

This is a basic visual outline of Self-Enrollment application. You must register online, these are the eleven steps you must follow.

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1. Identify yourself on Self-Registration

Depending on the identification document, you must do it as follows:

DNI	Lowercase letter "u", followed by DNI numbers without including ended letter.	
	Example: DNI 12345678X, will have as user: u12345678	
NIE Lowercase letter "u", followed by NIE numbers without including ended le		
	Example: NIE X1234567P, will have as user: uX1234567	
Passport and	Lowercase letter "u", followed by all characters in the Passport document	
Other ID docs	Example: ID document T22000129, will have as user: uT2200129	

* If you have doubts, please check the first point on the document FAQ Automatrícula

Documento de identidad *	
En caso de DNI o NIE introducirio sin letra	
Acceder	
U Desconectar del proceso de matricula	
AUTOMATRÍCULA 1. Chudent identification	

AUTOMATRÍCULA 1. Student identification

2. Fill in Statistics

If the Statistics are not completed or any data is missing, the Application will ask you to complete it. It's a compulsory registration step to continue with the self-enrollment. In this case, you must click on the indicated link.

Hola, Nombre y Apellidos
A continuación se muestran los planes de estudios en los que tienes expediente académico
GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS GRADO Matrícula 2022-23 - Periodo ordinario
Existen variables estadísticas obligatorias no informadas. Las estadísticas son de obligado cumplimiento. Acceda a través del siguiente enlace para cumplimentarlas y, una vez aceptados los cambios, volver a esta pantalla para continuar con la Automatrícula:. Enlace de estadísticas
COMENZAR LA MATRÍCULA
U Desconectar del proceso de matricula
AUTOMATRÍCULA 2.1. Fill in statistics

When you click on **Statistics link** (Enlace de estadísticas), the browser will show you a dialogue box in which you will be asked the following: "*Do you want to leave the website?*"

Please click on the **blue exit button** (Salir). Don't worry, you will remain logged in. Click on exit button and complete statistics.



AUTOMATRÍCULA 2.2. Fill in statistics. Exit web site = Click on blue

The system will allow you to record statistics, selecting different options from the enabled dropdown menus. There are 17 questions.

Universidad de Cádiz	Encuesta de Grado	🚊 Prueba 🔷
	—	
Página 1 de 1		
1. Nivel de estudios del padre o tutor *		
Seleccionar		×
2. Nivel de estudios de la madre o tutora *		
Seleccionar		•
3. Trabajo del padre o tutor *		
Seleccionar		

AUTOMATRÍCULA 2.3. Fill in statistics

When you complete all the fields, please click on this button **Completer** and the application will indicate that you have registered the survey. By clicking on "Close" (**Cerrar**), you will have Access to the registration of your study plan.



AUTOMATRÍCULA 2.4.. Survey completed

3. Access to studies in wich you are going to enroll

Click on start registration "comenzar tu matrícula"

Hola	, Nombre y Apellidos
Aquí tiene	es los estudios en los que te puedes matricular
	GRADO EN ENFERMERÍA GRADO Matrícula 2021-22 - Periodo ordinario COMENZAR LA MATRÍCULA
	U Desconectar del proceso de matricula
A	UTOMATRÍCULA 3. Start registration

4. Review, update and confirm your personal data

There are only two details, but it is very important. Your email and mobile phone. Check that they are correct and modify what is wrong. Then check box to confirm data.

Por favor, introduce los datos que	falten y, en su caso, revisa y modifica los que con	sideres erróneos u obsoletos
	Correo electrónico * alumnadeprueba@uca.es	
	Teléfono móvil * 012345678	
	Confirmo que mis datos personales son correctos	

AUTOMATRÍCULA 4. Review, update and confirm your personal data

5. Category. Full or Part-Time Enrollment

You must indicate type of enrollment. It can be full-time (compulsory for first year students) or part-time (only for students with authorized enrollment for that).

If you have questions you can always use the question mark for more information ?, or use FAQ.

Modalidad							
ndica la modalidad de matrícula con la que cursaras estudios este curso académico							
k Datos personales	A TIEMPO COMPLETO	A TIEMPO PARCIAL	>				

AUTOMATRÍCULA 5. Enrollment category. Full or Part-Time

6. Subject Selection

Now you must select the subjects you want to enroll in. Remember that:

- ✓ If you are a first year student, you must enroll in all the courses of the first year (in most degrees it is 60 ECTS)
- ✓ If you are continuing your studies, you must enroll in the subjects from previous year that you have not passed.

