

THE UNIVERSIDAD PONTIFICIA DE COMILLAS WEBSITE:

Revised July 2011

See video on how to navigate the UPCO website:

<http://youtu.be/7ktnSE5dUAw>

Universidad Pontificia de Comillas: www.upcomillas.es

FINDING CLASS SCHEDULES (usually posted August prior to the academic year)

Alumnos: (from the menu on the top of the homepage)

Información académica

Horarios y exámenes

Centro: Choose a degree program or *titulación*

Documentos: Yearly information pertaining to that degree is posted

Horarios: Course schedules. Organized by year/degree

Exámenes: Exam schedules when published

Libre elección/Erasmus: Free electives offered in the university
(check locations where they are offered)

Calendarios académicos – Business school usually has 3 week exam period
(nota 3), Humanities 2 wks for exams (nota 2). In the Fall they begin on
the same day, in the Spring, Business starts one week after Humanities.

FOR DETAILS ON DEGREE PROGRAMS AND CLASS CONTENT:

Alumnos

Centros: Choose the school and then, a degree program or **titulación**

Estudios:

Planes de estudio: Indicates the courses that are offered in each year of
the degree program.

Highlighted courses have links to **syllabus and semester taught.**

Documentos (you can also access class schedules from here)

Localización: indicates the campus where classes are offered

OTHER IMPORTANT LINKS FROM THE ALUMNOS TAB:

Prácticas y empleo: For students registered in the internship placement office

Servicios: All basic organizations and services offered by the university, including
sports, medical services, volunteer work, and *aula de cultura* classes (non credit bearing
classes on different cultural disciplines including music, debate and art).

Recursos informáticos: Information on all computer-related items.

OTHER IMPORTANT LINKS FROM THE HOMEPAGE:

Nuestra Universidad (left column) - **Mapas y sedes** (campus locations)

Intranet (top of the homepage): for registration, seeing final grades and academic
platforms (such as blackboard)

Estudios and **Centros** can also be accessed from here, but with a longer route to obtain
information.

ON-LINE REGISTRATION: See video: <http://youtu.be/xooTnmCR7hE>

- Comillas will contact you by email and give you a registration number, password and link to register (*matrícula*). After filling out personal data, you will need to indicate the school you will be enrolling in (the majority of classes chosen must belong to that school) and the courses you think you'll be registering for.
- If you plan on taking classes in more than one school, you will have to hand write (or email) the classes from other schools, since these will not appear as choices.
- Form should be signed and turned in before student arrives to Spain.
- Once in Spain, during final registration period (first two weeks of class), changes can be made. Final draft needs to be turned in to Decanato of the school you will register in.

CIENCIAS ECONÓMICAS Y EMPRESARIALES (ICADE):

- **Titulaciones:** On calendar, referred to as NOTA 3.
 - **CAF:** Ciencias actuariales y financieras
 - **E-4:** Ciencias empresariales internacionales (a degree program that combines studies from 3 European universities)
 - **ITM:** Investigación y técnicas de Mercado
 - **ADE:** Administración y dirección de empresas (E-2)
- Classes are offered on the Madrid ICADE campus

CIENCIAS HUMANAS Y SOCIALES:

- Includes: Psychology, Philosophy, Education, Social Work, translation and a double degree in Translation and International Relations (RRII –TI).
- Special permission needs to be granted to take Translation/Interpretation courses
- Classes are offered on the Cantoblanco campus.

IMPORTANT NOTE TO GEORGETOWN STUDENTS:

- Information found on web concerning the *matrícula* only applies to regular UPCO students and does not apply to GU students. Likewise, some references in the academic calendars do not apply.
- Look for courses in both *licenciaturas* and *grados*. You will need special permission to enroll in first year *grado* courses.
- Make sure the classes you want are actually offered. With the phasing out of the *Licenciatura* degrees, many popular classes from the past will disappear and new classes will appear in the *grados* curriculum. Studying the **planes de estudio**, the academic years relative to the transition and the semester classes are offered will help you make a realistic selection.
- Course titles that appear in English indicate that course is given in that language and not Spanish. If it is a degree requirement (as opposed to an Erasmus course or free elective), most likely you will find a Spanish counterpart within the degree program.
- Be wary that if you plan on taking courses from the two different campuses, make sure it is possible to schedule these. Often all classes (in both campuses) are only offered in the mornings making it impossible to commute from one campus to the other in a brief time.
- Each campus offers some general electives and Theology classes.