

# Cattolica Academic Curriculum

# Refer to Laura!



Laura Ferrari

Academic Curriculum Courses

# How to get in contact



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#### **International students services office:**

Via Carducci, 28/30 - 3<sup>rd</sup> Floor.

Follow the blue arrows on the floor!



Come to the office, ask for an **online virtual appointment via email or using TEAMS** 



Office hours: Monday - Friday Morning: 9.30 am - 12.30 pm Afternoon: 2.30 pm - 5 pm



# Academic Curriculum

### Classes will only be offered IN PERSON

In this session you will learn:

- How to look for your course schedule
- How to modify/confirm your STUDY PLAN
- How to add your courses to Blackboard

# **Useful Apps and Websites**

(to download once you have finalised your study plan)



#### **iCatt**

Personal student page (Website or Android | Apple)



Blackboard

#### **Blackboard**

Manage your courses (Website)

These apps are very useful for you to have on your phone for when you are moving between lessons to check classrooms and buildings of your lessons. You will also receive updates and messages from your professors through Blackboard.

It is important to have your study plan FIXED on your iCatt page (web version) before you look on the app!



We recommend using Chrome or Firefox browsers

- NOT Safari



#### Check when your courses start and on which days they will be offered

Note that your courses might have **different starting dates** depending on the Faculty to which they belong. Let's check together:

•	ECONOMICS THIRD TRIMESTER*	ECONOMICS (Italian Profile)	BANKING & FINANCE	CIMO	PSYCHOLOGY	LANGUAGES/ HUMANITIES/ EDUCATION/ PSYCHOLOGY (MASTER)	POLITICAL & SOCIAL SCIENCES	LAW (1 YEAR COURSES)	LAW
	15 April	26 February	5 February	26 February	26 February	26 February	26 February	8 January	5 February
	* SECOND TRIMESTER started 8								
	January								

- Find the general academic curriculum calendar online at the following link:
- https://international.unicatt.it/ucscinternational-Academic%20curriculum\_Calendar%202324.pdf

Cattolica <u>International curriculum courses</u> will start on February 26th

# Your course schedule on iCatt

If you selected Academic curriculum courses during the enrolment process, you can see these courses on the iCatt App or on your iCatt page.

If the selection of the courses you made during the enrolment process is NOT correct or is incomplete you should update your study plan (on the WEB version of iCatt) first so that your schedule will be available on the iCatt App or on your iCatt page.

You still have time to change your courses and update your study plan!

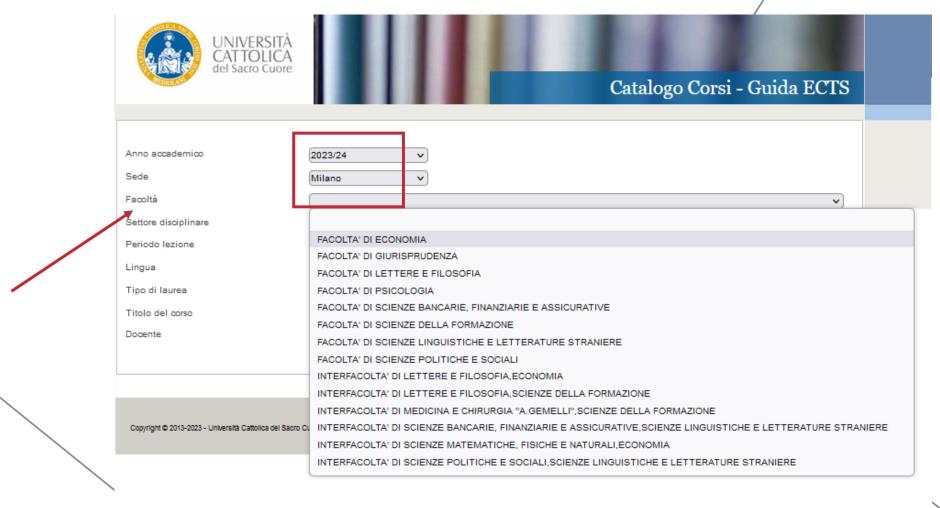
# Your course schedule

- You will be asked to complete and confirm your study plan by March
- You will be asked to register for final exams (only academic)

Dedicated presentation on exam registration sent by email around beginning of March.

There is no 'Online Registration' for Academic Curriculum courses like with the international curriculum.

# Your course schedule - ECTS GUIDE



 Select the academic year (2023/2024)

Select the campus (Milan)