If you click on each subjetc you'll obtain more information about it.

Datos personales	Modalidad	Selección de asignaturas	Descuentos	Plazos y formas de pago	Desgloses econômicos	Validación matrícula
0 Créditos	Asignaturas	seleccionadas 🧿				~
		FILTRAR Y (DRDENAR ASIGNATURAS 😤			٩
						Seleccionar todas (10 de 10)
Curso 1						^
6 créditos Formación Básica	Y DIETETICA (012003008)					
1 ANATOMÍA HUMANA [0120 6 créditos Formación Básica	03001]					

AUTOMATRÍCULA 6.1. Subject selection

IMPORTANT (Only students who continue their studies):

Students who continue their studies must enroll in the subjects of the previous year that they have not passed, in addition to those of the current year that they must pass according to the itinerary of the Study Plan in which they are enrolled.

If you are a student who continues your studies, you will see all the remaining courses to be taken in your Study Plan, but remember that you will NOT be able to enroll in subjects from subsequent courses until you have passed all the obligatory subjects from previous courses, considering the maximum of ECTS enrollable in an academic year (up to 78 ECTS).

For example, a student who enrolls in second year with two failed subjects from first year, he/she must enroll (compulsory) in those two failed subjects of first year, and may choose to enroll in all subjects of second year or a enough number of subjects to complete the full-time enrollment category.

Please check below a screenshot of Self-enrollment application, for a student who continues his/her studies. The system shows all subjects of second year, but it will also show subjects of rest of the courses in your study plan. The student will be able to select subjects by marking each of them.



MATRUX P. 6.2. Students who continue studies. Subject selection

If you use the filter and sorting of subjects, you will see a screen like the one shown, and you will be able to filter and sort subjects by course, name, type and number of credits.

FILTROS				×
Agrupar por Curso		Ordenar por Nombre		★ E1
Curso				~
Tipología				~
Créditos				~
	Borrar filtros		Aplicar filtros	

MATRUX P. 6.3. Students who continue studies. Subject selection using filter

In the example below, second year compulsory subjectss of 6 ECTS have been filtered, and application reports subjects that meet those requirements.

	FILTRAR Y ORDENAR ASIGNATURAS = 3		Q
C	Curso 2 🕲 (Doligatoria 🔇 6-6 🔇	Seleccionar todas (9 de §	9) 🗖
			-, _
C	Curso 2		^
2	INTRODUCCIÓN A LA EVALUACIÓN PSICOLÓGICA [041121025] Gréditos Obligatoria		
2	MOTIVACIÓN Y EMOCIÓN [041121021] 6 créditos Obligatoria		
2	2 NEUROPSICOFARMACOLOGÍA [041121012] 6 créditos Obligatoria		
2	PSICOLOGÍA DE LA MEMORIA [041121020] 6 créditos Obligatoria		
2	PSICOLOGÍA DE LA PERSONALIDAD [041121022] 6 créditos Obligatoria		
2	PSICOLOGÍA DEL TRABAJO Y DE LAS ORGANIZACIONES [041121014] 6 créditos Obligatoria		
2	PSICOLOGÍA EVOLUTIVA I [041121017] 6 créditos Obligatoria		
2	PSICOMETRÍA [041121013] 6 créditos Obligatoria		
2	PSICOPATOLOGÍA I [041121023] 6 créditos Obligatoria		

MATRUX P. 6.4. Students who continue studies. Subject selection using filter

Remember:

- 1. You will not be able to enroll in subjects from following courses until you have passed all compulsory subjects of previous courses.
- 2. You can select your subjects by marking them one by one or using subject filter.
- 3. Do not use select all subjects box, because it will register all subjects in your enrollable study plan.



MATRUX P. 6.5. Button to select all subjects. Don't check if you're a student who continuing studies

In the example below, all subjects of first year of first year student have been selected. Application will ask you to confirm the selection.

