Registration in classes is a four step process:

- Portuguese Placement Test online.
- Choose courses
- Register courses
- Drop and Add courses
Portuguese Placement Test online.

For Regular students: In order to correctly place students according to their language proficiency in Portuguese, a mandatory Portuguese for Foreigners Placement test must be taken on-line from PUC-Rio’s website.

After receiving confirmation of the Portuguese test results, students will be able to register online for courses as well as for the Portuguese as a Foreign Language class corresponding to their level.

It is very important that students follow and complete the required steps during the registration process.
Choosing Courses at PUC

Accessing the Micro-Horario (timetable)
Before starting the registration on-line process please, refer to get more information about the courses, courses code and allowed number of courses to attend. Read the instructions carefully.

http://www.puc-rio.br/ensinopesq/ccci/incoming/centers_courses.html

To register on classes you will need the correctly course code ex: IRI 1507. For know this code please access the following link: http://www.puc-rio.br/microhorario

You should register on Portuguese class among the other classes.
Registration on classes must be online.

Pay attention to the Registration deadline
If you miss the registration online, you will have to pay a fee for a late registration.
Choose Portuguese Class first to make sure you like the schedule. Limited spots in each schedule

Level I, II, III – 3 times/week - 6 PUC credits
Level IV, V – 2 times/week – 4 PUC credits

Choose other classes that don’t conflict with your Portuguese Class – Portuguese is Mandatory

Write down the code of at least 7-8 classes before the registration so that you have enough options in case you don´t get some classes in the schedule you want.
## Accessing the Micro-Horario (timetable)

Here is a screenshot of the Micro-Horario interface for ENG, ADM, IRI, SOC, ETC. The interface allows users to search for classes based on various criteria such as department, professor, course code, and credits.

### Example of Accessing the Micro-Horario

The interface includes fields for searching by department, professor, and course code. It also allows users to specify the semester, credit hours, and other relevant information.

### Table Example

Below is a table showing some classes with their details:

<table>
<thead>
<tr>
<th>Disciplina</th>
<th>Nome da disciplina</th>
<th>Professor</th>
<th>Créd.</th>
<th>Turno</th>
<th>Horário/Unidade</th>
<th>Horas a Distância</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1007</td>
<td>Introdução à Mecânica dos Soldados</td>
<td>NEY AUGUSTO DUPONT</td>
<td>2</td>
<td>CCI</td>
<td>07-09 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1007</td>
<td>Introdução à Mecânica dos Soldados</td>
<td>NEY AUGUSTO DUPONT</td>
<td>2</td>
<td>CAV</td>
<td>07-09 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1007</td>
<td>Introdução à Mecânica dos Soldados</td>
<td>NEY AUGUSTO DUPONT</td>
<td>2</td>
<td>CCI</td>
<td>17-17 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1007</td>
<td>Introdução à Mecânica dos Soldados</td>
<td>NEY AUGUSTO DUPONT</td>
<td>2</td>
<td>CAV</td>
<td>17-17 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1011</td>
<td>Ferragens de Transporte e Eletrotécnica Geral</td>
<td>LUIZ FERNANDO FIGUEIRA DA SILVA</td>
<td>2</td>
<td>CCI</td>
<td>13-15 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1018</td>
<td>Eletrotécnica Geral</td>
<td>DAVI MARTINS VIEIRA</td>
<td>2</td>
<td>CCI</td>
<td>17-17 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1018</td>
<td>Eletrotécnica Geral</td>
<td>DAVI MARTINS VIEIRA</td>
<td>2</td>
<td>CCI</td>
<td>17-17 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1019</td>
<td>Laboratório de Eletrotécnica Geral</td>
<td>DAVI MARTINS VIEIRA</td>
<td>2</td>
<td>CCI</td>
<td>15-15 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1019</td>
<td>Laboratório de Eletrotécnica Geral</td>
<td>DAVI MARTINS VIEIRA</td>
<td>2</td>
<td>CCI</td>
<td>15-15 / GAVEA</td>
<td>0</td>
</tr>
<tr>
<td>EN1019</td>
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<td>DAVI MARTINS VIEIRA</td>
<td>2</td>
<td>CCI</td>
<td>15-15 / GAVEA</td>
<td>0</td>
</tr>
</tbody>
</table>
1st Step

In the pre schedule date, go to PUC-Rio’s website (www.puc-rio.br) click on ALUNOS
At the page “Serviços e Sistemas para Alunos”, SAU click on “Entrar no Sistema”
3rd step: Complete the blank Usuário (Login) and Senha (Password) and then, click on OK.

4th step: Click on “Matrícula” in order to start your registration in classes.

If you try in a different day and time, the system will not allow you to do the process.
5th Step

In “Busca por disciplina” box, you can search for the classes that you want to subscribe (courses code).
The green box means how many places still have in each class. Now, you just need to choose which time you want to attend, after that, you will repeat this process until your schedule is done! To finish your process click on Finalizar.
Usual course load = Portuguese language + 3 to 4 classes, but check with your home university the course load allowed for you.

At PUC-Rio you are allowed to attend: A minimum of 08 credits or 2 disciplines and a Maximum of 24 credits including Portuguese as a Second language class.
PUC grades are assigned on a 10-point scale. A grade of 5 is required to pass (equivalent to grade of “C-”).
In many classes, students with a low grade (usually 6 or below) are required/allowed to take a make-up exam in the final week of the semester.

A failing grade (F) may result in a reported grade of 0 (zero).
Mandatory 75% attendance.
COORDENAÇÃO CENTRAL DE COOPERAÇÃO INTERNACIONAL

Linda Cristina Sousa
Christine Duarte
Mario Simões
Leonardo Dias
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Office hours
From 2ª to 6ª-feira
Das 8:30h às 11:30h | 14:00 às 17:00h

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