## CLASS CONSULTATION MANUAL



Vicerrectoría de Extensión y Relaciones Interinstitucionales

Dirección de Asuntos Internacionales



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## BASIC TERMINOLOGY



## Basic Terminology

The **course ID** is the number that identifies a course, it is the same for every semester and will always have 6 digits.

The **course number** changes every semester and the same ID of a course can have several numbers. The course number can have between 4 and 5 digits.

The **school year** refers to the semester in which the course will be taught. The Javeriana has three years, but only two of them apply to exchange students, Term 1 and Term 2. For example, 2021 terms will be divided in:

- 2022 Term 1 (Jan June)
- 2022 Term 2 (June July)
- 2022 Term 3 (Jul Nov)

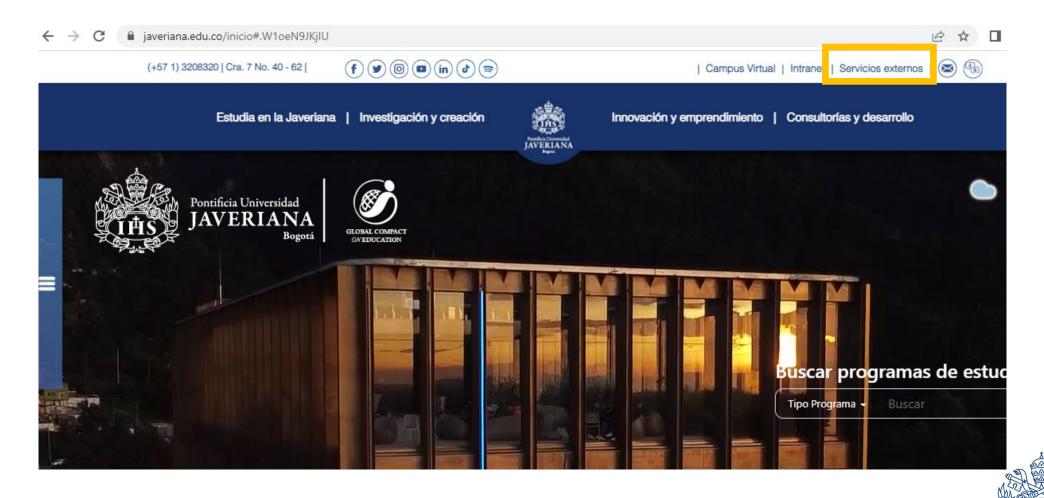


## CONSULTING SCHEDULED CLASSES



#### Access to scheduled classes consultation

Look up for the Javeriana's main website (www.javeriana.edu.co) and click on "Servicios externos".

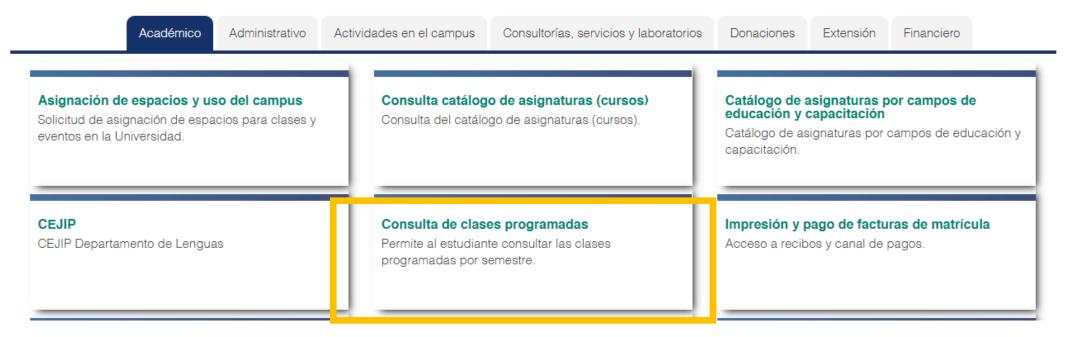


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#### Access to scheduled classes consultation

