



Course registration guide

- This guide is intended for incoming exchange students who are studying at EPFL for one or two semesters, at the Bachelor or Master level.
- It will guide you through the process of registering for the semester (FRAC form) as well are registering for courses and/or for a semester project.
- For any questions please contact our student services desk.

Semester registration (FRAC) and enrolment certificate click <u>here</u> Course registration click <u>here</u>

Project registration click <u>here</u>

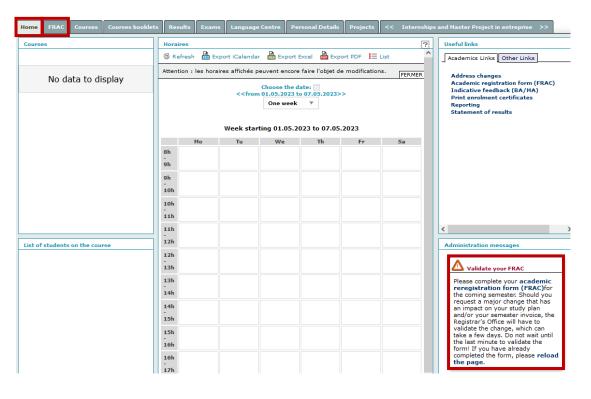


- Select the desired language of your student portal (English or French).
- The language that appears in light font is the one in use.





- Before registering for courses, you must first fill in the semester registration form called FRAC.
- It will take you less than 5 minutes to go through the 7 steps. If you are studying at EPFL for 2 semesters, you have to do this at the beginning of each semester.
- Log in IS-Academia with your EPFL credentials.
- Either click on the tab FRAC, or on the tab Home.





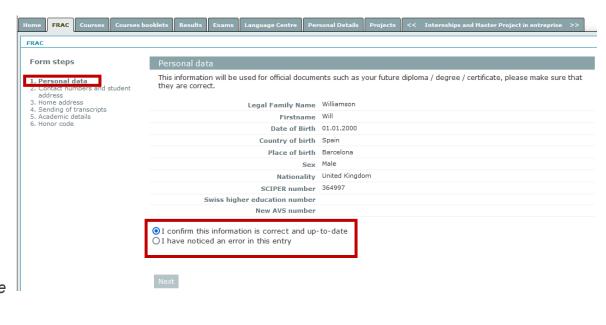
Step 1 – personal data

 Verify here your personal details and confirm if they are correct by selecting "I confirm this information is correct and up-to-date"

or let us know if you notice an error by selecting

"I have noticed an error in this entry".

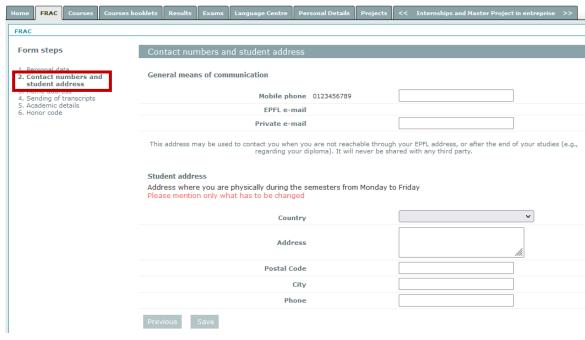
 NB: fictitious data are used to serve as example





Step 2 – Contact numbers and student address

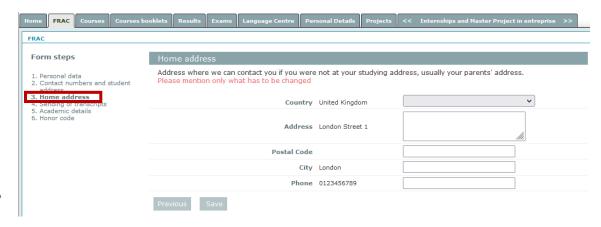
- Enter your phone number, email address and the address where you are staying throughout your studies at EPFL.
- NB: If you don't know your Swiss student address yet, leave this field blank and complete it as soon as you know it
- NB: fictitious data are used to serve as example





Step 3 – Home address

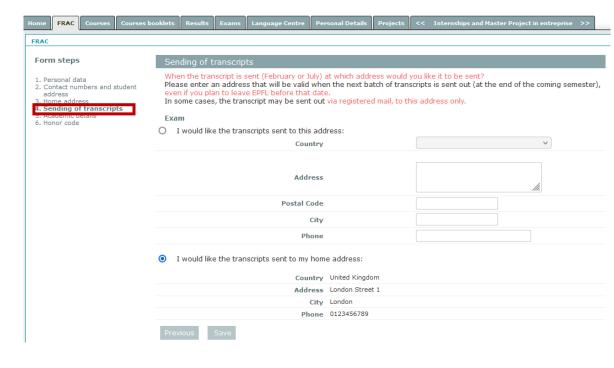
- The home address you had mentioned in your application form will be visible here.
- If you wish to make a change, you can update it by filling in the corresponding fields.
- NB: fictitious data are used to serve as example





