UNIVERSIDAD DE ALMERÍA

AUTOMATRÍCULA

How to Enroll as an International Mobility Student

The UAL puts at your disposal its online enrollment system *Automatrícula* that will allow you to officially enroll in the subjects that you have included in your **Learning Agreement**. You must take into account that you will only have a place in the contracted subjects. To change subjects, you must make a modification to your Learning Agreement beforehand within the terms and deadlines indicated by the International Office.

UMove Notice: Appointment for Automatrícula

The process begins when you receive a notice from our mobility management application, *UMove*, that you already know. The notice includes the **URL to access Automatrícula** (this access is **specific for International Students**, you should not access through the URL you can find on the website for UAL Students) and indicates the **period of time** in which you must enroll . You can access Automatrícula **as many times as you need** during the indicated period.
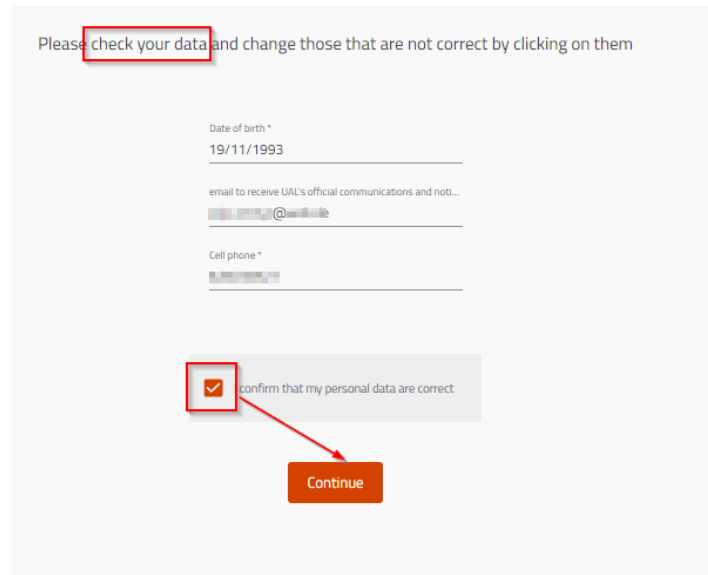
Access to Automatrícula

Access Automatrícula with the same login and password that you use to access UMove and the rest of the services that UAL offers you through our Virtual Campus and our App. When you access you can choose the language and then start your enrollment.

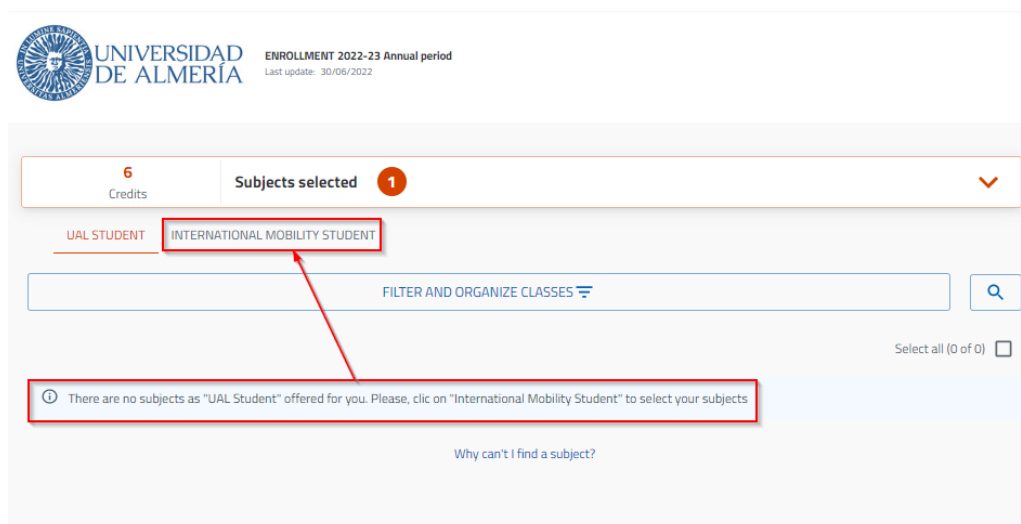## Personal Information

In the next step, you must provide or confirm some minimum personal data to continue

It is **VERY IMPORTANT** that you **keep your personal data updated** through Campus Virtual at any moment, both your family address and your address in Almería during the Academic Year.