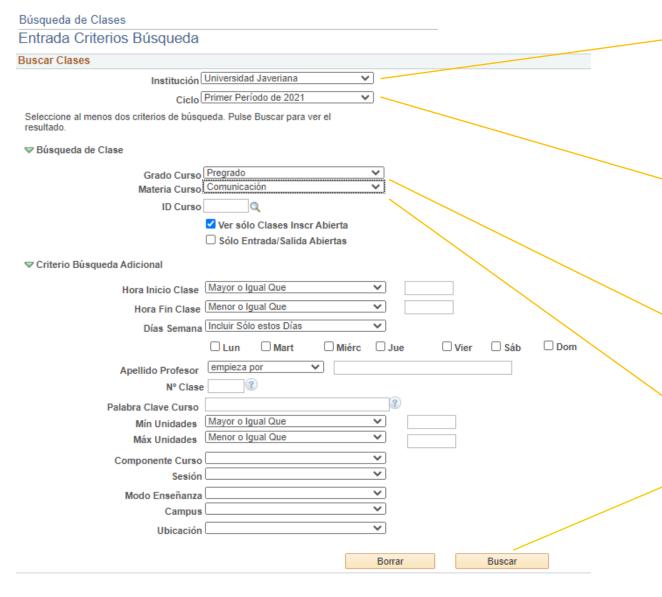
Click on "Catálogo de Clases Programadas"

#### Servicios por tema





## Access to scheduled classes consultation by departament



In the "Institution" field, the name of the Javeriana University will appear by default.

If the courses are scheduled for the **Term 1** of the year (Jan-Jun), you must select the "**primer periodo de 20XX**" option.

If the courses are scheduled for the **Term 2** of the year, (Jul-Nov) you must select the "**tercer periodo de 20XX**" option.

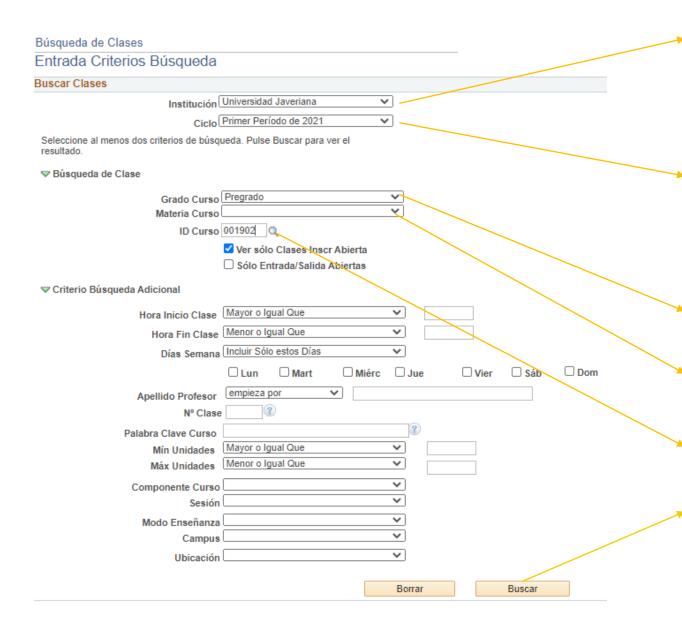
Select pregrado o posgrado (for masters) according on the courses that you want to enroll to.

Choose the Department in which the courses of your interest are taught.

Click on "Buscar" to continue.



## Access to scheduled classes consultation by course ID



In the "Institution" field, the name of the Javeriana University will appear by default.

If the courses are scheduled for the **Term 1** of the year (Jan-Jun), you must select the "**primer periodo de 20XX**" option.

If the courses are scheduled for the **Term 2** of the year, (Jul-Nov) you must select the "**tercer periodo de 20XX**" option.

Select pregrado o posgrado (for masters) according on the courses that you want to enroll to.

