details
From 02/03/2021 09:02 to 24/09/2021 09:02

Change personal and contact details in your country

Print Phase I document

Photocopy of passport
It's necessary to upload your passport

Notifications

There are no notifications for this phase.

Documents

Select / Change courses

Print Phase II document

See schedule

Notifications

There are no notifications for this phase.

Documents

Change contact details in Spain

Print Consent Document

Modify health insurance data

Health Insurance Document

Notifications

There are no notifications for this phase.

Documents

Once you have complete step I you will see that your application has been accepted and you can continue with step II

SPANISH AS A FOREIGN LANGUAGE

We have already sent you the instructions of how to do the spanish test online. It is mandatory for all the students who would like to do the course “Spanish as foreign language” (6 ects). In the previous days before the semester starts, you will receive the results of the test by e-mail and you will also be able to see your level and group. **We will upload this course to your application.**

With this course you have three options:

- Option 1 - leave the course in your application and you will receive credits for this course on your transcript.
- Option 2 - you take the course but do not receive credit, it will not appear on your transcript. In this case you have to delete it from your application so it will not appear on your transcript.
- Option 3 - you do not take the course. You will need to delete the course from your application.

TYPE OF COURSES

- FULL YEAR STUDENTS – You can choose annual or semester-long classes. The annual courses are for the whole academic year. Students therefore cannot drop the course in their second semester or add an annual course in the second semester
- SEMESTER STUDENTS – If you're only coming for a semester, you can only select semester courses.
- The First semester starts in September and finishes in December and the Second semester starts in January and finishes in May.

1st & 2nd Sem – the same course is taught in both semesters

SEM elective – may be available in the first sem or in the second sem.

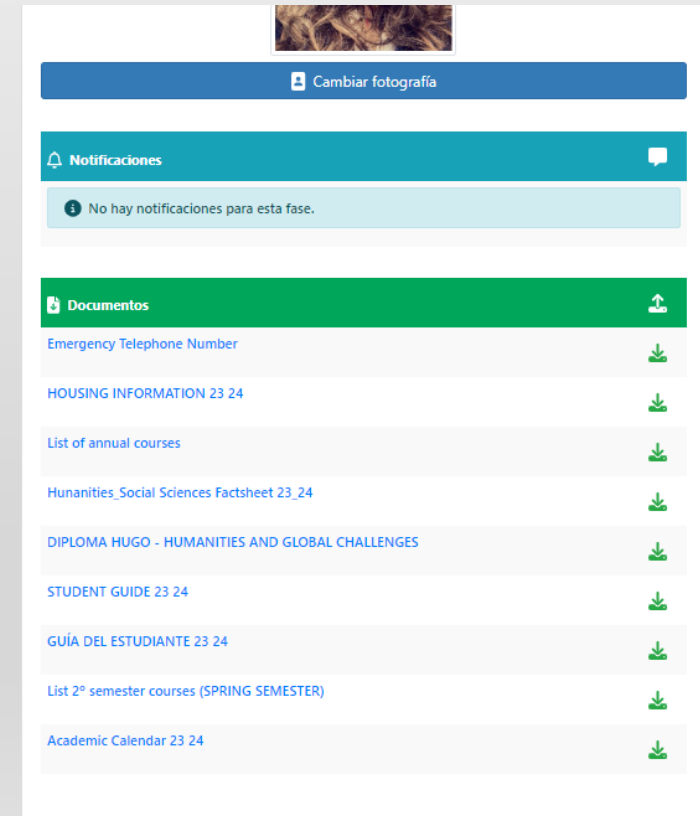
Annual - course that has a duration of a complete academic year.