Datos personales	Modalidad	Selección de asignaturas	Descuentos	Plazos y	y formas de plago	Desgloses económicos	Validación matricula
60 Créditos	Asignaturas selec	ccionadas 10					~
		FILTRAF	Confirmar Seleccionar 10 asignat	X uras? Sí			Sefeccionar todas (10 de 10)
ALIMENTACIÓN, NUTRICIÓN Y DIET 6 créditos Formación Básica	TÉTICA [012003008]						
Grupo 01 Grupo 01		EGUNDO SEMESTRE	Tur	no por defecto no por defecto	Castellano	EXAMEN de ALIMEI	ITACION, NUTRICION Y DI 💙

AUTOMATRÍCULA 6.6. Subjects selection + confirm it (orange button)

After subjects selecting you will see the number of subjects selected, and you must confirm by clicking on the orange button *Entendido*

	Datos personales	Modalidad Selecció	n de asignaturas	Descuentos	Plazos y form	as de pago	Desgloses económicos	Validación matrícula
	60 Créditos	Asignaturas seleccionada	s 🕕					~
Cu	rso 1		Correcto	n añadido correctamente	X 10 asignaturas Entendido			Seleccionar todas (10 de 10)
1	ALIMENTACIÓN, NUTRICIÓN Y DIETÉ 6 créditos Formación Básica	TICA [030807008]						
	Grupo 01	SEGUNDO S	EMESTRE	Turno p	or defecto	Castellano	EXAMEN de ALIMEI	ITACION, NUTRICION Y DI 🗸
	Grupo 01	SEGUNDO S	EMESTRE	Turno p	or defecto	Castellano	Teoría de ALIMENTA	CION, NUTRICION Y DIET 🗸

AUTOMATRÍCULA 6.7. Information about added subjetcs

To continue your self-enrollment you must press orange button named *Continuar*, which you will find at the bottom of your screen, after the selection of the last subject.

1	ORGANOGRAFÍA MICROSCÓPICA HUMANA [030807003] 3 créditos Formación Básica						
	Grupo 01	PRIMER SEMESTRE		Turno por defecto	Castellano	EXAMEN de ORGANOGRAFIA MICROSCOPIC	~
	Grupo 01	PRIMER SEMESTRE		Turno por defecto	Castellano	Teoría de ORGANOGRAFIA MICROSCOPICA H	~
			¿Por qué no encuentro un	a asignatura? Continuar →			
			UXXI Académic Por ©©©				1

AUTOMATRÍCULA 6.8. To continue (after subjetc selection)

7. Discounts

On this screen you can select the exemptions (or discounts) that could be applied. All those applicable exemptions / discounts must be documented. You could apply, for more than one discount.

If you have further questions about it, please click on FAQ.

Descuentos	
← Volver	Ir a formas de pago $ ightarrow$
Familia Numerosa	
Becas y otras exenciones	
Discapacidad	
Matrícula de honor o Premios en Bachillerato/CFGS	
Víctimas del terrorismo	
Víctimas de violencia de género	
Subvenciones al personal	
Ingreso Mínimo Vital	

MATRUX P. 7. Enrollment exemptions

8. Payment Terms and Methods

On this screen you can indicate your payment method and deadlines to pay your enrollment. You can pay it by credit/debit card or with a direct debit from your bank account (We recommend payment by card).

Payment Methods	Deadlines
Direct debit	Single payment or Deadlines (2, 4 or 8)
Card	Single payment
Card + Direct debit	2, 4 or 8 deadlines (first payment by card, rest with direct debit)

If in doubt, you've more information in FAQ

If you are a new student (or if you have never indicated any bank account for registration) the system will always show you a NOTICE, indicating that you must enter an account. Do not worry! You just have to close that notice (by clicking on the X)

	Plazos y formas de pago	
← Atrás	822,00 Eur. Importe total de la Siguir matrícula	ente >
P4 ÚNICO Número o	En cuántos plazos deseas fraccionar el pago de tu matrícula? AGO AGO AKJŘIKJŘIJ La forma de pago por defecto es la domiciliación bancaria, por lo que es obligatorio que exista una cuenta corriente válida si vas a pagar en más de un plazo. Si pagarãs en un único plazo y harás uso de la modalidad de pago con tarjeta no será necesario informarla. CUMO VAS a pagar tu matricular: C	

MATRUX P. 8.1. Payment terms and methods. Indicate direct debit account

Now, FIRST, select payment method, by DIRECT DEBIT or by **CARD**. We strongly recommend payment by **CARD**.