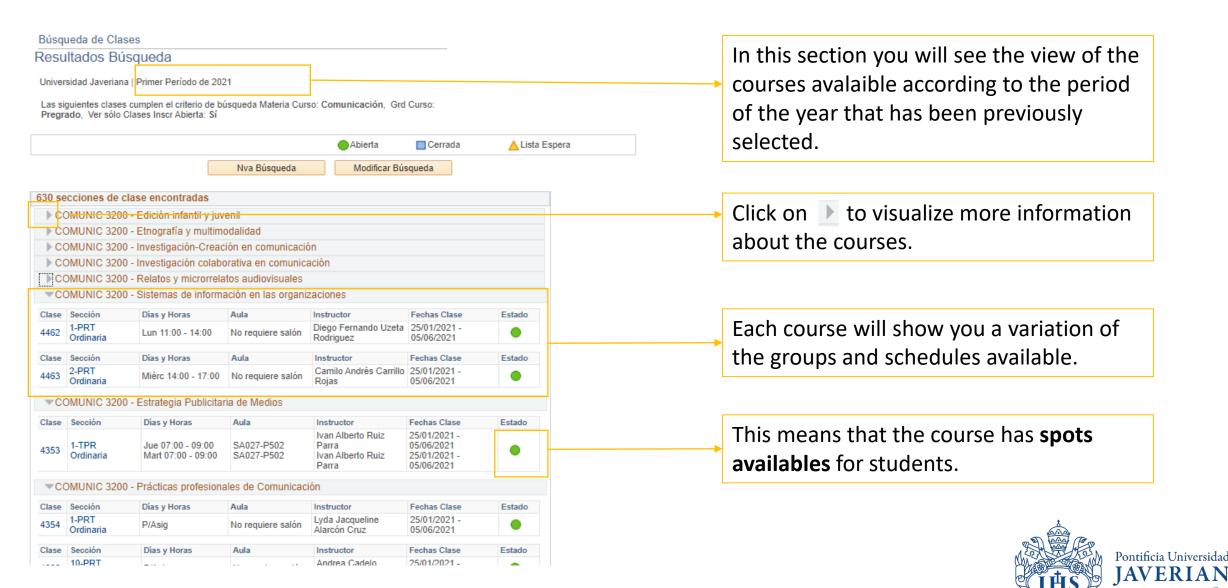
Leave the "Materia curso" field empty.

In the "ID Curso" field, insert number that identifies the course in the Javeriana system.

Click on "Buscar" to continue.



#### Courses Search Results



#### Courses search results

This is the number of the class.

Additional Components.

Some of the courses require the use of workshops or laboratories in a different schedule. These must also be registered within the website.

▼COMUNIC 3200 - Corrección de estilo Días y Horas **Fechas Clase** Clase Sección Aula Instructor Estado Grace Del Carmen 25/01/2021 -1-PRT Jue 09:00 - 11:00 SC003-P406 Burbano Arias 05/06/2021 4378 Ordinaria Mart 16:00 - 18:00 SC051-P441 Grace Del Carmen 25/01/2021 -05/06/2021 Burbano Arias Días y Horas Clase Sección Aula Fechas Clase Estado Instructor 25/01/2021 -2-PRT Jue 09:00 - 11:00 No requiere salón Personal 05/06/2021 4379 Ordinaria Mart 16:00 - 18:00 No requiere salón 25/01/2021 -Personal 05/06/2021 Días y Horas Sección Aula Fechas Clase Estado Clase Instructor 25/01/2021 -Grace Del Carmen Miéro 16:00 - 18:00 05/06/2021 4-PRT No requiere salón Burbano Arias 11960 25/01/2021 -Ordinaria Lun/11:00 - 13:00 No requiere salón Grace Del Carmen Burbano Arias 05/06/2021 Días y Horas Fechas Clase Sección Aula Instructor Estado 25/01/2021 -7-PRT V 11:00 - 13:00 SC003-P406 Personal 05/06/2021 11963 Ordinaria Miérc 09:00 - 11:00 SC051-P441 25/01/2021 -Personal 05/06/2021

If it says
"personal" it
means that
your teacher
has not been
assigned yet

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IAVERIANA

Bogotá

If the arrow is displayed along with

available for the same class. In this

multiple sections, it is because a

variety of schedule options are

case, we have two.