We have two types of courses. You can download the list of courses available

in your step 1:

TYPE 1 - COURSES THAT BELONG TO THE DIPLOMA HUGO

TYPE 2 – GENERAL UNDERGRADUATE COURSES



The screenshot displays a user interface with a profile picture placeholder and a 'Cambiar fotografía' button. Below this is a 'Notificaciones' section with a message: 'No hay notificaciones para esta fase.' The main section is titled 'Documentos' and lists several documents, each with a download icon:

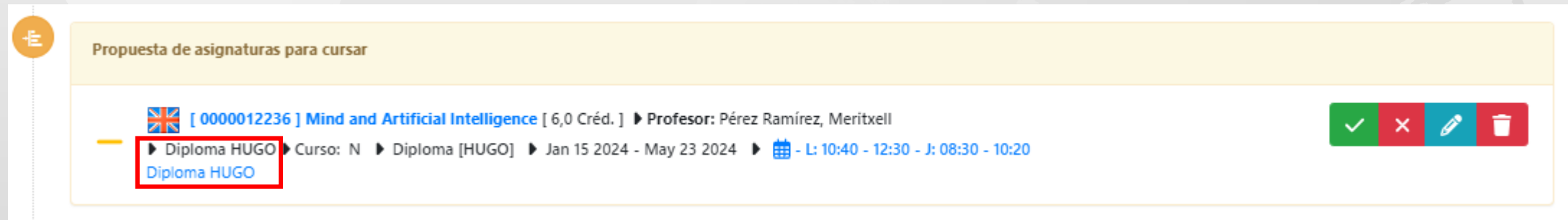
- Emergency Telephone Number
- HOUSING INFORMATION 23 24
- List of annual courses
- Huanities_Social Sciences Factsheet 23_24
- DIPLOMA HUGO - HUMANITIES AND GLOBAL CHALLENGES
- STUDENT GUIDE 23 24
- GUÍA DEL ESTUDIANTE 23 24
- List 2º semester courses (SPRING SEMESTER)
- Academic Calendar 23 24

TWO TYPES OF COURSES:

TYPE 1 - COURSES THAT BELONG TO THE DIPLOMA HUGO:

The diploma HUGO courses (6 ECTS each) have a special regime. These courses will start on January 15th and end on April 30th (including classes and exams). The rest of the courses that do not belong to the diploma and are degree courses with Spanish students will start on January 15th but the exams will be held from April 29th and most of them will end on May 22nd (included).

The courses that belong to the diploma HUGO can be found in this link: [HUGO](#)



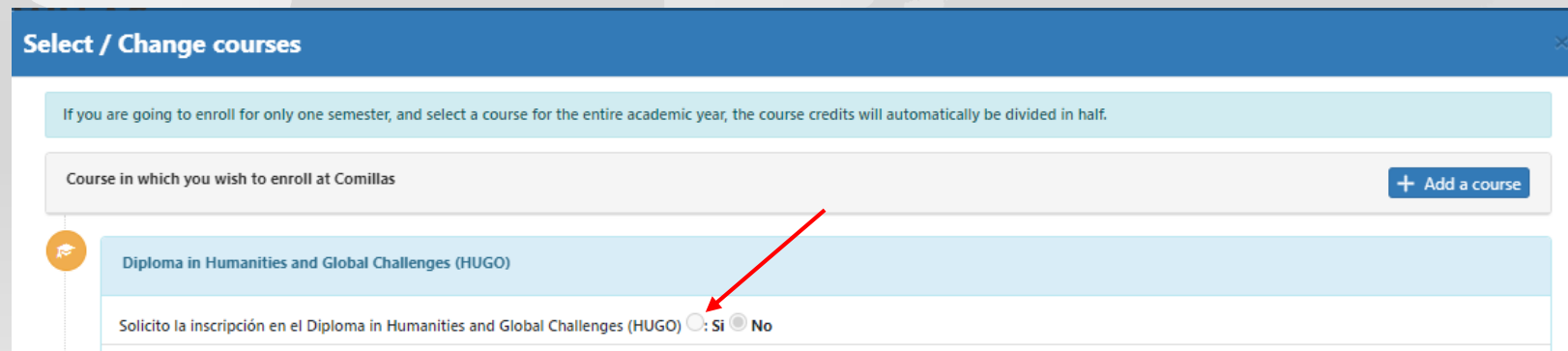
Propuesta de asignaturas para cursar

[0000012236] Mind and Artificial Intelligence [6,0 Créd.] ▶ Profesor: Pérez Ramírez, Meritxell

▶ Diploma HUGO ▶ Curso: N ▶ Diploma [HUGO] ▶ Jan 15 2024 - May 23 2024 ▶ - L: 10:40 - 12:30 - J: 08:30 - 10:20

Diploma HUGO

If you take 4 HUGO (24 ECTS) diploma courses, including "Spanish as a foreign language", you can obtain a diploma. It is important that in this case you indicate "Yes" where it says that you are requesting the diploma registration



Select / Change courses

If you are going to enroll for only one semester, and select a course for the entire academic year, the course credits will automatically be divided in half.