Select the Faculty

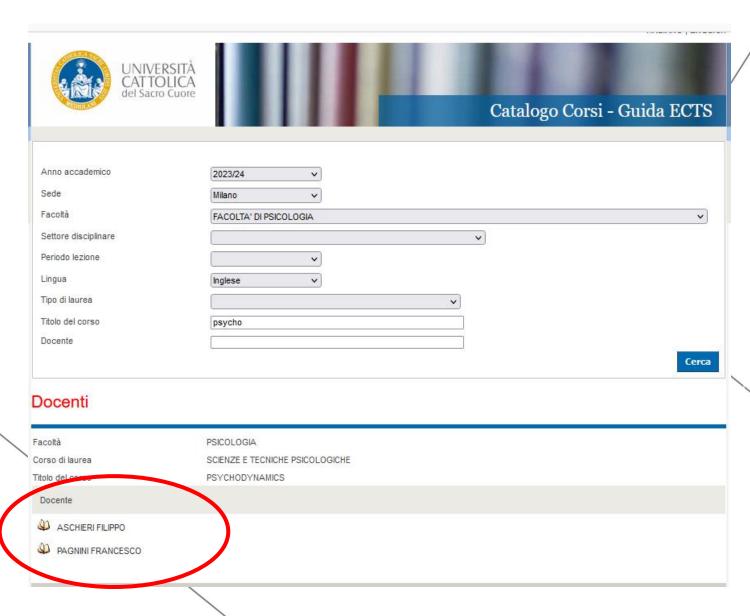
Codice corso	Titolo del corso	Facoltà	Tipo di laurea	Corso di laurea
CGF848	COMMUNICATION MANAGEMENT	FACOLTA' DI ECONOMIA	LM	DIREZIONE E CONSULENZA AZIENDALE
AAD892	COMPARATIVE COMPANY LAW	FACOLTA' DI ECONOMIA	LT	ECONOMICS AND MANAGEMENT
CGA165	COMPETENZE MANAGERIALI	FACOLTA' DI ECONOMIA	LM	DIREZIONE E CONSULENZA AZIENDALE
CE5948	COMPORTAMENTO ORGANIZZATIVO	FACOLTA' DI ECONOMIA	LM	MANAGEMENT PER L'IMPRESA
CEO009	CONTRATTI D'IMPRESA E DEI CONSUMATORI	FACOLTA' DI ECONOMIA	LM	ECONOMIA E LEGISLAZIONE D'IMPRESA
ABB495	CORPORATE FINANCE	FACOLTA' DI ECONOMIA	LT	ECONOMICS AND MANAGEMENT
CEK956	CORPORATE FINANCE (OPTIONS, FUTURES AND DERIVATIVES)	FACOLTA' DI ECONOMIA	LM	MANAGEMENT
CEB840	CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY	FACOLTA' DI ECONOMIA	LM	MANAGEMENT PER L'IMPRESA
CEG564	CORPORATE STRATEGY	FACOLTA' DI ECONOMIA	LM	MANAGEMENT
CE9835	CROSS CULTURAL MANAGEMENT	FACOLTA' DI ECONOMIA	LM	MANAGEMENT PER L'IMPRESA
CEF631	CUSTOMER-BASED MARKETING STRATEGY	FACOLTA' DI ECONOMIA	LM	MANAGEMENT
AG2106	DEMOGRAFIA	FACOLTA' DI ECONOMIA	LT	ECONOMIA DELLE IMPRESE E DEI MERCATI
BB2106	DEMOGRAFIA	FACOLTA' DI ECONOMIA	LT	ECONOMIA E GESTIONE AZIENDALE
CEG580	DINAMICHE DI POPOLAZIONE E MERCATO	FACOLTA' DI ECONOMIA	LM	MANAGEMENT PER L'IMPRESA
CC0020	DIRITTO AMMINISTRATIVO	FACOLTA' DI ECONOMIA	LM	ECONOMIA
AG0021	DIRITTO BANCARIO	FACOLTA' DI ECONOMIA	LM	MANAGEMENT PER L'IMPRESA
ABC618	DIRITTO COMMERCIALE	FACOLTA' DI ECONOMIA	LT	ECONOMIA E GESTIONE AZIENDALE
ACC613	DIRITTO COMMERCIALE	FACOLTA' DI ECONOMIA	LT	ECONOMIA E GESTIONE AZIENDALE
AG0024	DIRITTO COMMERCIALE	FACOLTA' DI ECONOMIA	LM	ECONOMIA

#### Legend:

- Codice corso: course code
- Titolo del corso: course title (is a link connecting you to course relevant information)
- Tipo di Laurea: LT (Undergraduate, Bachelor) LM (Masters level)
- Corso di Laurea: programme name

Click on the course name/title

→ more information is
displayed.



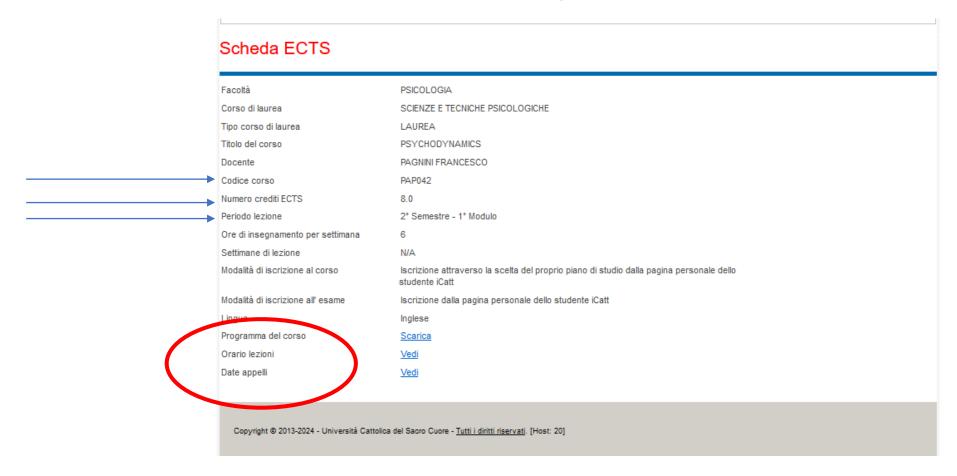
E.g., the course of PSYCHODYNAMICS has 2 professors. One is teaching the 1<sup>st</sup> module and the other is teaching the 2<sup>nd</sup> module.

Many courses are organised in 2 modules. In order to receive full credits (all the ECTS) and complete the course, students have to follow both the 1<sup>st</sup> and the 2<sup>nd</sup> module.

By clicking on the **book icon** next to the professor name (see previous slide), more information on the course is displayed:

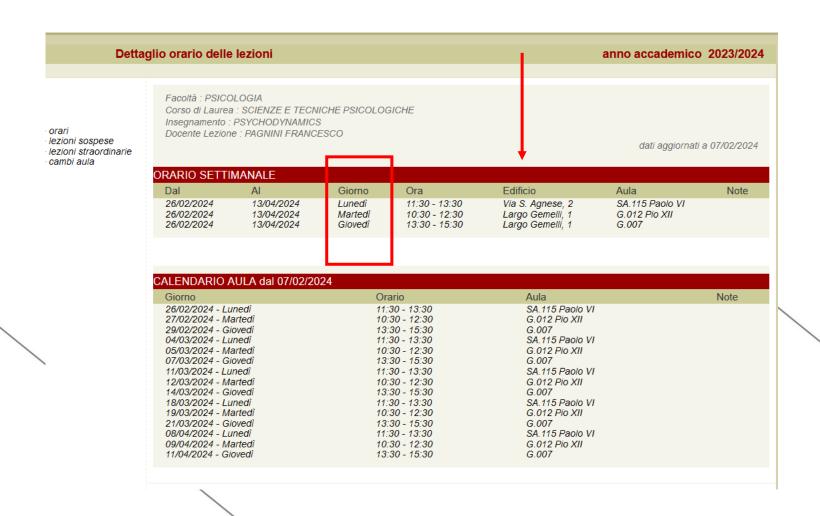
#### Numero Crediti ECTS = the Number of ECTS credits

**Periodo di lezione:** when the course is delivered (ie. Annual; Primo semestre; secondo semestre; 1<sup>st</sup> trimester; 2<sup>nd</sup> trimester; 3<sup>rd</sup> trimester only for School of Economics coursework in English and if the part of the course is the 1<sup>st</sup> or 2<sup>nd</sup> module).