Course schedule

Building (3) and classroom (406)

#### Course search results

Búsqueda de Clases

#### Resultados Búsqueda

Universidad Javeriana | Primer Período de 2021

Las siguientes clases cumplen el criterio de búsqueda Grd Curso: Pregrado, Ver sólo Clases Inscr Abierta: Sí, ID Curso: 001902

Abierta Cerrada Lista Espera Nva Búsqueda Modificar Búsqueda 4 secciones de clase encontradas ▼COMUNIC 3200 - Corrección de estilo Fechas Clase Clase Sección Días y Horas Aula Instructor Estado Grace Del Carmen 25/01/2021 -SC003-P406 Burbano Arias 05/06/2021 Jue 09:00 - 11:00 Mart 16:00 - 18:00 Grace Del Carmen SC051-P441 25/01/2021 -Burbano Arias 05/06/2021 Clase Sección Días y Horas Aula Instructor Fechas Clase Estado 25/01/2021 -2-PRT Jue 09:00 - 11:00 05/06/2021 No requiere salón Personal 4379 Ordinaria Mart 16:00 - 18:00 25/01/2021 -No requiere salón Personal 05/06/2021 Sección Días y Horas Fechas Clase Clase Instructor Estado Grace Del Carmen 25/01/2021 -05/06/2021 Miérc 16:00 - 18:00 No requiere salón Burbano Arias Ordinaria Lun 11:00 - 13:00 No requiere salón Grace Del Carmen 25/01/2021 -Burbano Arias 05/06/2021 Sección Días y Horas Fechas Clase Clase Aula Instructor Estado 25/01/2021 -

Personal

Personal

For more information about the course, click on class number. In class number you will be able to find the ID, course number, the number of credits, the course's academic conditions or prerequisites, description of the course and it should allow you to access the syllabus.



