



February 10, 2010

Dear Student,

We are glad to inform you that the Registrar's Office Queue Management System is installed from today (10th February, 2010).

We hope that this system will make your academic administration easier and more personal and make the awaiting calculable.

It is important for us that you can manage your proceedings in calm circumstances with your personal administrator, that is why only those students can stay at the customer service area who are called in by the Queue Management System. You always have to pull a number. For this you have to do the following simple steps:

- Before entering the office ask for a number on the touch-screen monitor. First you have to choose the language, then click on the name of the administrator according to the starting date of your studies, and then you receive the ticket with your number on it.
- After taking your ticket we suggest you to check how many students are waiting by the information on your ticket.
- You can follow your administrator's service by your ticket number on the screen on the Registrar's Office hallway. (The first digit on the ticket refers to the administrator's number.)
- When your number appears on the screen placed on the ceiling you can step in the office.

Please note that with one ticket only one student can step in the office.

Please wait in the hallway until your number appears on the screen. While you wait, you can be informed about your studies, student's legal status, and other issues, current announcements and information of the Medical School.

Attention! You can get a number for the day given only during opening hours.

You cannot get a ticket after our opening hours, however the system will inform you about the Registrar's Office opening hours.

You can get guidance on the exact operation of the Queue Management System on the spot too.

We truly hope that you will be pleased with the Queue Management System, your awaiting and administration will be simpler with it.

Thank you for your co-operation!

Registrar's Office Staff