By clicking on **ORARIO LEZIONI**, you will find out **when** and **where** classes are held.

As in the example below, the classes of this course are on Monday, Tuesday and Thursday (You must follow ALL classes!)



#### **Important notes**

Always check the name of the building!

Be sure to check the schedule of BOTH modules!

# Notes on classrooms and buildings

Make sure to check the letter reported before the room number. It indicates the building where the class is located.

B.111 = Buonarroti



#### Index of the buildings:

- **G** = Gemelli: **Main Campus** L.go Gemelli, 1 20123 Milano
- C = Carducci: Cattolica International Building via Carducci, 28 20123 Milano
- SA = Sant'Agnese: Sant'Agnese Building via Sant'Agnese, 2 20123 Milano
- **B** = Buonarroti: **Buonarroti Building** piazza Buonarroti 30, entrance from via Giotto 20145 Milano
- OL = Olona: Olona Building via Olona 2 20123 Milano
- LA = Lanzone, Via Lanzone 29
- MR = Morozzo della Rocca, Via Morozzo della Rocca 27°
- **NI** = Nirone, Via Nirone 15

# Discover the Study Plan (Piano di Studi)

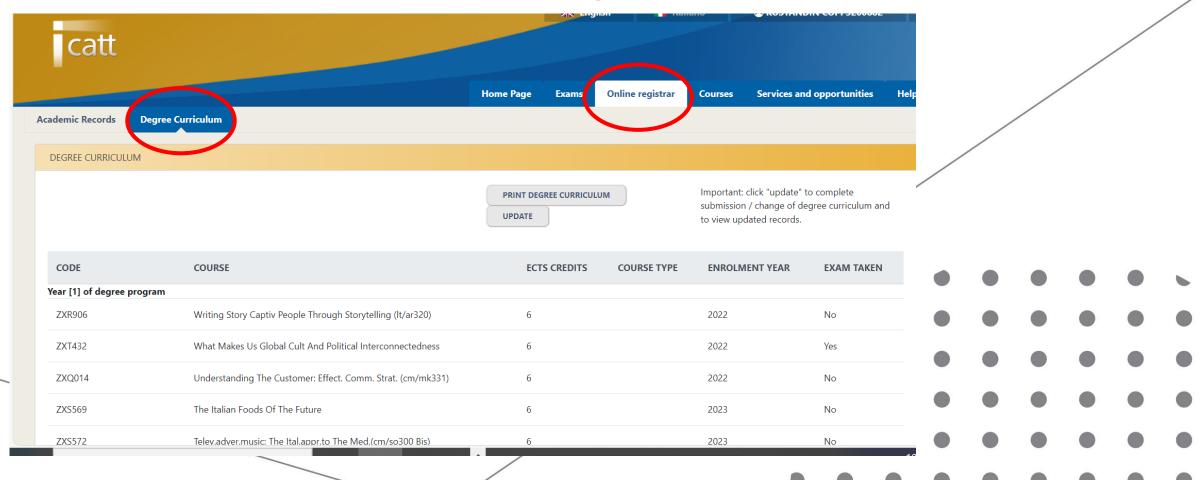
If the selection of courses you made during the enrolment process is different from the courses you wish to keep in your study plan now, you should *modify your study plan*.