Step 4 – Sending of transcripts

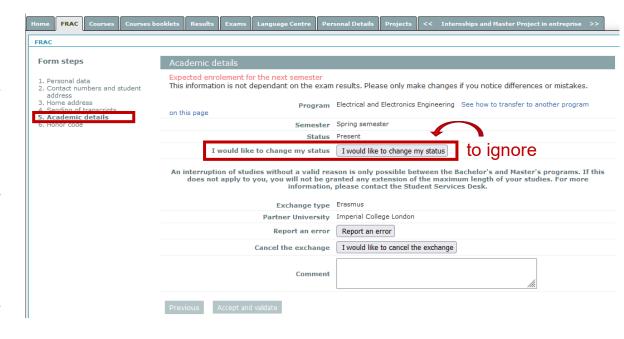
- Let us know to which address you would like us to send your transcript of records.
- This must be a different address than the one where you reside during your studies at EPFL as the transcript of records is sent at the end of your exchange and you most likely won't be living there anymore.
- This address has to be your personal address.
- NB: fictitious data are used to serve as example





Step 5 – Academic details

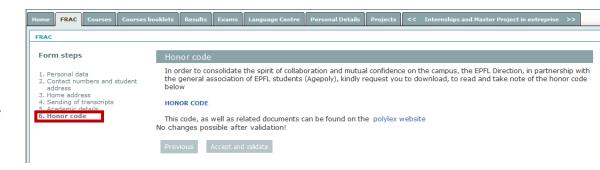
- This page states in which section you are registered as well as the semester for which you are filling in the FRAC form.
- Please ignore the question about your status as this question is meant for regular EPFL students. Incoming exchange students always have the status "present".
- You can notify us in case you see any error in your EPFL registration, or if you want to withdraw from the exchange.





Step 6 – Honor code

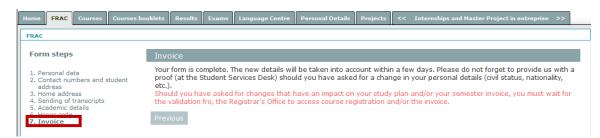
Finally, make sure you read the honor code which informs you about what is expected from students in terms of ethical behavior, and click on the button "accept and validate" to confirm the semester registration form.





Step 7 – Invoice

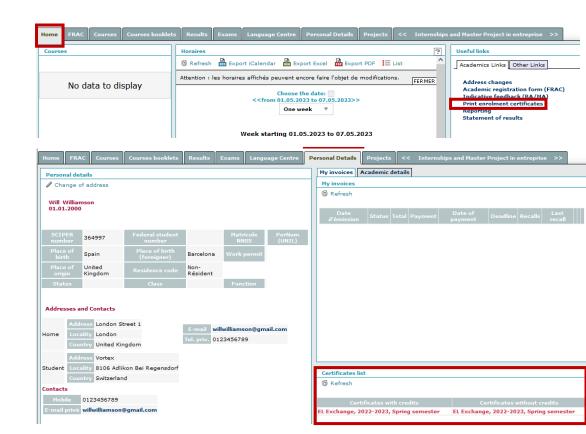
- Your semester registration is now complete.
- As an exchange student you are exempted from paying the EPFL tuition fees therefore no invoice is visible on the screen.





Enrolment certificate

- Once the FRAC form is complete, you can download your enrolment certificate for the semester. It is available either under Home or Personal Details.
- This enrolment certificate needs to be presented when you apply for a residence permit.
- If you are staying at EPFL for the full academic year, you will have to fill in the FRAC form again at the beginning of the second semester, and you will obtain the corresponding enrolment certificate then.





Example of enrolment certificate



Educational Affairs Registrar's Office

Mr. Will Williamson

Lausanne, 5th May 2023

Enrolment certificate for the spring semester 2022-2023

The EPFL Registrars' Office, who is responsible for enrolment and admissions, certify that :

Mr. Will Williamson born on 1st January 2000

is enrolled as a student on exchange at Ecole Polytechnique Fédérale de Lausanne for the academic period as below :

Spring semester: starting on 20th February 2023 and ending on 31st August 2023.

