

ENROLLMENT INCOMING FAUUSP

GUIDE – 2024 (2ND SEMESTER)

INTERNATIONAL OFFICE - FAUUSP

WHERE? WHEN? HOW?

Enrollment in FAU disciplines must be done at the **Serviço de Graduação**, located on the **2nd floor**

Opening hours: **02:00 PM to 05:00 PM**

Enrollment must be done IN PERSENTIAL (**IN PERSON**), by the interested student.

- Enrollment made by someone other than the interested student is not accepted!

This enrollment period is for exchange students (incoming students)

The student must complete the “**Formulário de Matrícula**” and deliver it (completed and signed) to the Serviço de Graduação during the enrollment period (**19 – 22/August**)

- Attention: the vacancies in the disciplines are filled in order of arrival / enrollment.
- If you wait to enroll on the last day, it is possible that there will be no vacancies for that discipline.

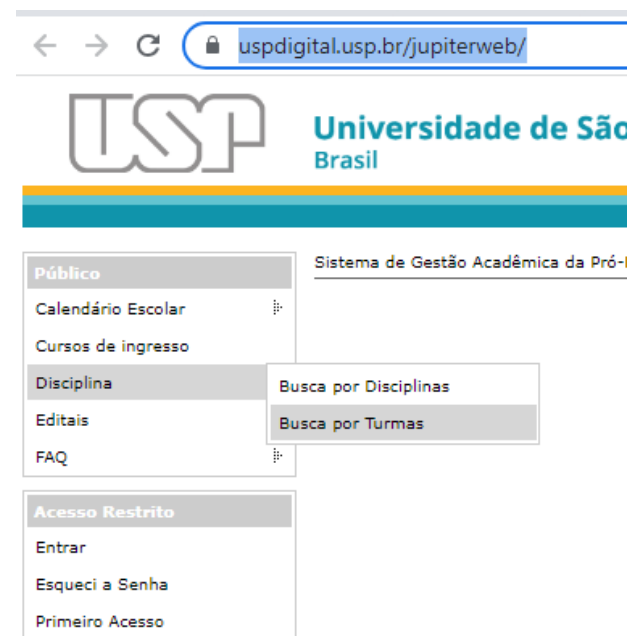
DISCIPLINES – HOW TO CHOOSE IT? (PT 1)

I recommend that you use the **JúpiterWEB system** to choose disciplines:

- <https://uspdigital.usp.br/jupiterweb/>

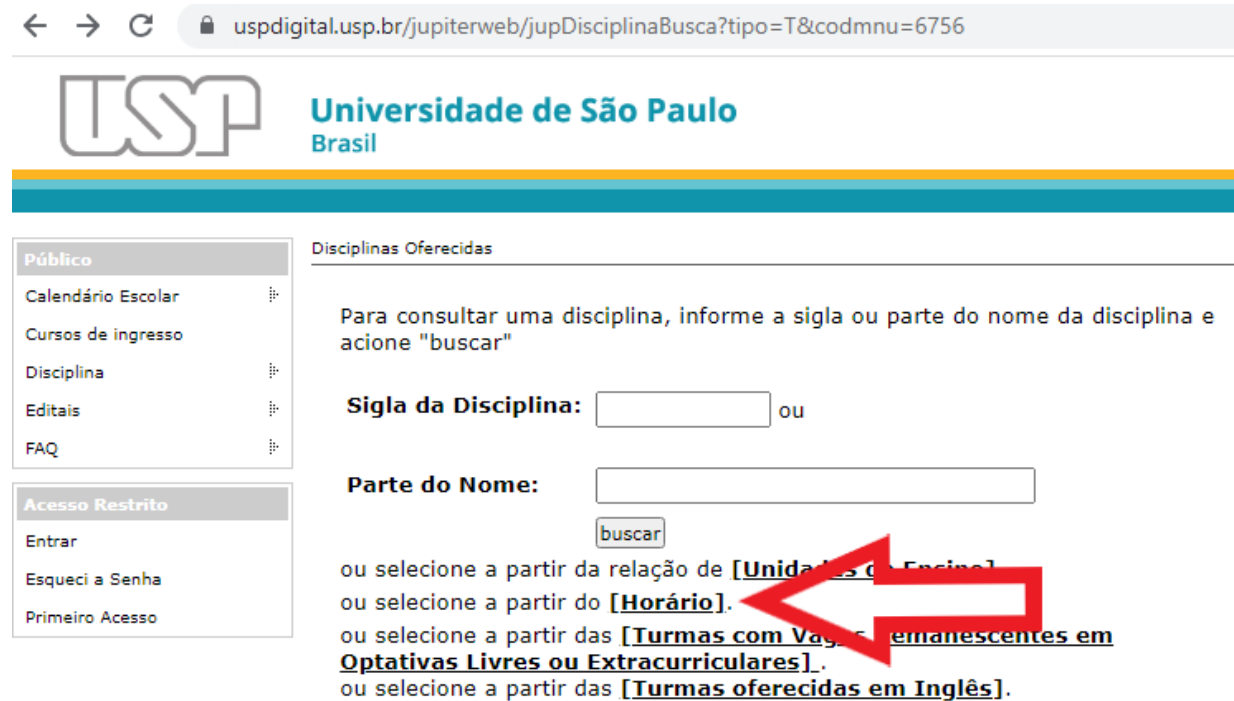
Go to the "public" area and follow these options:

- DISCIPLINA -> BUSCA POR TURMAS



DISCIPLINES – HOW TO CHOOSE IT? (PT 2)

I recommend you use Search
“HORÁRIO”, that way you can view
all the disciplines that will be offered
on that day of the week.