This must be done ASAP ©

# Where can you see the courses you have in your study plan?

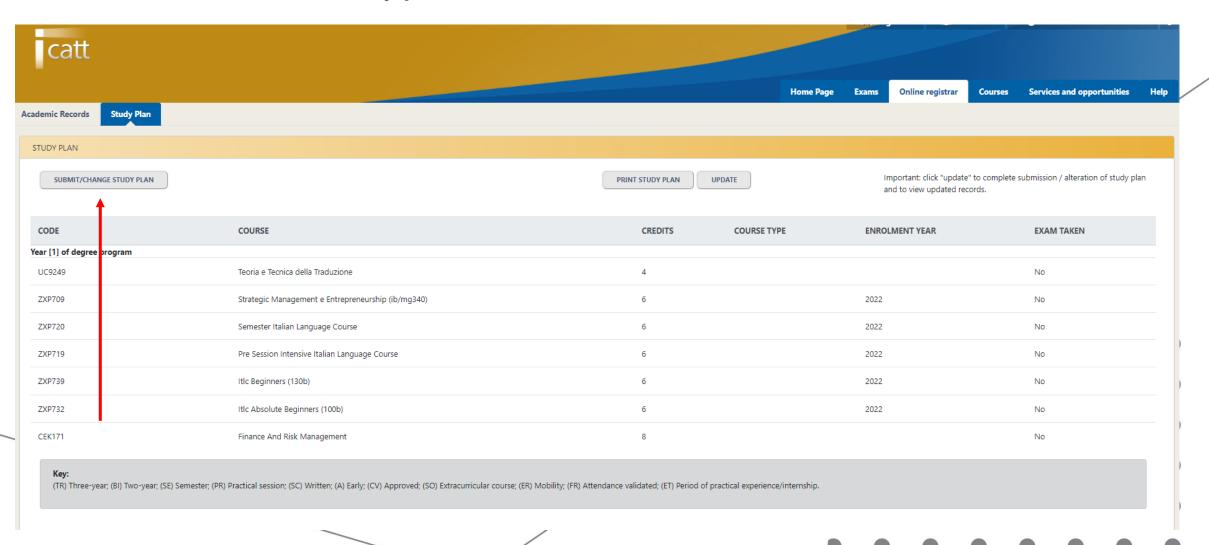


**ONLINE REGISTRAR – Degree Curriculum** 



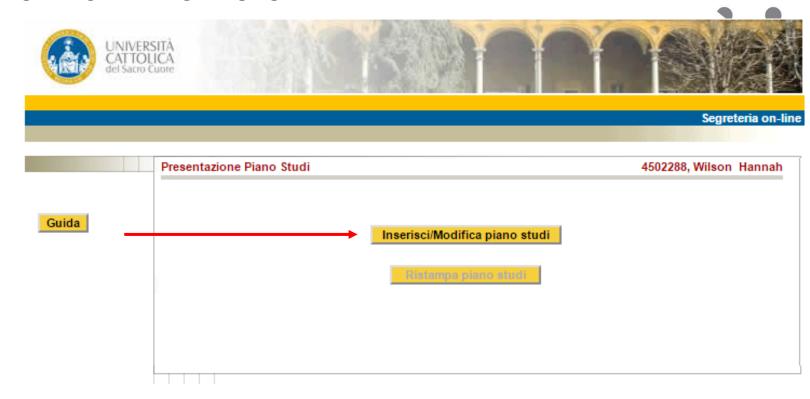


#### Click on: SUBMIT/CHANGE study plan



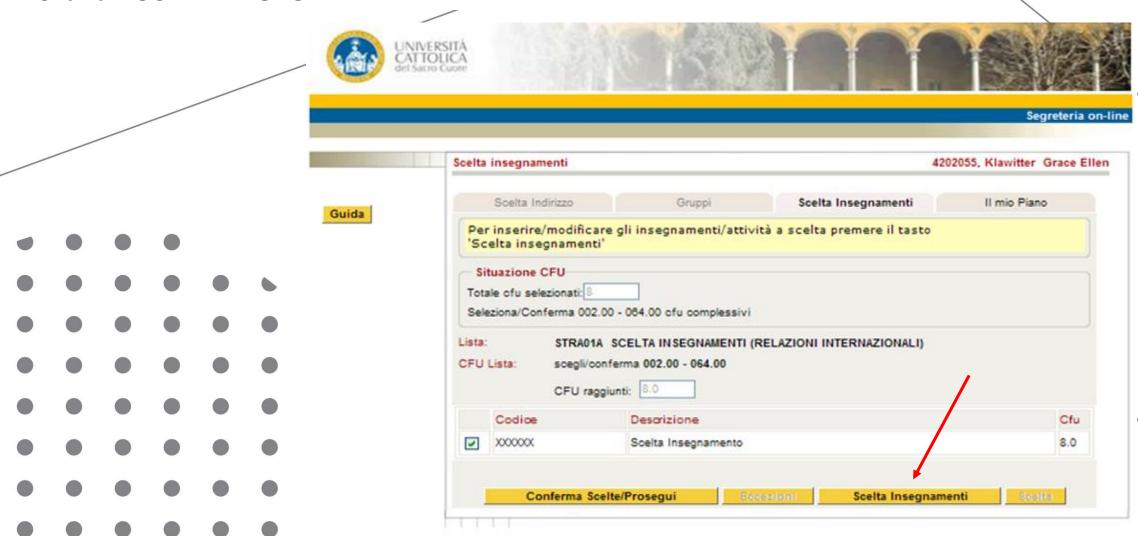
# From this point onwards the platform will be ONLY IN ITALIAN

Click on: INSERISCI/MODIFICA PIANO DI STUDI





Click on: **SCELTA INSEGNAMENTI** 



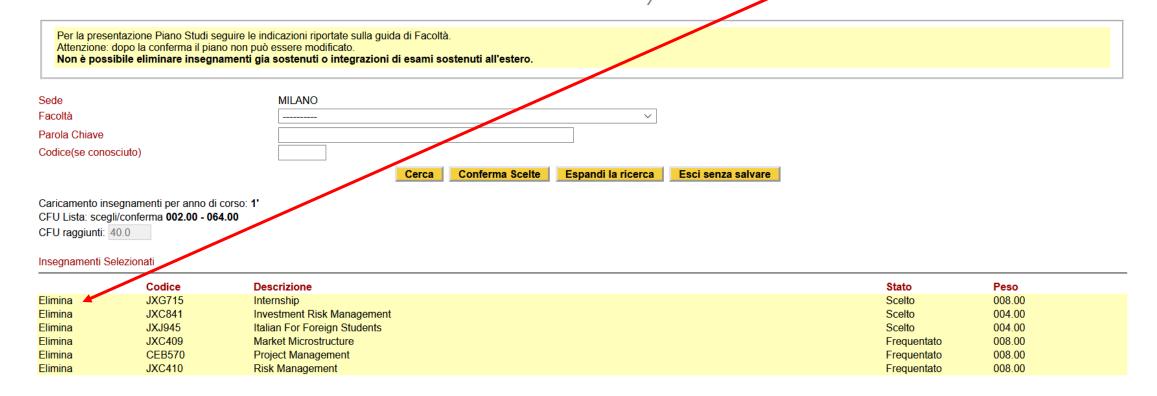
# This page shows the courses you have selected



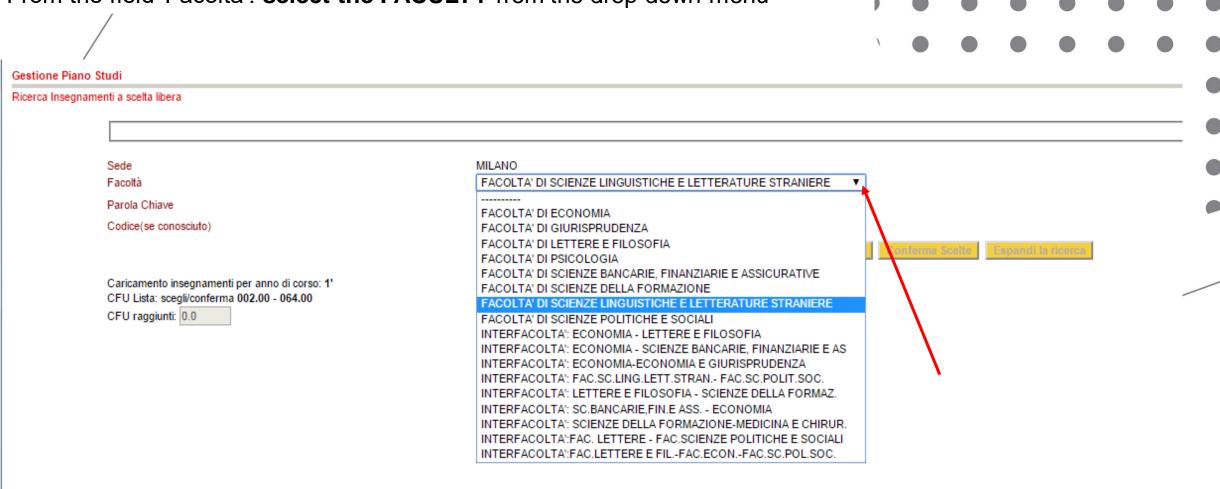
(your international curriculum courses may not be shown yet)