Section: Electrical and Electronics Engineering . A semester of full time study is the equivalent of approximately 30 credits.

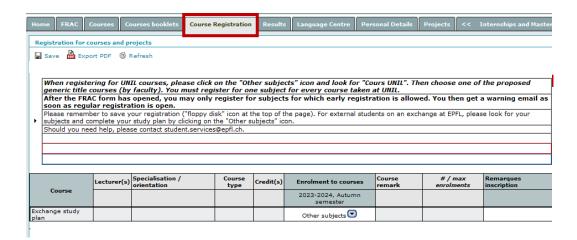
Head of Registrar's Office

Baulr Laurent Ramelet



Course registration

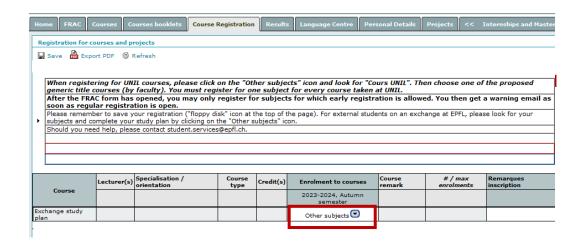
- Click on the tab Course Registration
- NB: if you are registered in Architecture you will see here the list of studios. You cannot register for the studio on your own. The section will do it for you after you have submitted your list of choices and the selection has taken place.



EPFL

Course registration

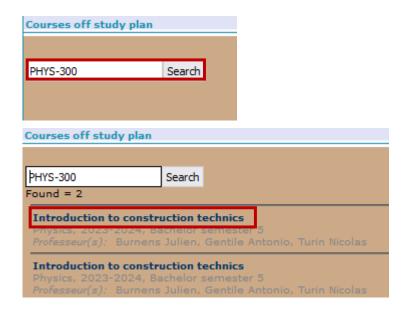
Click on Other subjects





Course registration

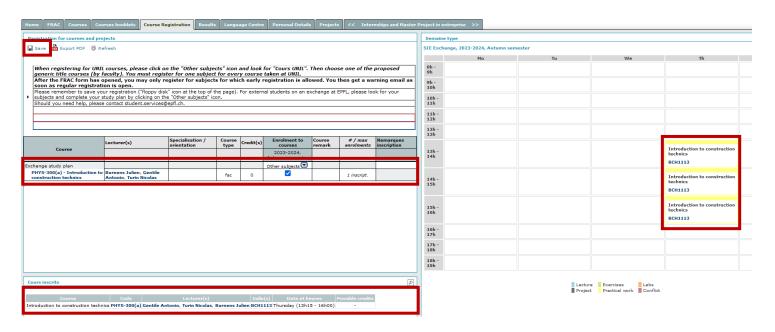
- Enter the code of the course you want to register for, as found on the study plans, (e.g. PHYS-300) and click on Search.
- Select the title of the course you want to register for.
 If you see several options but that the course code and the course title are identical, it means the course is offered in different sections. Choose the course from the section you are registered in.
- Similar classes use the same code (e.g. PHYS-101a, PHYS-101b), however they are usually taught by different professors or the language of the course may vary.
- You can also search for a course by the teacher's name or with a keyword using the symbol % before the keyword (e.g., "%biochem").
- NB: this pop-up window will appear in white in your student portal.





Course registration

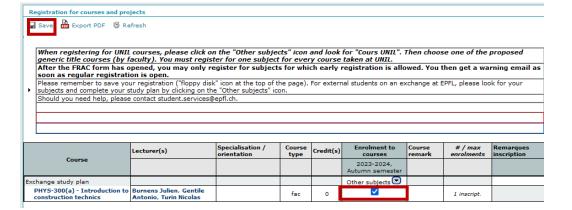
- Click on Save.
- The courses you have registered for will be listed in your exchange study plan as well as in the timetable.





Course registration - withdrawal

- To withdraw from a course, remove the check mark.
- Click on Save.
- This has to be done at the latest on the second Friday of the semester.
- The course will no longer appear on the screen.

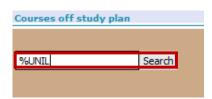


Exchange study plan				Other subjects	_		
PHYS-300(a) - Introduction to construction technics	Burnens Julien, Gentile Antonio, Turin Nicolas	fac	0			1 inscript.	