Subject Selection

To select the subjects you must click the **International Mobility Student** section
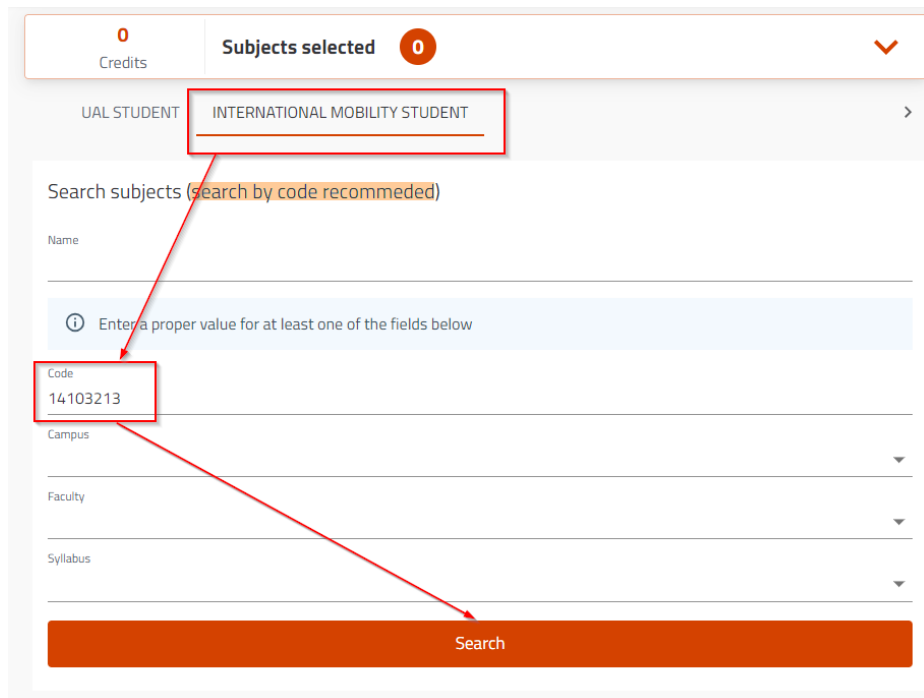
You may search for a subject by its name, but we recommend that you **use the subject code** that appears on your Learning Agreement making sure not to include any blank and click *Search*.
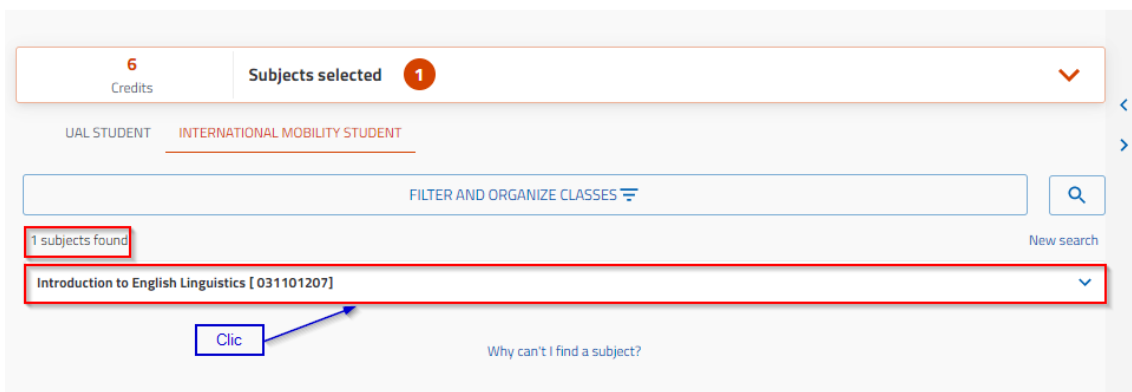
Click the subject found to enable the selection.