#### 3 possibilities:

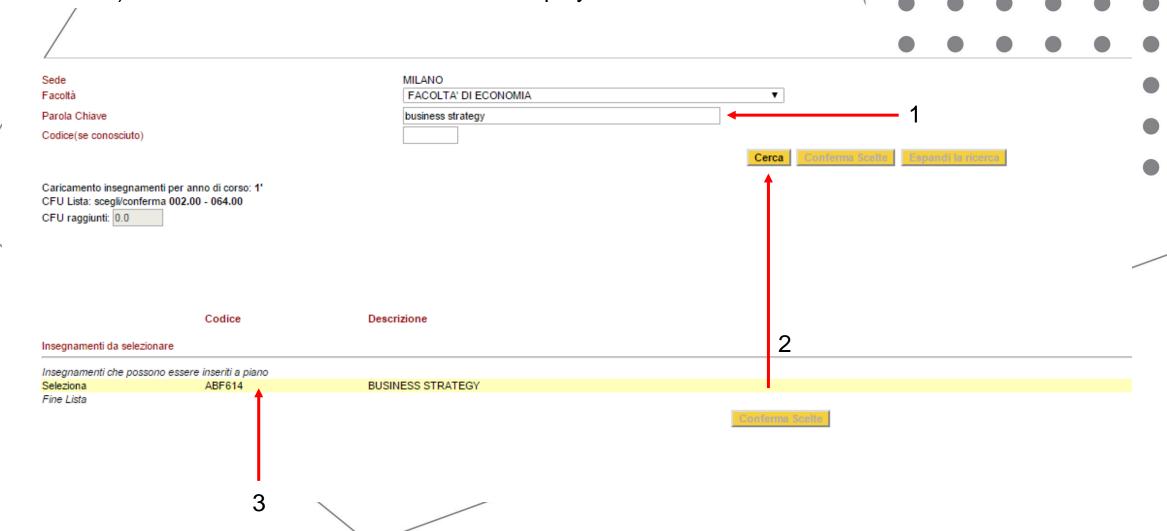
- All the courses you want to take are there? GREAT! Nothing has to be done
- You are not interested anymore in some of them? CLICK ON ELIMINA
- Some courses are missing? You need to add them. (next slide)



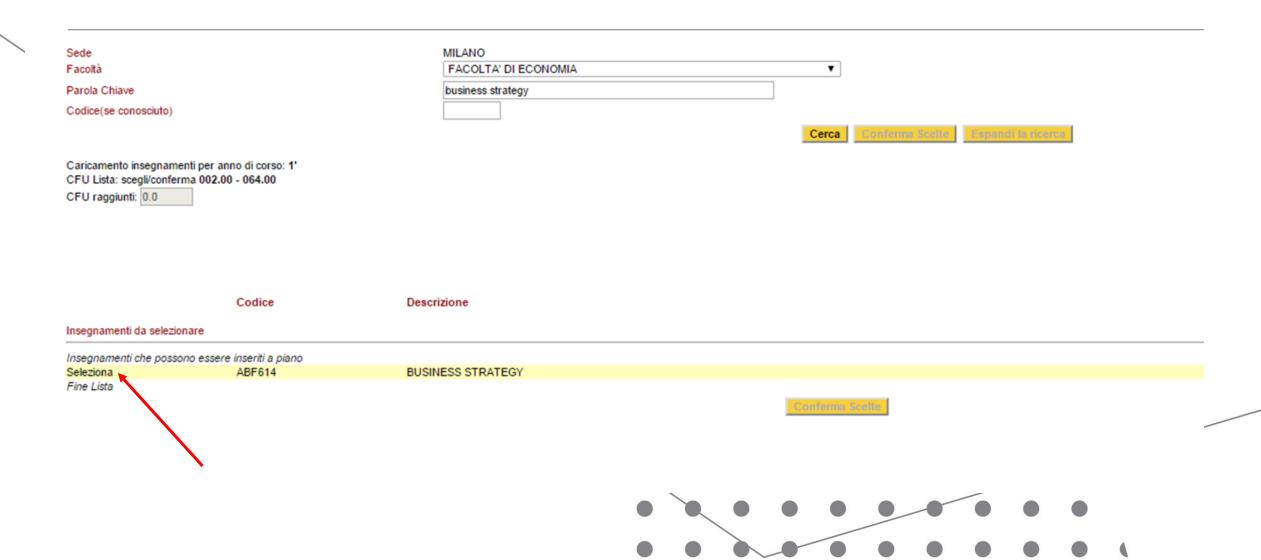
From the field 'Facoltà': select the FACULTY from the drop down menu



From the field 'PAROLA CHIAVE': insert the exact name of the COURSE (course title) and click on CERCA. The course is displayed below.

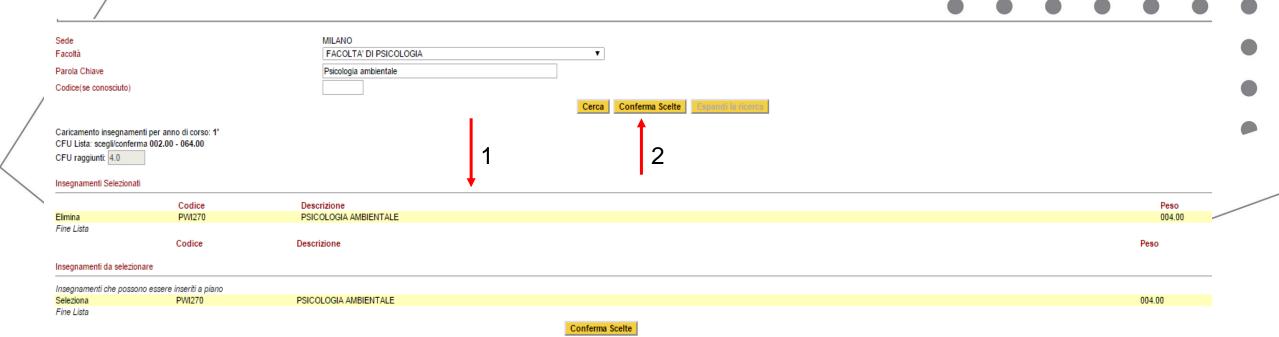


If the course you want is displayed, click on SELEZIONA and the course will be uploaded into your Study Plan