¿Cómo	vas a pagar tu matrícula? 🧿		
Domiciliación	Pago con Tarjeta Bancaria		
Cuenta para la domiciliación bancaria			
Anadir cuenta			



If you have selected CARD PAYMENT, you will have to pay your enrollment in a single payment. Select first option PAGO ÚNICO (Single Payment). After completing your enrollment you must pay with your credit/debit card. If you have questions, you've more information in the <u>FAQ</u>.



MATRUX P. 8.3. Payment by Card. Single Payment

PLACE RESERVATION FEE REFUND:

Place reservation fee refund (400 €) must be requested by the student by means of CAU (Centro de Atención al Usuario) to Atención al Alumnado, only after the registration. The refund will be made exclusively to the same card with which the reservation was made (or by refund to bank account indicated by student). We recommend refunding to card.

https://cau-alumnos.uca.es/cau/servicio.do?id=O0019

9. Economic Breakdown

On this screen you will see economics details of your enrollment, such as number of credits enrolled and price per credit; school insurance and other concepts. You will be able to verify the discounts applied (if applicable); in addition to other services that you can add (such as voluntary insurance, and UCA sport card). Remember, you have more information in <u>FAQ</u>.

Desgloses económicos	
823,12 Eur.	Similarta A
importe total de la matrícula	Siguiente 7
Desglose de los importes de tu matrícula 🧿	
60 Créditos en 1ª Matrícula Importe unitario 12,62 Eur.	757,20 Eur.
SEGURO ESCOLAR	1,12 Eur.
Apertura Expediente	59,10 Eur.
TARJETA IDENTIDAD	5,70 Eur.
Importe académico	757,20 Eur.
Importe administrativo	65,92 Eur.
Importe total	823,12 Eur.
Servicios que puede añadir a su matrícula	
Seguro Voluntario	12,00 Eur. Añadir
Tarjeta de Deportes	15,00 Eur. Añadir

MATRUX P. 9. Economic breakdown of enrollment + Aditional services

10. Enrollment confirmation

It is the last step. The system will inform you about the number of subjects and ECTS enrolled, and their amount. You will have to confirm and finish **confirmar y finalizar** to complete your registration.



MATRUX P. 10.1. Enrollment confirmation

Keep in mind that, if you have chosen **Card Payment option**, application will refer you to card payment gateway, where you must follow its instructions.

Pago con tarjeta
Ha seleccionado pago con tarjeta. Lea y acepte los términos y condiciones del servicio y, si está de acuerdo con el importe pulse el botón "Aceptar". Si no está de acuerdo pulse "Cancelar" y contacte con su Secretaría del Centro de matrícula.
Datos del pago
Número de operación: 029693192806 Importe: 823,12 Euros
TÉRMINOS Y CONDICIONES DEL SERVICIO DE PAGO ON-LINE DE LA UNIVERSIDAD CÁDIZ LEER EL SIGUIENTE DOCUMENTO: <u>Tramitación de pagos on-line</u>
He leído y acepto los términos y condiciones.
ACEPTAR CANCELAR
Para consultar la Normativa de la Universidad, pulse el siguiente enlace: <u>Normativa de pagos y devoluciones</u>
Compra Segura SSL Redsýs Srviked Meterer Meterer VISA

MATRUX P. 10.2. Confirmation and finish + Card payment

11. Enrollment completed correctly

After confirming and finishing, the system will inform that you have successfully completed your registration and you will be able to download your payment letter (the receipt of your enrollment with subjects, economics details and deadlines) and SEPA mandate – only for those who have selected the direct debit option (SEPA mandate is the authorization for direct debit account). You can also download a PDF document that indicates the documents that you must deliver at your secretary's office.

You must click on the box 4 NECESSARY STEPS AFTER YOUR SELF-ENROLLMENT, to:

- 1. Create your UCA email account.
- 2. Upload your ID photo.
- 3. Get your Virtual University Card (TUIv).
- 4. Deliver documentation to Secretary

Further information in <u>FAQ.</u>



MATRUX P. 11. Enrollment completed

NOTE THAT:

You do have a Frequently Asked Questions for this process of Self-Enrollment <u>FAQ</u> <u>Automatrícula</u>.

You have another FAQ for all process of Enrollment FAQ Matrícula.

You have further information on Área de Atención al Alumnado

You have further information for first year student on Oficina del Estudiante