SC003-P406

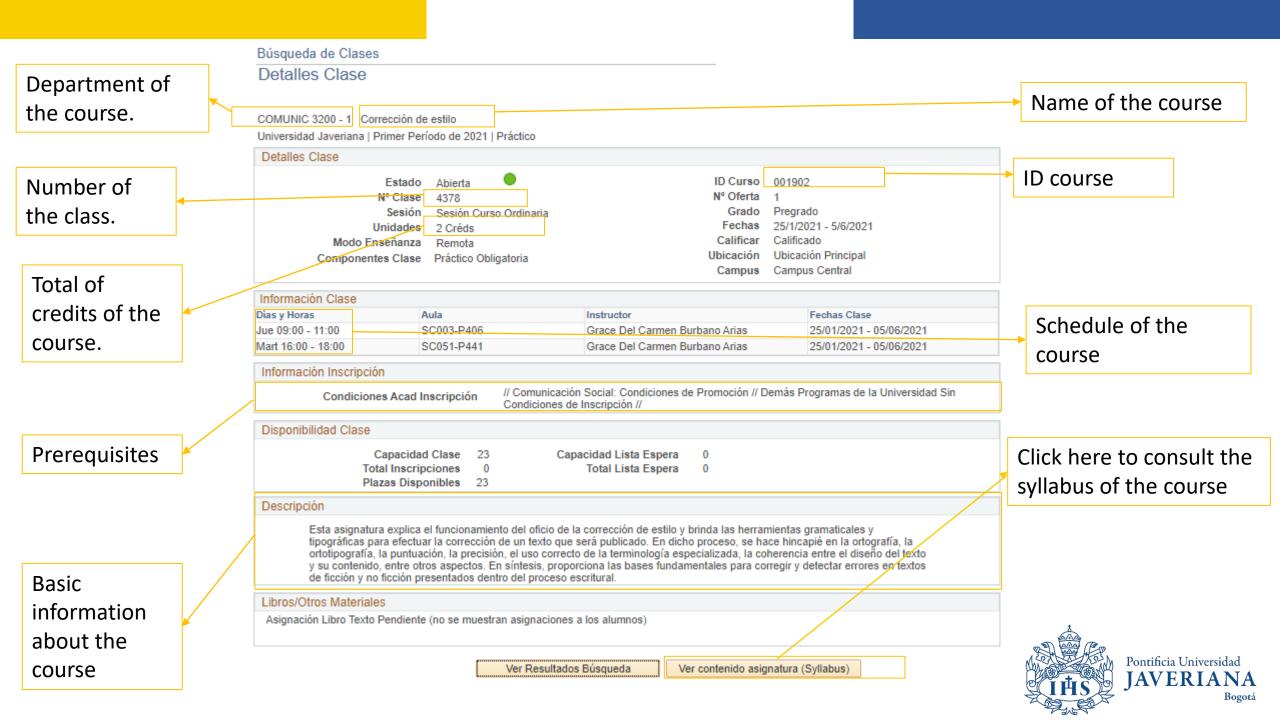
SC051-P441

V 11:00 - 13:00

Miérc 09:00 - 11:00

05/06/2021

25/01/2021 -05/06/2021



## Consulting additional components

If a you wish to enroll to a course from the Bacteriology, Biology, Ecology, Electronic Engineering, Industrial Microbiology, Nutrition and Dietetics and Psychology programs, you must take into consideration that some of these courses have associated components (such as workshops, laboratories, theoretical classes, field trips). These courses have its own schedules as well.

To consult the additional components of the courses, you must be aware of the following instructions:



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When the system displays the information of the course, by clicking on the tag icon, the screen will show you the schedule of the following associated components: workshops, laboratories, field trips, etc.



#### Consulting additional components

Resultado Búsqueda Horarios y Grupos (Programación Clases)



The schedules of the course's additional components will be visible. In this case, the schedule in view is related to a **theoretical** course available on Mondays from 11:00 a.m. to 12:00 p.m., identified by the course number of 7017. It also displays a **practical** course, taught on Fridays from 8:00 a.m. to 12:00 p.m. to 10:00 a.m., with 7018 as it's course number.

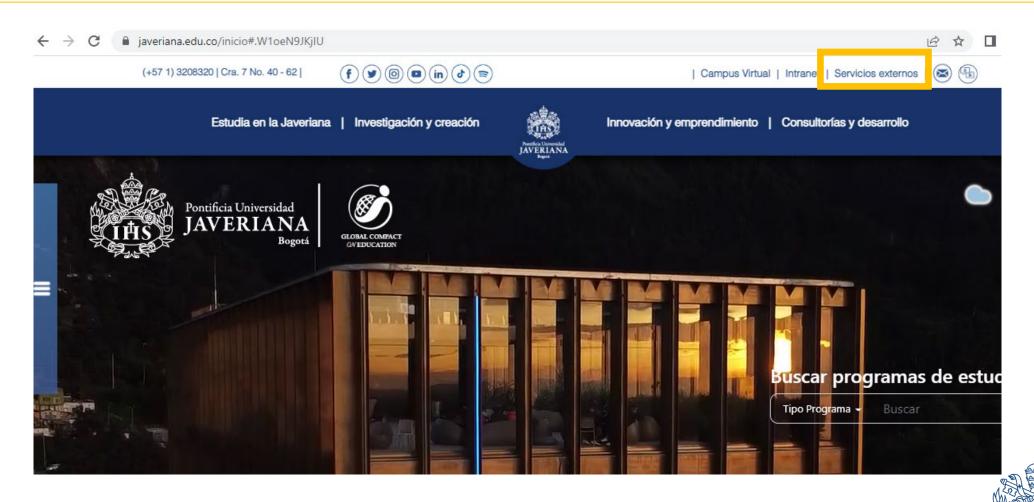


## Consulting the syllabus of a course



#### Consulting the scheduled classes

Look up the Javeriana main page (www.javeriana.edu.co) and click on "external services".