Course in which you wish to enroll at Comillas + Add a course

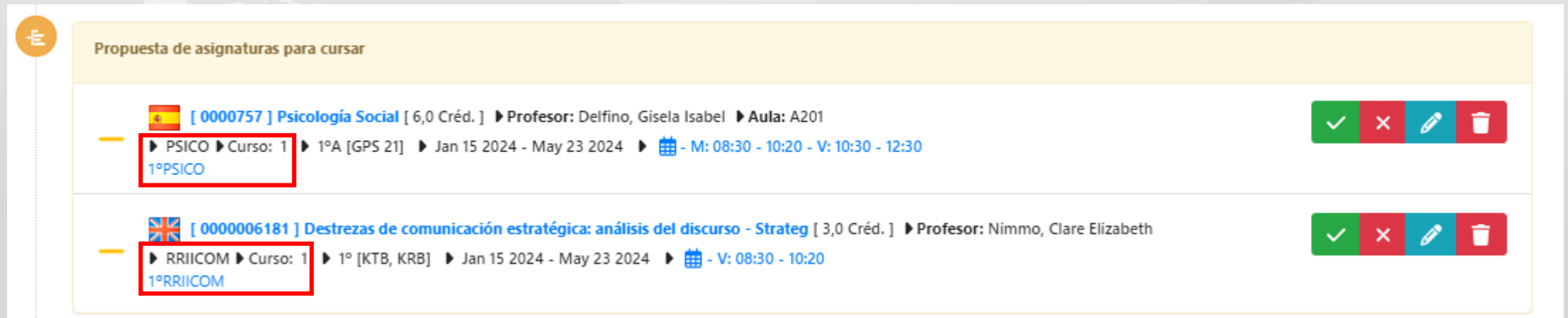
Diploma in Humanities and Global Challenges (HUGO)

Solicito la inscripción en el Diploma in Humanities and Global Challenges (HUGO) Si No

TWO TYPES OF COURSES:

TYPE 2 – GENERAL UNDERGRADUATE COURSES:

It is mandatory if a student take courses that don't belong to the diploma HUGO that they must follow the rules/norms like the rest of the Comillas students.
In the case of these courses, the exam period will be from April April 29th till May 22nd and we can't move the exams.



The screenshot shows a web interface titled "Propuesta de asignaturas para cursar". It lists two courses with their details and action buttons.

Course ID	Course Name	Credits	Professor	Aula	Level	Period	Days	Time	Actions	
[0000757]	Psicología Social	6,0 Créd.]	Delfino, Gisela Isabel	A201	1ºPSICO	1ªA [GPS 21]	Jan 15 2024 - May 23 2024	M	08:30 - 10:20 - V: 10:30 - 12:30	✓ ✗ ✎ 🗑️
[000006181]	Destrezas de comunicación estratégica: análisis del discurso - Strateg	3,0 Créd.]	Nimmo, Clare Elizabeth		1ºRRIICOM	1º [KTB, KRB]	Jan 15 2024 - May 23 2024	V	08:30 - 10:20	✓ ✗ ✎ 🗑️

NUMBER OF ECTS YOU CAN TAKE:

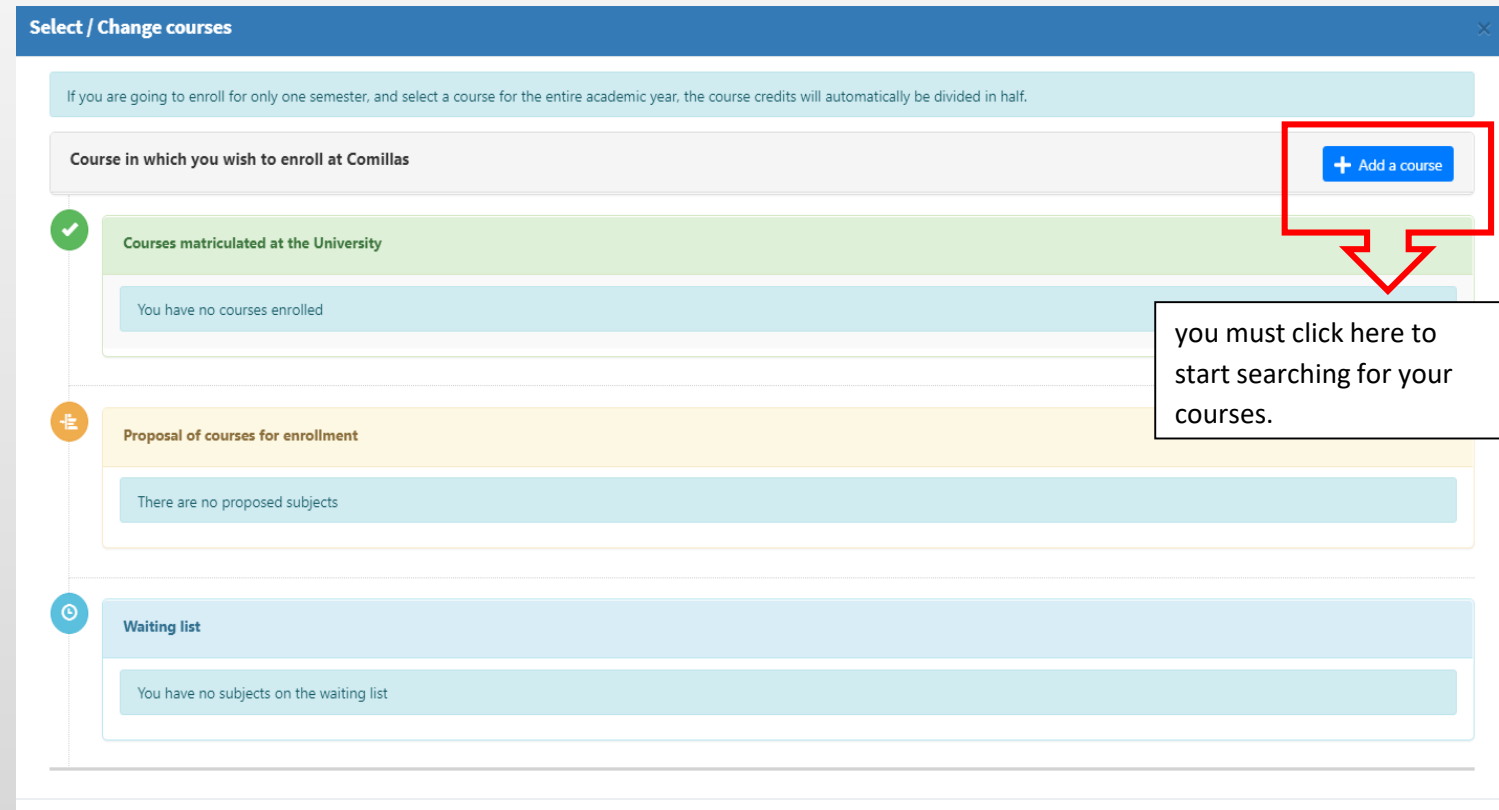
The application will allow you to select a maximum of 36 ects or 6 courses (remember that if you have taken the Spanish test we will add Spanish at your selection of courses) and you can add 4 courses on the waiting list.

If your university has instructed you to do 30 ects, I recommend you to select 36 ects, as you will have from January 11th to January 26th to modify your selection. During the first few days of class there are always schedule changes that can affect your course selection.