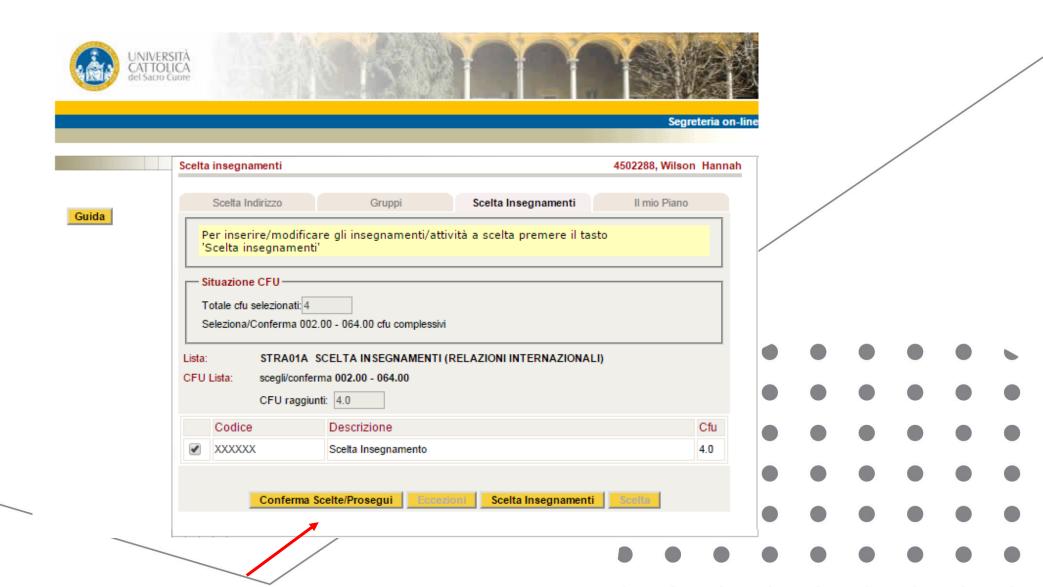
The course will appear as included in your Study Plan (1).

In order to confirm the selected course, click on **CONFERMA SCELTE** (2)

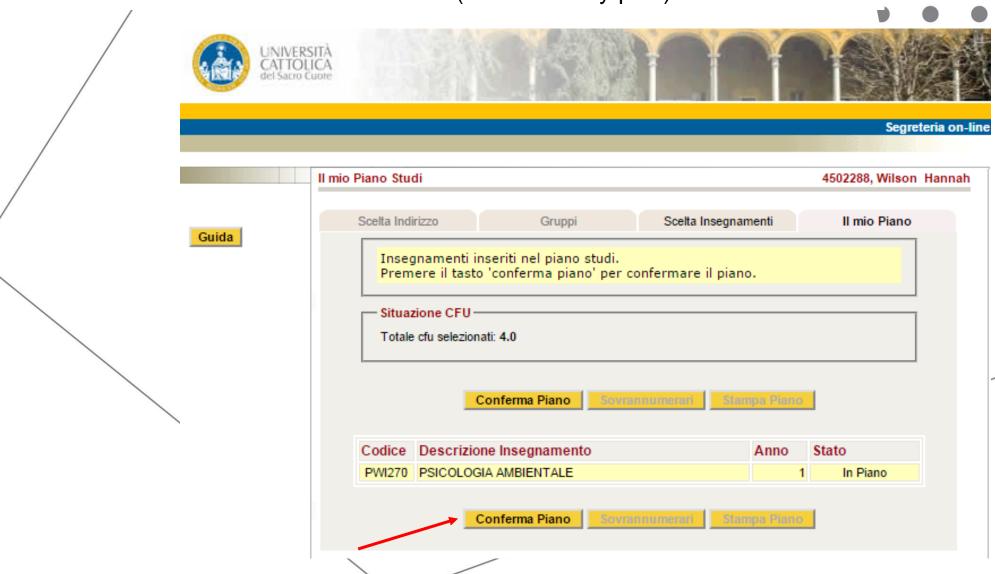




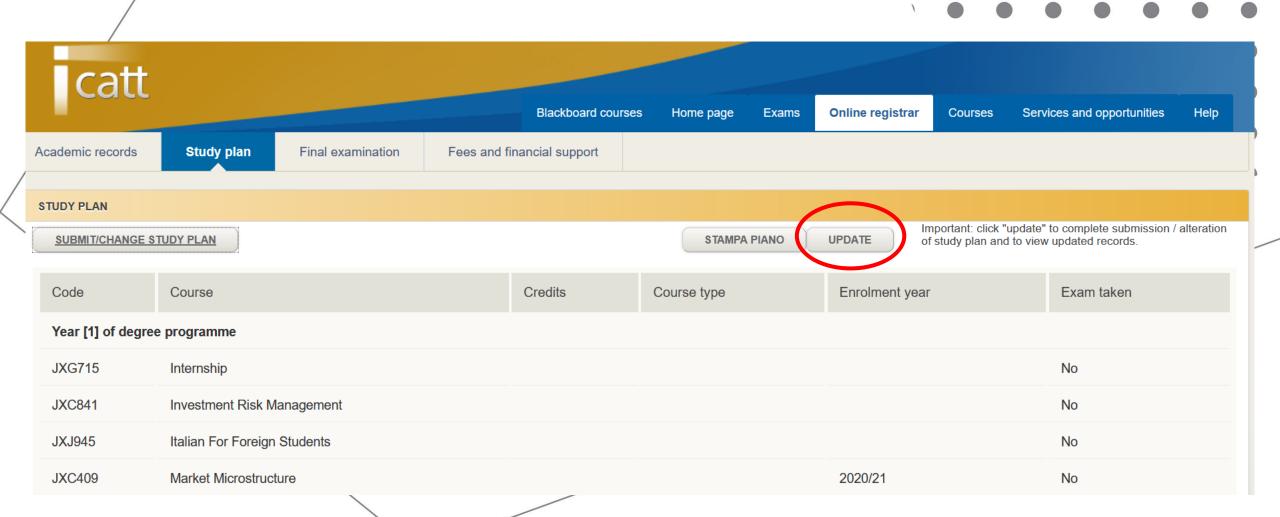
Click on the button: CONFERMA SCELTE / PROSEGUI