Check the box to the right to select it..

The same subject can be part of more than one official UAL Study Plan, but it is the same subject with the same professors and timetables. For you as an International Mobility Student it is not relevant, you may **select any of them**.

VERY IMPORTANT: There are certain subjects that belong to old Study Plans that are in the phase of extinction and are marked as *Not Active*. You should **never mark these** because they are subjects that **no longer have classes**, only exams for former students are allowed.

When you select the subject, Automatrícula assigns you a class group, but there may be more and you can choose any of them if there are vacancies. Click *Timetable/s* to see them all.
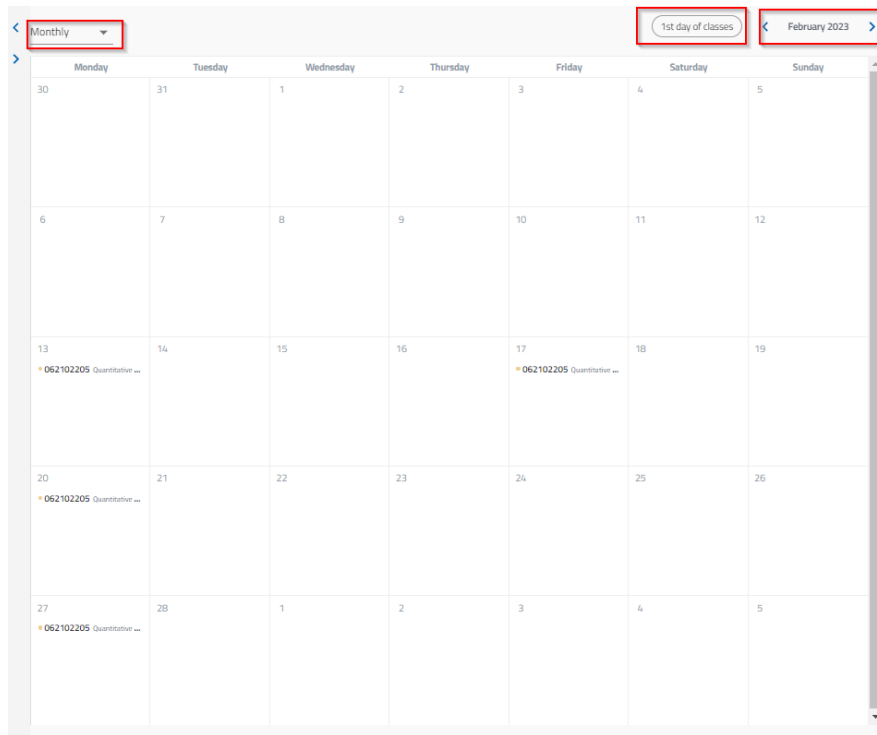
Click the dropdown to see the **group timetable** and detailed information, including the **teaching language,** and choose the one that suits you best.