PRE-REGISTRATION

This preliminary course selection may be modified at any time during the add/dropp period, (two weeks after classes start)
Deadline period for add and drop courses January 26th

- **Courses matriculated-** Once the add and drop period finish you will be officially matriculated.
- **Proposal of courses-** courses remain here until they are approved by the Comillas coordinator
- **Waiting list** - once the add and drop period ends no courses should be listed in this section. You must delete them if the Comillas coordinator has not approved them.



Select / Change courses

If you are going to enroll for only one semester, and select a course for the entire academic year, the course credits will automatically be divided in half.

Course in which you wish to enroll at Comillas

+ Add a course

✓ Courses matriculated at the University

You have no courses enrolled

📝 Proposal of courses for enrollment

There are no proposed subjects

🕒 Waiting list

You have no subjects on the waiting list

you must click here to start searching for your courses.






















HOW TO FIND A COURSE AND ADD IT TO YOUR PROPOSAL OF COURSES

- You only need to enter one word to find the course, you don't need to enter the full name (e.g.: comun)

Búsqueda de asignaturas

comunica

Resultado de la búsqueda

 [000009166] Comunicación corporativa - Corporate Communication [6,0 Créd.] ▶ Profesor: Ferruz González, Sonia Aránzazu ▶ RRIICOM ▶ 4º [KRB] ▶ Jan 15 2024 - May 23 2024 ▶  - M: 18:00 - 19:50 - V: 08:30 - 10:20 // - Tue: 18:00 - 19:50 - Fri: 08:30 - 10:20 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 4ºRRIICOM Ferruz González, Sonia Aránzazu	
 [0000010650] Comunicación de Crisis - Crisis Communication [3,0 Créd.] ▶ Profesor: Romero González Llanos, Manuel ▶ RRIICOM ▶ 5ºA [KRB] ▶ Jan 15 2024 - May 23 2024 ▶  - M: 19:00 - 20:50 // - Tue: 19:00 - 20:50 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 5ºRRIICOM Romero González Llanos, Manuel	
 [0000006180] Comunicación Digital - Digital Communication [6,0 Créd.] ▶ Profesor: Martín Matas, Patricia ▶ TICOM ▶ 1º [KRB, KTB] ▶ Jan 15 2024 - May 23 2024 ▶  - M: 08:30 - 10:20 - J: 08:30 - 10:20 // - Tue: 08:30 - 10:20 - Thu: 08:30 - 10:20 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 1ºTICOM Martín Matas, Patricia	
 [0000006180] Comunicación Digital - Digital Communication [6,0 Créd.] ▶ Profesor: Martín Matas, Patricia ▶ RRIICOM ▶ 1º [KRB, KTB] ▶ Jan 15 2024 - May 23 2024 ▶  - L: 10:40 - 12:30 - J: 10:40 - 12:30 // - Mon: 10:40 - 12:30 - Thu: 10:40 - 12:30 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 1ºRRIICOM Martín Matas, Patricia	
 [0000008007] Comunicación Institucional - Institutional Communication [6,0 Créd.] ▶ Profesor: Romero González Llanos, Manuel ▶ TICOM ▶ 4º [KTB] ▶ Jan 15 2024 - May 23 2024 ▶  - L: 08:30 - 10:20 - M: 10:40 - 12:30 // - Mon: 08:30 - 10:20 - Tue: 10:40 - 12:30 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 4ºTICOM Romero González Llanos, Manuel	
 [0000010649] Comunicación Política y Asuntos Públicos - Political Communication and Public Affairs [6,0 Créd.] ▶ Profesor: Rodríguez Andrés, Roberto ▶ TICOM ▶ 5º [KTB] ▶ Jan 15 2024 - May 23 2024 ▶  - M: 08:30 - 10:20 - V: 08:30 - 10:20 // - Tue: 08:30 - 10:20 - Fri: 08:30 - 10:20 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 5ºTICOM Rodríguez Andrés, Roberto	
 [0000010649] Comunicación Política y Asuntos Públicos - Political Communication and Public Affairs [6,0 Créd.] ▶ Profesor: Alonso Peláez, Iván Luis ▶ RRIICOM ▶ 5º [KRB] ▶ Jan 15 2024 - May 23 2024 ▶  - L: 18:00 - 19:50 - J: 16:00 - 17:50 // - Mon: 18:00 - 19:50 - Thu: 16:00 - 17:50 Plazas / Alumnos: 5 / 5 (0) [0]	Ver horario 5ºRRIICOM Alonso Peláez, Iván Luis	

