

INSTRUCTIONS FOR USING THE STUDENT INFORMATION SYSTEM

(Instructions for students)

General information about the Student Information System (SIS):

You can access the SIS at <https://vis.vsgrm.unm.si/>.

You will initially be taken to the login dialog, where you enter your username + password (classic)". If you have forgotten or lost your password, please contact the Student Office.



Prijava v sistem

Uporabniško ime:

Geslo:

Potrditev

Preklic

Z vstopom in uporabo VISa oz. spletnega referata se strinjate z uporabo piškotkov. Uporabljeni piškotki so namenjeni delovanju strani in zagotavljanju varnosti dostopa. Piškotki ne vsebujejo nobenih osebnih ali drugih podatkov, ki bi jih bilo mogoče uporabiti za identifikacijo uporabnika ter niso uporabljeni za nikakršno analizo. Piškotki se ne posredujejo nobeni zunanji organizaciji. Po odjavi iz sistema VIS se piškotki samodejno pobrišejo. [Več o piškotkih](#)

The SIS allows students to use/arrange the following services:

MY DATA

- ⇒ Personal data
- ⇒ Password
- ⇒ My index
- ⇒ My finances
- ⇒ Certificate of registration
- ⇒ Certificate of pass/fail exams
- ⇒ Announcements

EXAMS

- ⇒ Applying for the exam
- ⇒ Withdrawal from the exam
- ⇒ Overview of applications
- ⇒ Exam results
- ⇒ Examination deadlines

COLLOQUIUMS

- ⇒ Registration for the colloquium
- ⇒ Withdrawal from the colloquium
- ⇒ Overview of colloquiums
- ⇒ Colloquium results

REQUEST

- ⇒ Submitting an application

SURVEY

- ⇒ Completing the surveys

COMPLETION OF STUDIES

- ⇒ Forms

EXIT

MY DATA

⇒ Personal data

Select "Personal data" from the left menu. Your personal data, registration details and contact details will be displayed on the screen. You can also change your details if there have been any changes by clicking on the "Edit" button. You can save your changes by pressing the "Save" button.

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ŠTUDENTI

MOJI PODATKI

- Osebni podatki
- Geslo
- Moj indeks
- Moje finance
- Potrdilo o vpisu
- Potrdilo o opr. izpilih
- Obvestila

IZPITI

KOLOKV/DJI

PROŠNJE

ANKETE

ZAKLJUČEK ŠTUDIJA

IZHOD

Osebni podatki

Vpisna št.:
Ime in priimek:

Podatki o študiju

Vrsta študija: Visokošolski strokovni študijski program upravljanje podeželja
Smer:
Izbirna skupina:
Letnik študija: 2. letnik
Vrsta vpisa: prvič
Način izvedbe študija: izredni

Naslov za prejemanje pošte

Ulica in hišna št.:
Pošta:
Telefonska št.:

Drugi podatki za stik

E-pošta:
Mobilni telefon:

⇒ Password

In the "Password" menu, you can change your access password. You enter your current password and twice enter a new password. Confirm the change by pressing the CHANGE SIS PASSWORD button.

⇒ My index

When you click on "My index", you will see all the study requirements you have already completed on the screen, and all the requirements you have not completed underneath them. The list includes the subject, the number of credits, the grade and the date on which the exam was taken. At the bottom, you will see your current average grade and the total number of credits you have achieved. For your own records, you can print the list by pressing the "PRINT" button.

⇒ My finances

The tab provides reviews of issued invoices, paid and unpaid liabilities and the option are available to view, download and print invoices in PDF format.

⇒ Certificate of registration

You can print your Certificate of Enrolment in Slovenian or English. The certificate is available in PDF format for viewing, downloading or printing. To print the Certificate of Enrolment, click on the "Show PDF" button to open the document. Once it opens, locate the printer icon in the top right corner and click on it. You can only print the enrolment certificate for the academic year in which you were a student.

⇒ Certificate of pass/fail exams

You can print your Certificate Completion in Slovenian or English. The certificate is in PDF format for viewing, downloading or printing. To print the Certificate of Enrolment, click on the "Show PDF" button to the document. When PDF opens, locate the printer icon in the top right corner and click on it. Select your printer, set the desired options and click "Print".

⇒ [Announcements](#)

This section lists the professors' notes.

EXAMS

⇒ [Applying for the exam](#)

This is where you register for the exam dates. In the "Subject" field in the middle of the screen, select the subject you want to register for (only subjects for which you have not yet taken the exam will be displayed). Confirm your choice of subject by pressing the "Confirm" button. You will be taken to a list of the examination dates for which you are eligible to register for the course you have selected (you can register for an examination date up to 4 days before the date of the examination). You can select the examination date you wish to register for by pressing the button next to the examination date. If you have successfully registered, you will see "YOU HAVE REGISTERED SUCCESSFULLY. GOOD LUCK IN YOUR EXAMINATION!" This completes the application process.

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ŠTUDENTI
MOJI PODATKI
IZPITI
Prijava na izpit
Odjava od izpita
Pregled prijav
Rezultati izpitov
Izpitni roki

Prijava na izpit

Prijavljate se na izpit pri predmetu . . .

Datum roka	Ura	Posebni pogoji	Predavalnica	Opombe	Profesor
<< 18.12.2024	08:00	redni študij	Laboratorij		

If you want to increase your grade in a course you have already passed, you need to move the blue dot just below the title from "failed courses" to "passed courses (retaking)", as shown in the picture below.

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Odjava od izpita
Pregled prijav

Prijava na izpit

neopravljeni predmeti že opravljeni predmeti (ponovno opravljanje)

Predmet:

POTRDITEV PREKLIC

In this case, in the "Subject" set, you will see all the subjects where you have the right to raise grades. Once you have selected a subject, the registration process is the same as when registering for the first time. You can see all open applications by selecting "View applications" in the left-hand menu.

⇒ [Withdrawal from the exam](#)

If you decide not to take the exam, you must withdraw from the exam in time (at the latest 2 days before the exam date) by going to the "Withdraw from exam" menu. Select the registration form for the exam you wish to withdraw from in the centre of the screen. Only the exams you are registered for will be listed and you can still opt out. Confirm your selection by pressing the button to the left of the table. This completes the logout process. You can see all open applications, including those that you can no longer log out of, by selecting "View applications" in the left menu.

⇒ Exam results

You can see the results of the exam periods by clicking on "Exam results". In the middle of the screen, in the "Subject" field, select the subject for which you are interested in the result. Confirm your selection by clicking on the "Confirm" button. The result you obtained in the last examination you took in the selected subject will be displayed.

⇒ Examination deadlines

In the "Examinations" section, you can also view both exam dates under "Exam dates".

When you click on the button, the "Subject" box will open in the middle of the screen, where you can select the subject you are interested in and press the "Confirm" button. If you do not select a subject, when you click "Confirm" all the exam dates for your subjects will be displayed.

COLLOQUIUMS

They work in the same way as EXAMINATIONS.

REQUEST

⇒ Submitting an application

In the "Requests" section, you can submit different types of requests and attach the required annexes (max. 5).

At the moment, the "Requests" are not yet available.



SURVEY

⇒ Completing the surveys

The "Surveys" section offers general and subject-specific surveys. General surveys are displayed at the top of the screen. In the middle of the screen you will see the option "Select subject", where you have to press the "Continue" button to see all the surveys for the selected subject. At the moment "Surveys" are not yet available.

COMPLETION OF STUDIES

⇒ Forms

You can find the forms for completing your studies here.

EXIT

By clicking on "Logout", the system logs you out of the student information system.