You can see the timetable of the subject in the calendar in monthly (default), weekly or daily format and browse the calendar with the date picker.
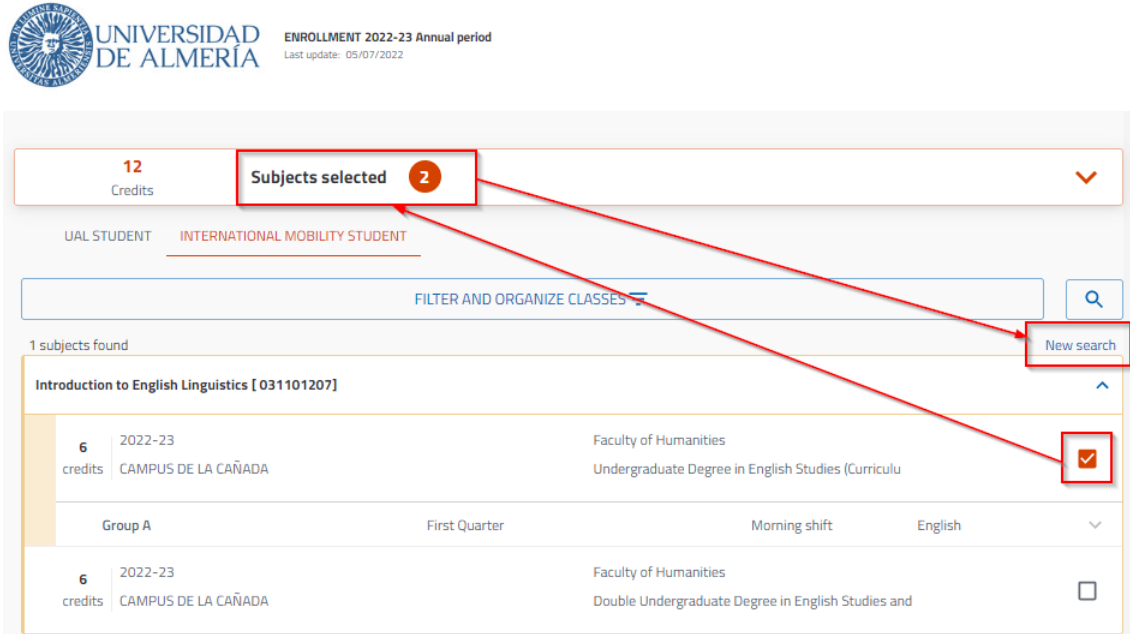
You can click a subject to see in which building and classroom you have your classes each day. You can check as well how to get to each building on the UAL website.
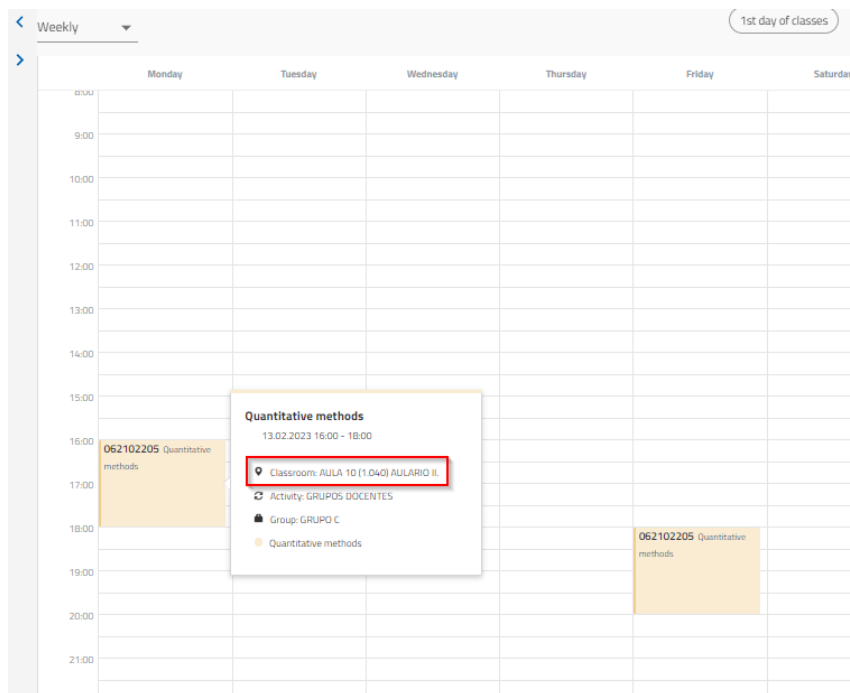
Your timetables are always available throughout the course through **Campus Virtual** and **UAL App**.