Click on the button: **CONFERMA PIANO** (Confirm study plan)



Once ALL the courses are added **BE SURE TO CLICK <u>UPDATE</u>** (this means your iCatt App will display the correct courses)



# BE SURE YOU UPDATE YOUR STUDY PLAN NO LATER THAN THE END OF MARCH

If you do not do this action on time, you will have issues registering for your final exams.

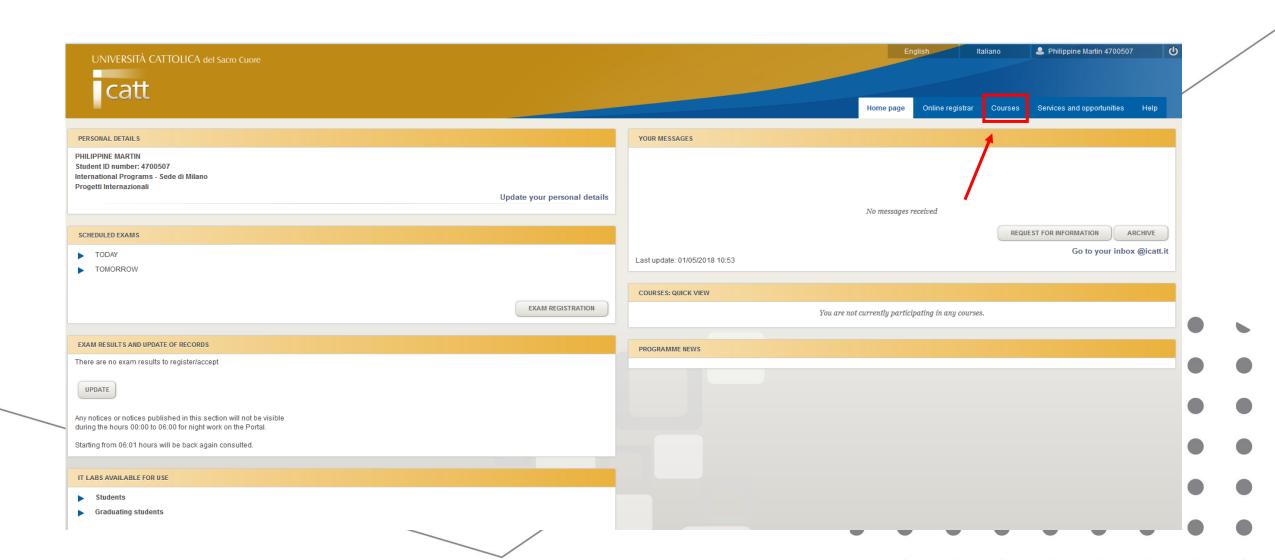
Bb. Blackboard

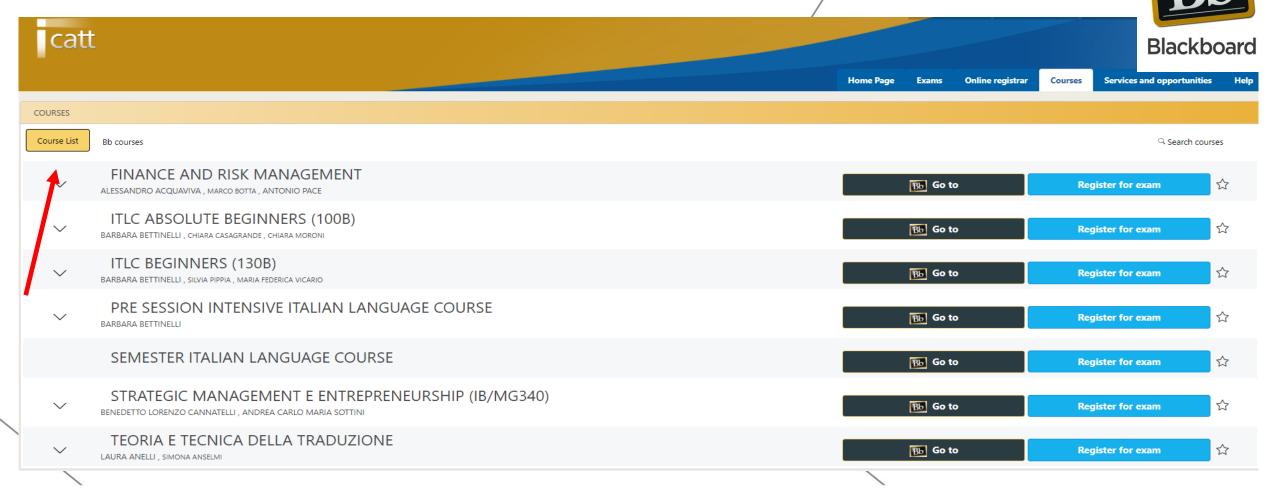
- Blackboard is where you will receive course materials and communications from your professors.
- Once you have decided on your courses, you must add each single course to BLACKBOARD through your iCatt page (web version).
- NB: Blackboard is an essential informative and sharing platform, however it is <u>NOT</u> your study plan.

Make sure that the courses listed under the section STUDY PLAN (in iCatt) and the ones listed in BLACKBOARD correspond!

