

# EETAC – Processes for MAST New students

2017-1

**e-Secretaria(\*)**: The schedule of procedures that can be done by e-Secretaria, start at 00:01h the first day of term and end at 23:59h on the last day.

Process	Start date and hour	End date and hour	Place	Observations / Documents
Pre-enrolment period	09 January	07 July	<a href="#">Application for admission to UPC courses</a>	<p>■ <a href="#">Admission's procedures</a></p> <p>■ <b>IMPORTANT ACLARIMENT</b> sobre horaris de classe i exàmens: L'EETAC es compromet a establir horaris de classe i calendaris d'examen perfectament compatibles per a l'alumnat que faci qualsevol de les seves titulacions o la doble titulació amb accés per preinscripció. En el cas d'haver de matricular assignatures per segona vegada o fora de les seqüències previstes, l'Escola farà un esforç per evitar incompatibilitats però ja no pot garantir-ho. Dins d'aquests esforços l'Escola intenta oferir grups de matins i de tardes però les places estan limitades i trobareu cursos amb un únic grup, ja sigui de matí (la majoria de les vegades) o de tarda. Recordeu que cada quadrimestre es publiquen amb antel·lació els horaris disponibles (de classes i d'exàmens) i podeu decidir si us convé matricular-los o no. Després de la matrícula no teniu dret legal a modificacions encara que l'Escola i el professorat intentaran ajudar-vos dintre d'un marge raonable.</p>
Publication of the course schedule and exams calendar	03 July	03 July Afternoon	<a href="#">Web EETAC. Informació acadèmica</a>	
Publication of the list of admitted students MAST	28 July	28 July Morning	In this web from the date aforementioned	<b><a href="#">LIST OF ADMITTED STUDENTS MAST 2017-1</a></b>
Extraordinary pre-enrolment period of September	06 September Morning	08 September Morning	<a href="#">Application for admission to UPC courses</a>	■ <a href="#">Admission's procedures</a>
<b>Presential ENROLMENT new students of MAST 15</b>	06 September 10:00	06 September 13:30	■ Baix Llobregat Campus LIBRARY: Enrolment's	■ <b><a href="#">Authorization of a third party ENROLMENT'S</a></b>

			classroom ■ <a href="#">Oficina Oberta</a>	TIMETABLE: form 10:00h to 13:30h
<b>First day of lectures for MAST</b>	13 September	13 September	<a href="#">EETAC</a>	
Period to apply for DROPPING subjects (de-enrolling courses)	13 September	31 October	■ <a href="#">Portal CBL.</a> <a href="#">Tràmits posteriors al <u>procés de matrícula</u></a> ■ <a href="#">e-Secretaria(*)</a>	■ <b>No refunds will be performed in any case.</b> ■ The requests will be resolved during the period. Check periodically the status of your request.
Publication of the resolutions regarding MODIFICATIONS in the enrolment	13 September	13 September Morning	<a href="#">e-Secretaria(*)</a>	No refunds will be performed in any case.  If your request has been accepted, pass by "Oficina Oberta" in order to formalize the modification. In this step the student must present himself/herself. <b>If you don't pass by "Oficina Oberta", the modification will NOT be executed.</b>  If your request has been accepted, pass by "Oficina Oberta" in order to formalize the modification. In this step the student must present himself/herself. ■ <b>If you don't pass by "Oficina Oberta", the modification will NOT be executed.</b>
Period for executing the DROPPING of subjects (de-enrolment) - only for those requests previously accepted	14 September	08 November	<a href="#">Oficina Oberta</a>	
Period for executing the MODIFICATIONS in the enrolment – only for those requests pending	14 September	15 September	<a href="#">Oficina Oberta</a>	
Publication of the list of admitted students in the extraordinary pre-enrolment period of September	18 September	18 September Morning and afternoon		