Continue selecting subjects by clicking *New Search*, Automatrícula shows you how many subjects you have already selected
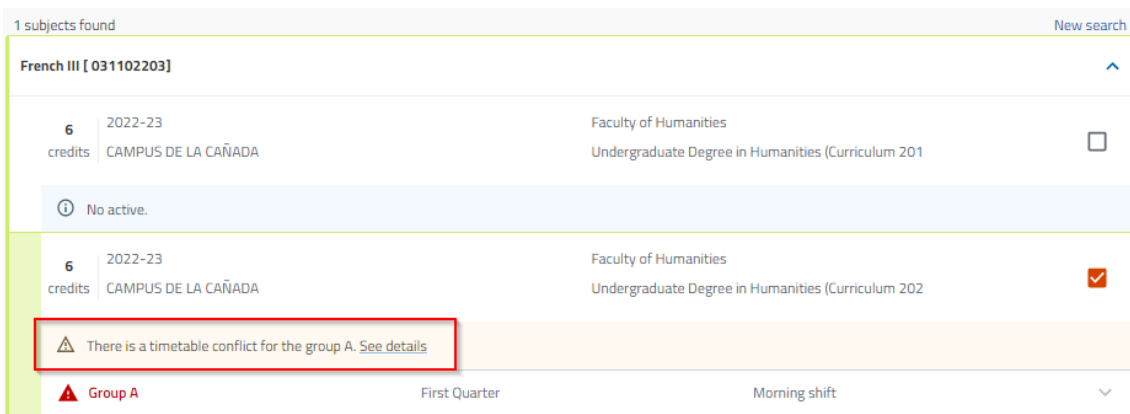
Timetable Conflict

When you add more subjects, timetable conflicts may occur, classes that coincide one day at the same time. Automatrícula warns you so that you may choose another group.

Click *See Details* to check which subject is in conflict.
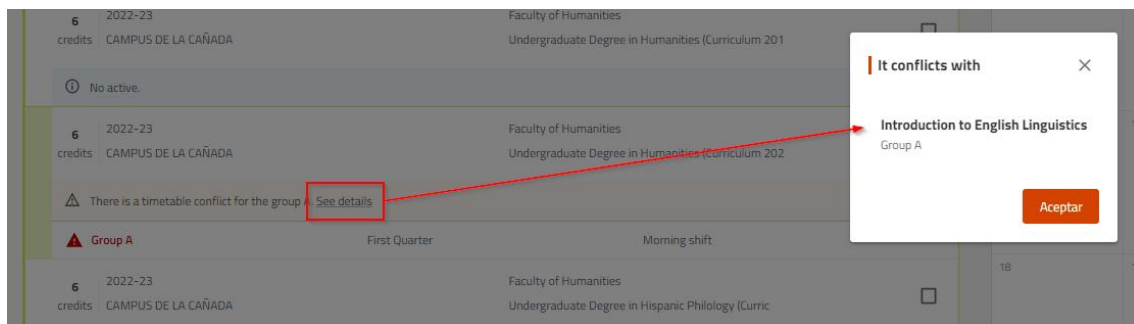
Look for the timetable conflict in the calendar and change the group of any of the subjects if possible.
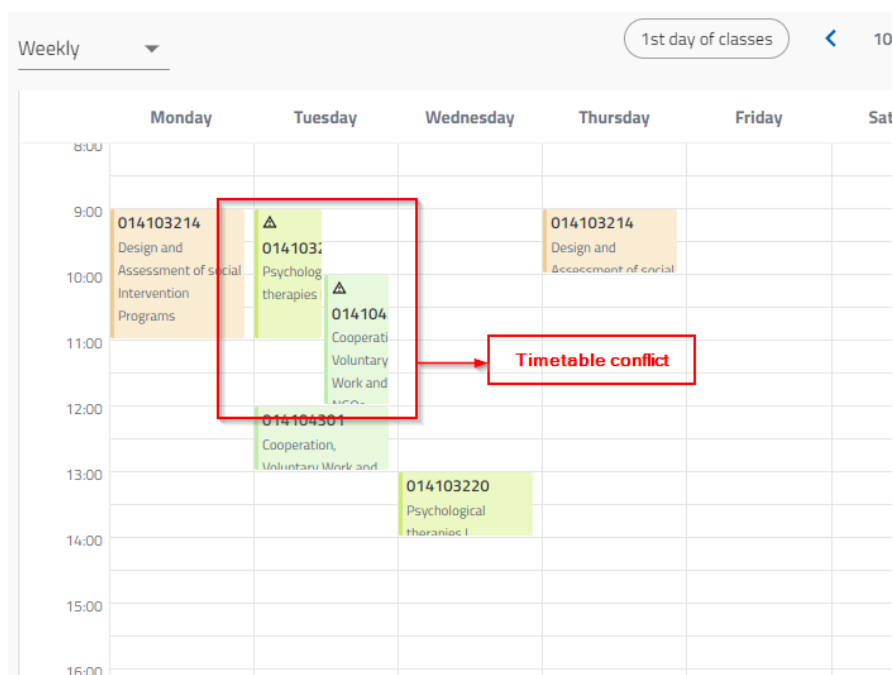
Once that you have selected all your subjects (or when you want to continue to finish and save what you have enrolled in a session) click **See Summary**, below the calendar to continue.
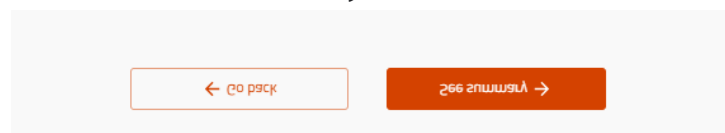
The Summary shows you the subjects and groups you have selected and the timetable conflicts if you have not corrected them. If you validate your registration with timetable conflicts, the warning will not be shown the next time you access Automatrícula.

