

## **RESERVATION AND REGISTRATION OF APPEALS EXAM ON LINE:**

### **FAQ (Frequently Asked Questions)**

#### **1. I CAN'T LOG IN:**

The credentials are those that you obtained after the registration.

If you have changed them and now you don't remember or have blocked, please contact the Students Office (Segreteria Studenti) that can help you.

#### **2. I CAN'T VIEW THE APPEAL EXAM ON LINE IN THE RELATED SECTION:**

Please contact the Students Office that can check about any issues related to your study plan or the online booklet, if not it will send your request to the office in charge.

#### **3. THE CLOSING DATE OF THE EXAM SESSION**

**IMPORTANT!** Please take note the closing date in case of a cancellation of the online reservation, because it is difficult to display it later.

#### **4. I VIEW SOME MESSAGES OF A BOOKING INABILITY**

Please contact the Students Office that checks your payments of the tuition fees or the acquisition of your attendance signatures etc.

#### **5. I CAN'T VIEW THE MODULE OF AN INTEGRATE COURSE (IF IT'S POSSIBLE TO ENROL IN THE MODULE)**

**IMPORTANT!** Don't forget that if you want to enroll in a single module of an integrate course the correct section is "PROVE PARZIALI". Since only the integrate course must be registered, you have always to enroll in the appeal exam that has got the code called "PADRE".

#### **6. TO REJECT OR TO ACCEPT THE EXAM RESULT**

If the exam is written remember to accept or reject the grade before the registration.

**IMPORTANT!** if you don't reject or accept the grade, the professor will register the grade by tacit approval.

Therefore, if you intend to REJECT the grade you have to declare the decision expressly by 7 days from the publication of the grade. After the publication will receive a notification by your institutional mail address.

## **7. I CAN'T VIEW A REGISTERED GRADE ON MY ONLINE BOOKLET:**

Please contact the Students Office that can check and If there wasn't any problem related to your online booklet and your study plan, you will be addressed to the integrated course coordinator who recorded the marks.