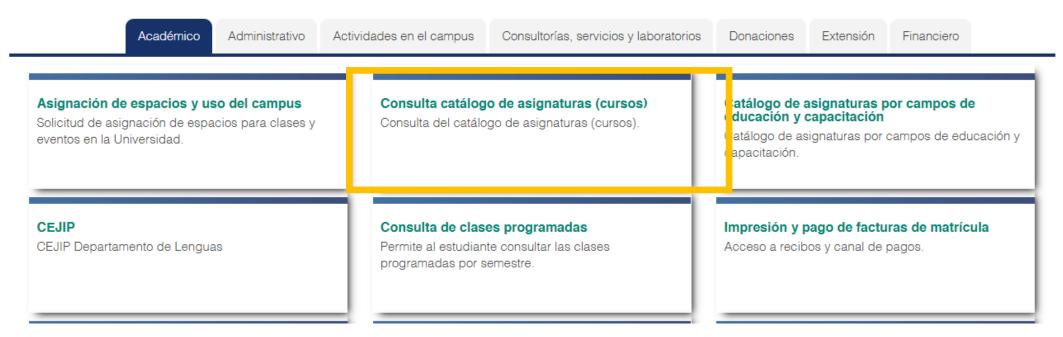


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#### Consulting the scheduled classes

Click on "Catálogo de Clases Programadas"

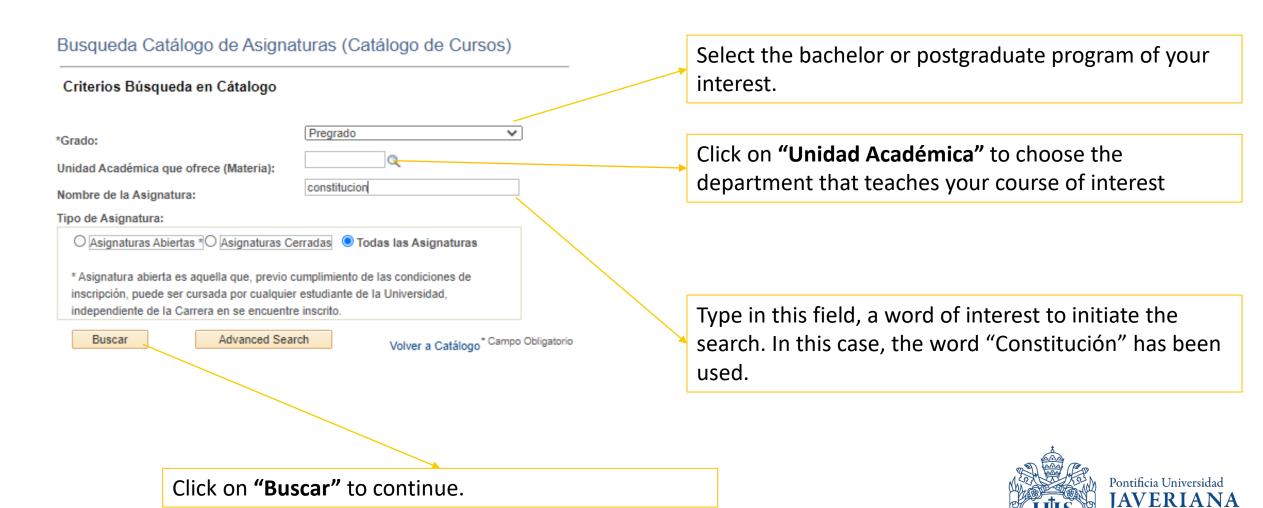
#### Servicios por tema





### Consulting the student handbook

When clicking on Catálogo de Asignaturas (Catálogo de Cursos) the following information will be displayed