HOW TO UNDERSTAND THE INFORMATION THAT APPEARS NEXT TO A COURSE

Pay attention to the bachelor's degree of the courses belong to. The same course can be taught in different degrees (single or Double degrees) with different timetables:

2nd semester courses – January to May
Annual courses – Sep - Jun

Aula = Room

You can check in real time the timetable and the room as they are subject to change during the first days of class.

Búsqueda de asignaturas

comunicación digital

Resultado de la búsqueda

[000006180] Comunicación Digital - Digital Communication [6,0 Créd.] ▶ Profesor: Martín Matas, Patricia ▶ Aula: A203

▶ TICOM ▶ 1º [KRB, KTB] ▶ Jan 15 2024 - May 23 2024 ▶ - M: 08:30 - 10:20 - J: 08:30 - 10:20 // - Tue: 08:30 - 10:20 - Thu: 08:30 - 10:20

Plazas / Alumnos: 5 / 5 (0) [0]

[000006180] Comunicación Digital - Digital Communication [6,0 Créd.] ▶ Profesor: Martín Matas, Patricia ▶ Aula: A203

▶ RRIICOM ▶ 1º [KRB, KTB] ▶ Jan 15 2024 - May 23 2024 ▶ L: 10:40 - 12:30 - J: 10:40 - 12:30 // - Mon: 10:40 - 12:30 - Thu: 10:40 - 12:30

Plazas / Alumnos: 5 / 5 (0) [0]

[Ver horario](#) 1ºTICOM Martín Matas, Patricia

[Ver horario](#) 1ºRRIICOM Martín Matas, Patricia

If you click in the code you can get the syllabus. (note that some of the syllabi are being updated for next year, and you may not be able to find this information online).

Days of the week timetable

L – Lunes=Monday
M – Martes= Tuesday
X – Miércoles = Wednesday
J – Jueves = Thursday
V – Viernes = Friday

If you click on this icon the course will be added to your schedule, and you will have a seat reserved for you in that particular class. A maximum of 36 ECTS can be selected at a time. If you want to include an additional class, you will need to drop one of your selected courses first.

You can see a tentative schedule of your classes. It is important that you check with the updated timetable the classroom and whether or not there are modifications.

2 Selección de asignaturas
Desde 27/11/2023 08:00 hasta 15/12/2023 23:30

Seleccionar / Modificar asignaturas

Descargar/Imprimir documento de la Fase II

Ver horario

Click on this Button

Horario

Exportar a pdf

Semestre 2

Olga Jiménez Carte - 2023 / 2024 - Semestre 2

	Lunes	Martes	Miércoles	Jueves	Viernes
8:00					
9:00		Problem of God 08:30 - 10:20 Medina Balguerías, Marta		Mind and Artificial Intelligence 08:30 - 10:20 Pérez Ramírez, Meritxell	
10:00					
11:00	Mind and Artificial Intelligence 10:40 - 12:30 Pérez Ramírez, Meritxell	Orientación Educativa e Intervención en Dificultades de Aprendizaje 10:30 - 12:30 A203 Domínguez Santos, Susana		Problem of God 10:40 - 12:30 Medina Balguerías, Marta	
12:00					
13:00		Orientación Educativa e Intervención en Dificultades de Aprendizaje 12:40 - 14:30 A203 Domínguez Santos, Susana			
14:00					
15:00					
16:00					
17:00					

To see the timetables

<https://horarios.comillas.edu/FCHS2/Horarios/>

To see the timetables

<https://horarios.comillas.edu/FCHS/Horarios/>

https://tv.comillas.edu/media/How+to+check+the+timetables+/1_q60at1vw

How to check the timetables- Video in English **Explanation of how to view the timetables of each course as they undergo changes during the first two weeks of class.**

https://tv.comillas.edu/media/Como++revisar+y+confirmar+los+horarios+de+las+asignatuars/1_isni57ef