Course registration – UNIL courses

- If you want to enroll in a course at Université de Lausanne (UNIL), you need to register at UNIL (see the procedure in the booklet «<u>Welcome to</u> <u>EPFL</u>», page 9).
- You also have to register for the course in IS-Academia as the total number of credits obtained at UNIL will show on your EPFL transcipt of records (not the grades).
- Search for %UNIL in the study plan, then click on Search.
- Select the faculty in which the course is taught (e.g. Faculty of Business and Economics HEC).
 NB: select HEC I. If you register for a 2nd course, select HEC II.
- You will receive from UNIL a transcript of records with the grade and corresponding number of credits at the end of the semester.
- NB: this pop-up window will appear in white in your student portal.

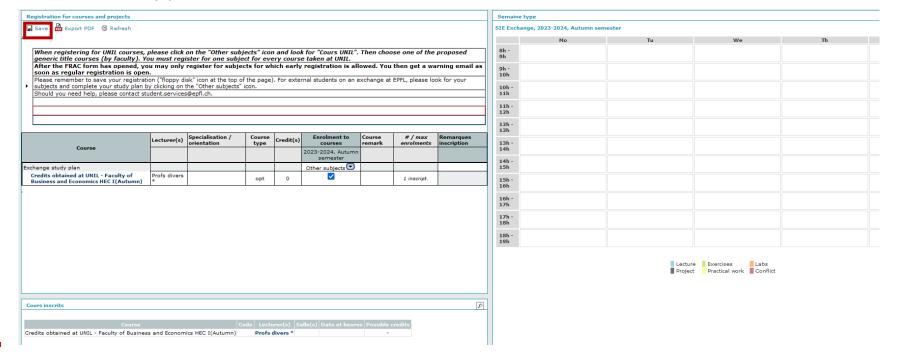


ourses off study plan					
Professeur(s): Prof	divers *				
	UNIL - Faculty of Biology and Medicine (Autumn) 024, Autumn semester divers *				
	UNIL - Faculty of Business and Economics HEC I(Autumn) 124, Autumn semester divers *				
Credits obtained at	UNIL - Faculty of Business and Economics HEC II (Autumn				



Course registration – UNIL courses

- Click on Save.
- NB: UNIL courses won't appear in your timetable in IS-Academia as the courses are not part of EPFL's study plan.





Course registration – SHS courses

- You are authorised to register for maximum 2 courses of the Humanities and Social Sciences program per semester (code HUM-xxx and MGT-xxx).
- Please note that registrations for SHS courses is based on a first come first served.
- Please ignore the comment "Une seule inscription à un cours SHS+MGT autorisée. En cas d'inscriptions multiples elles seront toutes supprimées sans notification ». It does not apply to exchange students.

			Orientation / filière / mineur	Type de cours	Crédits		cours	Remarques cours
							2023-2024, Autumn	
▼ Exchange	study plan						Autre matière: 💌	
MATH-	-502 - Distribution and interpolation spaces	Michelat Alexis Paul Benjamin		opt	5	L:2H hebdo, Re:2H hebdo		
BIO-10 engine	05 - Cellular biology and biochemistry for	Zufferey Romain		opt	4	L:2H hebdo, Re:2H hebdo	☑	
HUM-3 Intellig	<mark>392 -</mark> The Ethics and Law of Artificial gence	Rochel Johan Robert		obl	2	L:2H hebdo		Une seule inscription à un cours SHS+MGT autorisée. En cas d'inscriptions multiples elles seront toutes supprimées sans notification



Project registration

- If you are doing a semester project that is not part of the study plan, or that has a different number of credits you must register for the project "EPFL-301 Specific project for exchange/visiting student".
- If you have a 2nd project to enroll in, register for the project "EPFL-302 Specific project for exchange/visiting student II" (even if it takes place during another semester).
- NB: this pop-up window will appear in white in your student portal.

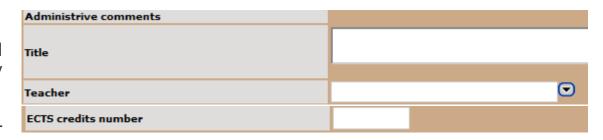
Courses off study plan		
EPFL-301	Search	

EPFL-301 Found = 2	Search
	change/visiting studentHors plans, 2023-2024, Autumn semester vers *
	change/visiting studentHors plans, 2023-2024, Autumn semester



Project registration

- Write here:
- the title of the project agreed on with your home university and your EPFL professor
- the name of your EPFL professor
- the number of credits required for the project as agreed with your home university and EPFL professor





Project registration

Click on Save.

Registration for courses and projects

- The number of credits will show 0 in the column Credit(s). However at the end of the project your EPFL professor will provide the number of credits that you have registered.
- NB: You may have to refresh the page for the line of the project to be added in the list of courses.