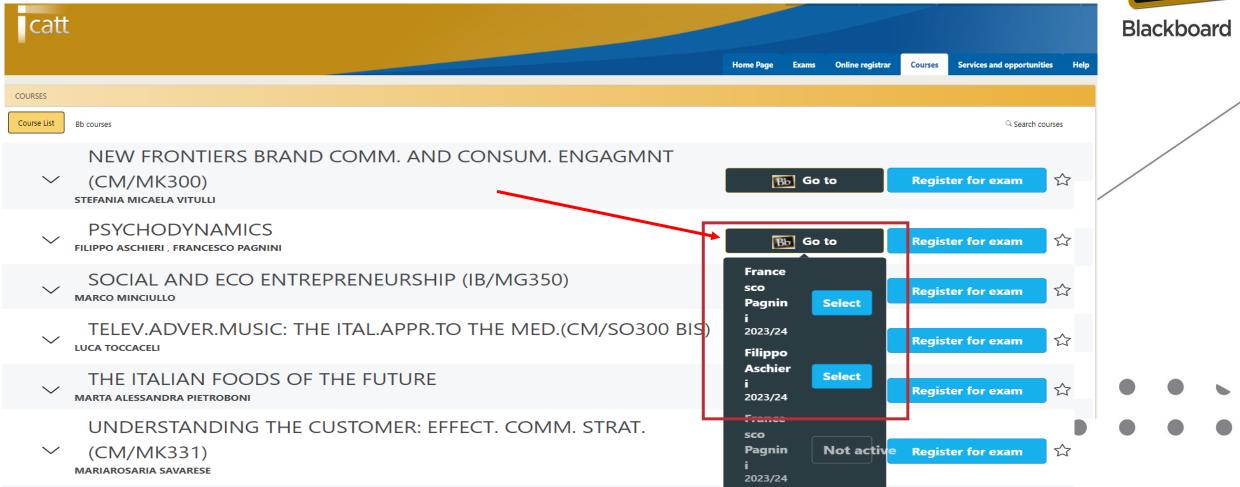
# Blackboard

#### Enter iCatt and click on the tab COURSES/CORSI





- Under the section COURSE LIST you will find all the courses you have previously added to the study plan.
- BE SURE TO UPDATE YOUR STUDY PLAN BEFORE YOU DO THIS!

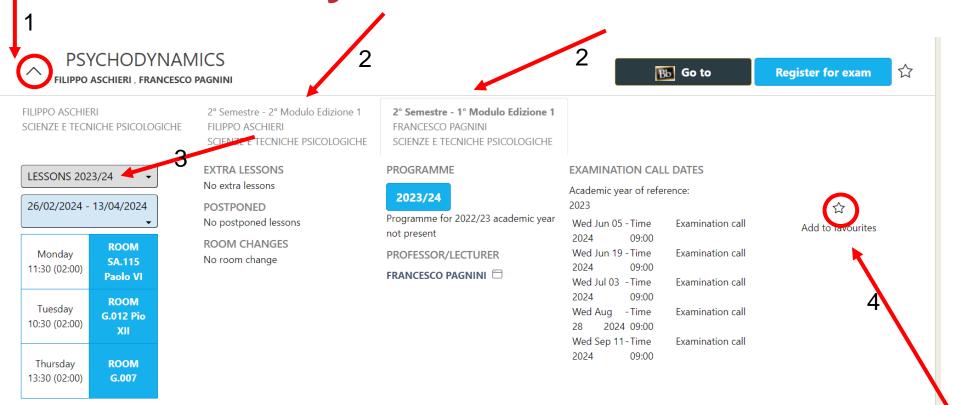


Click on the black BB button and press the blue **SELECT** button. This will automatically add your course to BB.

Some courses might not be active yet. In that case, wait for the beginning of the course.



More info on your course



Blackboard

- Click on the ^ arrow close to the title of the course
- 2. Select the tab «2° semestre» (of both 1° Modulo AND 2° Modulo if there are two) you will be able to check more details about your course.
- 3. BE SURE THE GREY LABEL SHOWS 2023/2024 LESSONS
- 4. Click on the star Add to favourites (IF THERE ARE 2 MODULES THIS HAS TO BE DONE FOR BOTH; this will make it easier for you to see in the iCatt APP

# How to access BB from your iCatt page

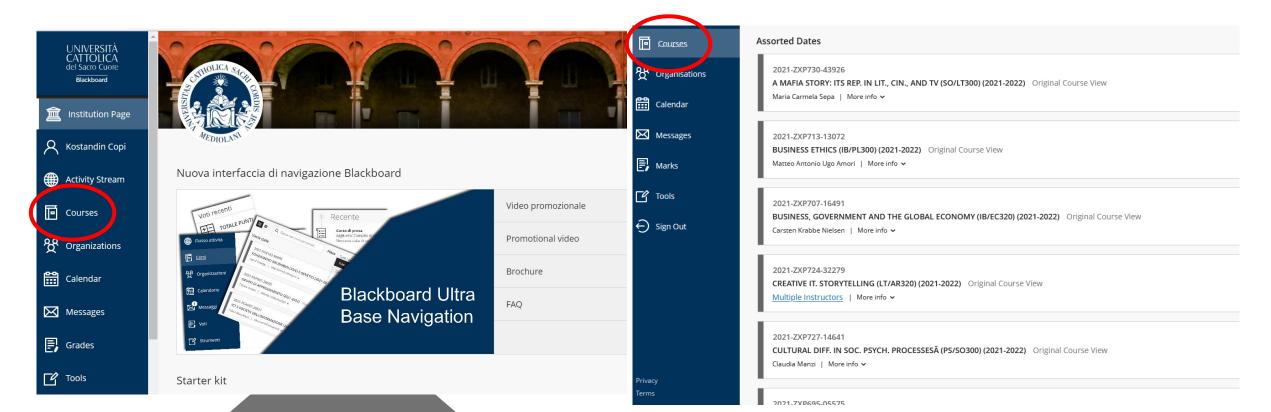
- Go to your <u>iCatt page</u>
- From the home page click on Go to Blackboard under the box LINK BLACKBOARD COURSES







On Blackboard, click Courses on the left side menu



# **ECTS** credits reduction

Even if you are staying at Cattolica for the SPRING SEMESTER ONLY, you might be interested in following *half* of an ANNUAL COURSE.

#### This is the procedure you should follow:

- Talk to the professor of the annual course you are interested in and ask them if you can follow only half of the course (during the SPRING semester) and take the final exam during the JUNE / JULY exam session.
- Add the course code to your study plan.
- As a consequence, you will receive a REDUCTION OF CREDITS (usually half) for that specific subject.
- Our office will take care of that.



# Thank you!

**Any questions?** 

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or

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