← → ↻ uspdigital.usp.br/jupiterweb/jupDisciplinaBusca?tipo=T&codmnu=6756

USP Universidade de São Paulo
Brasil

Público

- Calendário Escolar
- Cursos de ingresso
- Disciplina
- Editais
- FAQ

Acesso Restrito

- Entrar
- Esqueci a Senha
- Primeiro Acesso

Disciplinas Oferecidas

Para consultar uma disciplina, informe a sigla ou parte do nome da disciplina e acione "buscar"

Sigla da Disciplina: ou

Parte do Nome:

ou selecione a partir da relação de [\[Unidades de Ensino\]](#)
ou selecione a partir do [\[Horário\]](#).
ou selecione a partir das [\[Turmas com Vagas Remanescentes em Optativas Livres ou Extracurriculares\]](#).
ou selecione a partir das [\[Turmas oferecidas em Inglês\]](#).

DISCIPLINES – HOW TO CHOOSE IT? (PT 3)

To see all disciplines offered on a specific weekday, select:

- Unidade: **Faculdade de Arquitetura e Urbanismo**
- Departamento: **(todos os Departamentos)**
- Dia da semana: Select the weekday you want to search

Preencha as informações pelas quais você deseja encontrar uma Disciplina e escolha "Buscar"

Unidade:

Faculdade de Arquitetura e Urbanismo

Departamento:

(Todos os Departamentos)

Dia da Semana:

▼
dom
seg
ter
qua
qui
sex
sab

Buscar

Créditos | Fale conosco

2019 - 2023 - Superintendência de Tecnologia da Informação/USP

Remember

DIAS DA SEMANA

Sunday

Domingo

Monday

Segunda

Tuesday

Terça

Wednesday

Quarta

Thursday

Quinta

Friday

Sexta

Saturday

Sábado

DISCIPLINES – HOW TO CHOOSE IT? (PT 4)

Now you will have access to all the disciplines that will be offered that day.

In addition, on this page you can access information about the discipline and the class (in Portuguese “Turma”).

This is the discipline code, by clicking here you can see the course syllabus (in Portuguese)

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Disciplinas Oferecidas

16 - Faculdade de Arquitetura e Urbanismo

Segunda-feira

08:00 - 12:00	
AUT0284	Conforto Ambiental 2 - Iluminação
AUT0184	Construção do Edifício 2

14:00 - 18:00	
AUP0183	A Estrutura no Projeto do Edifício
AUP0171	Arquitetura Projeto/OPTATIVA I

Turmas for AUT0284:

- [2023201](#)
- [2023202](#)
- [2023203](#)
- [2023201](#)
- [2023202](#)
- [2023203](#)
- [2023204](#)

This discipline has three different classes, so you can see which class has more vacancies, which professor is the responsible, the day and time offered, or more, etc...

ENROLLMENT - RULES AND LIMITATIONS

We are talking only about enrollment in **FAU disciplines**.

- If you want to enroll in disciplines from ECA or Poli, visit our page where we have prepared all the instructions for enrolling in these subjects. Link:
<https://www.fau.usp.br/internacional/mobilidade/alunos-internacionais-incoming/alunos-incoming-matricula/>
- If you want to enroll in disciplines from other USP units (FFLCH, IME, FEA, ...), you should send an email to our International Office **during the 1st week of academic semester**, informing the discipline code and class in which you wish to enroll.

ENROLLMENT - RULES AND LIMITATIONS

- ▶ **Disciplines “optativas”** (the discipline code ends in an odd number (e.g. 1, 3, 5, ...))
 - ▶ there is a limit of 10% of the total vacancies for enrollment of exchange students. Ex.: the discipline has 50 vacancies, a maximum of 5 exchange students can enroll.
 - ▶ therefore, the exchange student may enroll in a maximum of 2 elective/“optativas” disciplines.

- ▶ **Disciplines “obrigatórias”** (the discipline code ends in an even number (e.g. 0, 2, 4, ...))
 - ▶ it will not be possible to choose the class for mandatory/“obrigatórias” disciplines

- ▶ **Important:** it will not be possible to enroll in disciplines that have **overlapping hours**.
 - ▶ E.g.: One discipline is from 08am-10am and another is from 9am-12am (on the same day). The student must choose one of them to enroll.

ENROLLMENT - RULES AND LIMITATIONS AFTER THE ENROLLMENT PERIOD

If your name is not on the discipline's attendance list, go immediately to the Serviço de Graduação.

Do not follow a discipline without being regularly enrolled!

- Credits and attendance cannot be registered in your Histórico Escolar (Transcript of Records)

CREDITS AND ATTENDANCE

To be approved in a USP discipline, the student must have **at least**:

- **grade 5.0** (grades are counted from 0 to 10)
- class attendance **above 75%**

- ▶ The USP credit system does not follow ECTS credits, so the student must pay attention to the particularities of USP credits:
 - ▶ Activities related to theoretical classes, seminars and practical classes have their value determined in “**class credits**”. Each class credit corresponds to fifteen class hours.
 - ▶ “**Credit-work**” is the value attributed to activities such as research planning, execution and evaluation; Field work; Scheduled readings,... The credit-work value corresponds to 30 hours.