30 Credits	L 30

Subjects within International Mobility Programmes

Introduction to Trade and Organizations Psychology [014103213]

6 Credits	2024-25 CAMPUS DE LA CAÑADA	Faculty of Psychology Bachelor's Degree in Psychology (Curriculum 2010)
Group B	First Quarter	Afternoon shift
Group B2	First Quarter	Afternoon shift

Design and Assessment of social Intervention Programs [014103214]

6 Credits	2024-25 CAMPUS DE LA CAÑADA	Faculty of Psychology Bachelor's Degree in Psychology (Curriculum 2010)
Group A	Second Quarter	Morning shift
Group A3	Second Quarter	Morning shift

Psychological therapies I [014103220]

6 Credits	2024-25 CAMPUS DE LA CAÑADA	Faculty of Psychology Bachelor's Degree in Psychology (Curriculum 2010)

⚠ There is a timetable conflict for the group A. See details
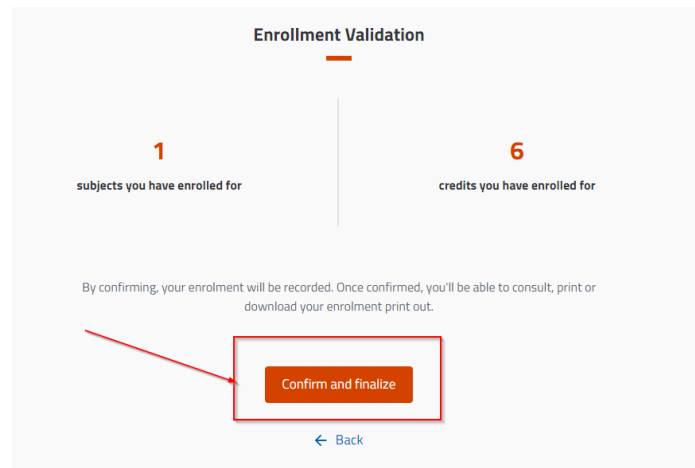
🔺 Group A	Second Quarter	Morning shift
Group A3	Second Quarter	Morning shift

