

ACADEMIC YEAR
2024-2025

Enrollment Guide

School of Humanities and
Communication Sciences

New students



First-year students



The enrollment process is done through the intranet: New Student Portal. If you are unable to start the enrollment process, you should contact the Admissions and New Student Department, by phone: 91 5140404, or by sending an e-mail:

info.usp@ceu.es | info.posgrado@ceu.es



If you have any questions, once the registration process has been completed, you can contact the Student Secretary's Office at the Moncloa Campus (telephone: 91 4566300) or, if it is out of office hours, by sending an e-mail:

secretariamoncloa@ceu.es



If you have any questions regarding payments, you should contact the Billing and Collections Department by telephone: 91 5140400 or by e-mail:

alumnos@ceu.es



Group nomenclature

Groups have three digits

The nomenclature is the same for all the Degrees of our School.

First digit: year

110 - 211 - 330 - 250

Second digit: type of group

- 1:** groups in Spanish (normal)
- 3:** groups in English (international)
- 5 and 6:** simultaneity groups (always in Spanish)
- 7:** repeater groups (always in Spanish)

110 - 230 - **362** - 410

Third digit: always **0** for the theoretical group; **1** to **5** for the workshops of that theoretical group. The assignment to workshop groups is provisional. It is possible to change workshop group during the first days of the year.

111 - 232 - 333 - 414 - 235

Examples:

110: group of 1st-year students in Spanish (workshops: 111, 112, 113...)

250: group of 2nd-year students concurrent subjects (workshops: 251, 252,...)

370: group of 3rd-year repeaters (workshops 371, 372, 373,...)

Repeaters, regardless of the language in which they have studied, must enroll in the groups ending with 70

430: 4th-year students group in English (workshops: 431, 432, 433,...)



Thank you very much

Admissions and New Student Services

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