#### The student handbook's consultation results

#### Resultados Búsqueda Catálogo de Asignaturas

Institución Académica:			PUJAV Universidad Javeriana	
Unid	ad Académica qu	e ofrece (Mat	eria):	Volver a Buscar
Non	nbre de la Asigr	natura	Personalizar   Buscar   💷   🚃 Primero 🕢 1-16 de	16 🕟 Último
Da	tos Generales	Codificación	(FIII)	
	Nombre de la Asignatura	Créditos (Unidades)	Unidad Académica que ofrece (Materia)	Grado
1	Constitución Política	2,00	Dpto Ciencia Política	Pregrado
2	Constitución Política	3,00	Dpto Ciencia Política	Pregrado
3	Constitución y Legislación para ingenieros	2,00	Dpto Derecho Público	Pregrado
4	Pedagogía Constitucional y Régimen Laboral para Ingenieros	3,00	Dpto Derecho Público	Pregrado
5	Constitución y derecho laboral	2,00	Dpto Derecho Público	Pregrado
6	Constitución y Derecho Público	3,00	Dpto Derecho Público	Pregrado
7	Derecho Constitucional y Responsabilidad Médica	2,00	Dpto Derecho Público	Pregrado
8	Teoría general del estado	3,00	Dpto Derecho Público	Pregrado
9	Teoría General de la Constitución	3,00	Dpto Derecho Público	Pregrado
	Derecho			

The system will display a list of the courses that include the keyword that has been previously selected, the information related to the department that teaches the course and the number of credits.



#### Details of the course

#### Detalle de Asignatura (Curso)

Institución Académica:	PU	JAV	Universidad Javeriana				
Inidad Académica que ofrece (Ma	iteria):						
Nombre Asignatura(Curso):	Controversias Constitud				Grado:	Pregrado	
Unidad Académica que ofrece: Descripción:	Dpto Derecho Público				Créditos (Unidades):	4,00 Hr. Contacto:	4,00
instrumental, como la ha desarroll los alcances de las teorías sobre f controversias constitucionales.	ado la Corte Constituciona	l en las decisio	a Constitución en sus controversia nes sobre su competencia, el proce para mantener equilibrio dentro del	esal constitucional y curso los ejes de	nentes Modalidad	Horas Contacto	
95 créditos		Teórico	Presencial 4,000	Principal	once modulidad	Tiolas Comacio	
Fecha 19/09/2016 ID C Efectiva:	Curso: 030878 N° (	Catálogo:				ferta Curso: 1 /er contenido de Asignatur	a (Syllabus
Volver a Buscar Regre	sar						

When clicking on the name of the course, the system will display basic information of the course.

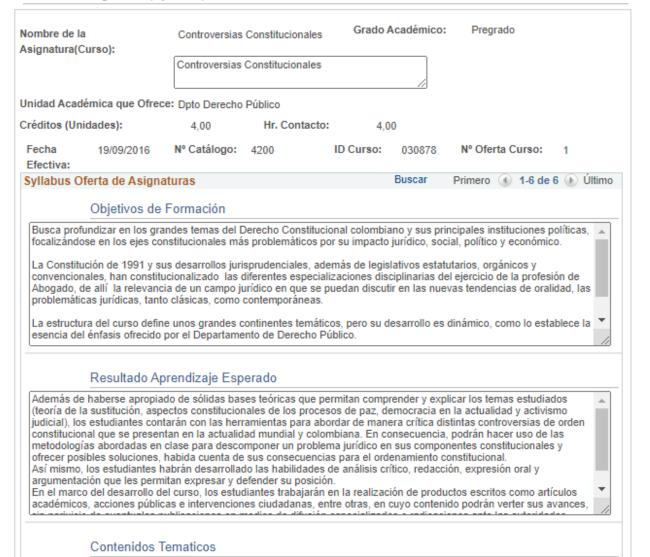
Click on "Ver contenido de Asignatura (Syllabus)" for more information of the course.