Click **Continue** above the calendar to continue

1 Subject selected		Continue →

| Monthly ▾				1st day of classes	‹ July 2024 ›
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
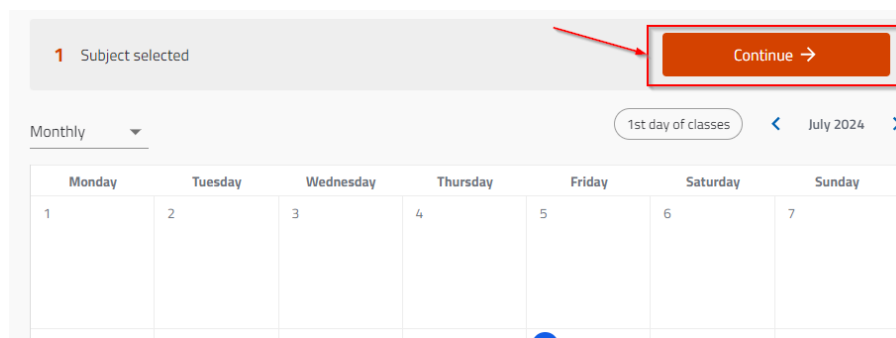
Validation

The last step is the **validation** of your enrollment.

After validating, Automatrícula confirms that you have completed your enrollment correctly and you can obtain your **Official Receipt,** your **Timetable,** and go to the general information page for International Students of the UAL International Relations Service.
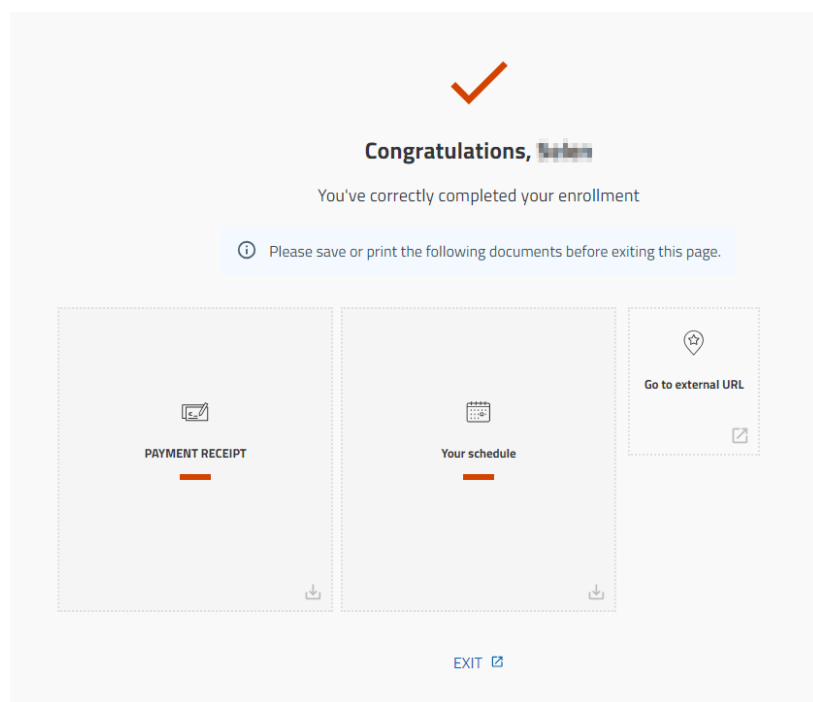
Automatrícula Issues

Once that you finished your Automatrícula, in the case that you have not enrolled for any of the subjects included in your Learning Agreement, **you will receive a daily** notice so that you do it if you are already within the deadline.

Remember that for any issue related to your enrollment you must contact our International Office through the **UAL User Service Center (CAU)** by selecting in the "**To**" field "**1. International Relations – International Office".**