Como revisar y confirmar los horarios de las asignaturas- video en Español

Explicación de como ver los horarios de cada asignatura ya que sufren cambios durante las dos primeras semanas de clase



You must use your Comillas
username and password

Debes utilizar el usuario y
contraseña de Comillas

WHAT HAPPENS IF THE COURSE IS FULL

- If a course is full, it will appear in red and crossed out. If you really need to take the course, you can add it to the **waiting list**. This may be done by clicking on the Notepad Icon.
- You can only have up to 4 courses in your waiting list.
- You should remove a course in the Waiting List box if you are no longer interested in taking the class as soon as possible.

Búsqueda de asignaturas

teoría y práctica Cogn Buscar Buscar en toda la oferta

Resultado de la búsqueda

🇪🇸 [0000000223] **Teoría y Práctica Cognitivo-Conductual** [6,0 Créd.] ▶ Profesor: Espinar Fellmann, Isabel

📅 ▶ PSICO&CRIMI ▶ 2ªA [Ps_Cr 14] ▶ Jan 15 2024 - May 23 2024 ▶ 📅 - X: 00:30 - 10:20 - J: 10:30 - 12:30 // - Wed: 00:30 - 10:20 - Thu: 10:30 - 12:30

Plazas / Alumnos: 5 / 5 (0) [0]

[Ver horario 2º PSICO&CRIMI](#)
Espinar Fellmann, Isabel

👤+ 📄

WHAT HAPPENS IF YOU HAVE A COURSE IN YOUR WAITING LIST

- We will contact you by email from December 18 to January 26 to let you know which course on your waiting list has space available. This course can be included in your list of proposed courses as long as you have no more than 36 credits.
- In case you have more than 36 credits in your list of proposed courses we will send you an email to let us know which course you want to remove from the proposed ones and we will give you 24 hours to respond.
- If you do not respond, we will move on to the next student on the waiting list. We have limited number of spots for each of the courses.
- It is important that the student replies to the messages so that we can be agile in providing you with a service.

PHASE 3

“Change contacts details in Spain”. Then, a pop-up window will appear where you should indicate:

- Address in Madrid
- Postal Code
- City
- Contact Phone Number

Once the data is submitted, click on the save button.



The screenshot shows a web interface for Phase 3. At the top, there is a header with a green square containing the number '3', the title 'Datos de contacto en España y datos del Seguro Médico', and a date range 'Desde 28/09/2023 14:03 hasta 31/01/2024 14:03'. Below the header, there are three main sections:

- Modificar datos de contacto en España**: A button with a blue pencil icon.
- Modificar datos del seguro médico**: A button with a red pencil icon.
- Documento del Seguro Médico**: A button with a blue upload icon.

Below these sections, there are two notification bars:

- Notificaciones**: A teal bar with a bell icon and a message icon. Below it, a light blue box contains the text 'No hay notificaciones para esta fase.'
- Documentos**: A green bar with a document icon and an upload icon. Below it, a light blue box contains the text 'No hay notificaciones para esta fase.'

A red arrow points from the text 'Change contacts details in Spain' to the 'Modificar datos de contacto en España' button.

PHASE 3

“Modify health insurance data”

- Health Insurance Company
- Policy or Client Reference
- Phone

In the case of the European students, if you have the European Health Card, you can use this as your insurance company. The number on your card will be the reference number. Once the data is submitted, click on the save button.

“You must upload a copy of your Health insurance document”

Once the data is submitted, click on the save button.

3 Datos de contacto en España y datos del Seguro Médico
Desde 28/09/2023 14:03 hasta 31/01/2024 14:03

- Modificar datos de contacto en España
- Modificar datos del seguro médico
- Documento del Seguro Médico

Notificaciones
No hay notificaciones para esta fase.

Documentos
No hay notificaciones para esta fase.

HOW TO COMPLETE THE OFFICIAL REGISTRATION

When you arrive at Comillas we will tell you how to make the final registration of your courses.