#### Details of the course

Búsqueda Cátalogo de Asignaturas (Cátalogo de Cursos)

Detalle de Asignatura (Syllabus)



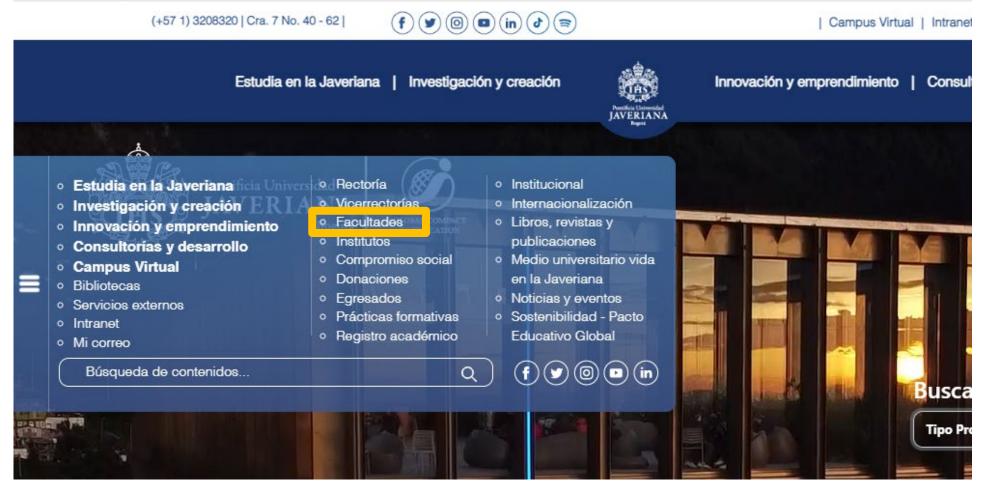
When clicking on "Ver contenido de asignatura (Syllabus)" the system will display an overview of the course, the expected outcomes of the course, learning strategies, assesment and academic references.



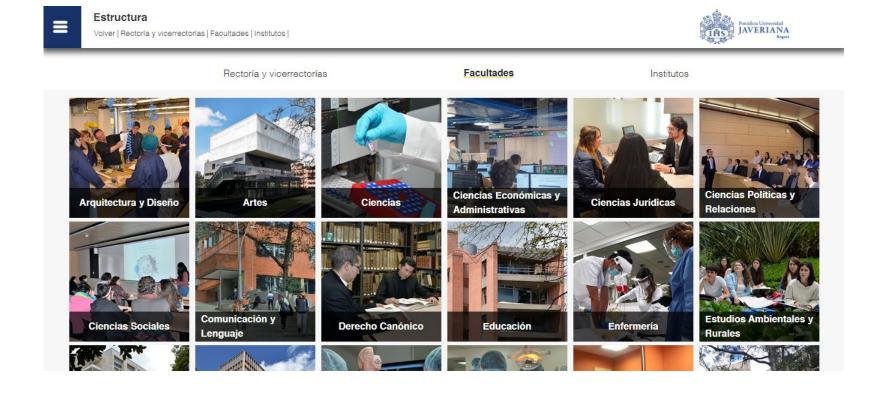
# CONSULTING THE BACHELOR'S HANDBOOK



Look up for the Javeriana's main website (<u>www.javeriana.edu.co</u>) and click on "Facultades" to navigate and find your program of interest (Bachelors, Masters or PhD)







Select the school of your interest





#### OFERTA ACADÉMICA







#### **ENLACES DE INTERÉS**





Tipo Programa → Buscar Q

Pregrados - Carreras (8 programas)







Click on

Carreras/Pregrado,

Especializaciones or

Maestrías to look up for
the program you're
interested in

Choose the program of your interest





Go to the section of "Plan de estudios" and click on "descargar plan de estudios en PDF".

This way you will find the courses avalaible for students in your program.



## For more questions or inquiries, please contact us

#### **International student mobility**

foreignstudents@javeriana.edu.co

+57 601 3208320 ext. 2727

#### **National student mobility**

movilidadnacional@javeriana.edu.co

+57 601 3208320 ext. 2532

