

DIFFERENCES BETWEEN THE VIRTUAL CAMPUS AND UCM E-MAIL

WHAT IS THE UCM E-MAIL?

The UCM e-mail is the primary communication channel between the Complutense University of Madrid, your professors, and you, the student.

Why is it important?

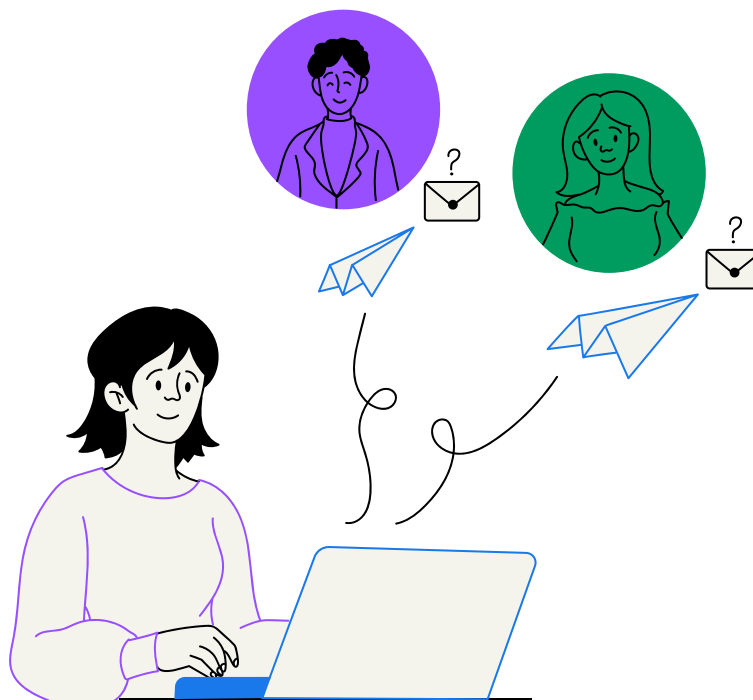
You'll receive crucial updates through your UCM e-mail, including:

- Academic announcements: Changes to schedules, classrooms, or important deadlines.
- Course-related messages: Assignments, project instructions, and feedback from your professors.
- General university information: Events, workshops, and other relevant news.

Remember:

- All official communications from the university and your professors will be sent to your UCM e-mail.
- You won't receive duplicate messages through the Virtual Campus.

So, make sure to check your UCM e-mail regularly to stay informed!



UNDERSTANDING YOUR UCM ACCOUNT

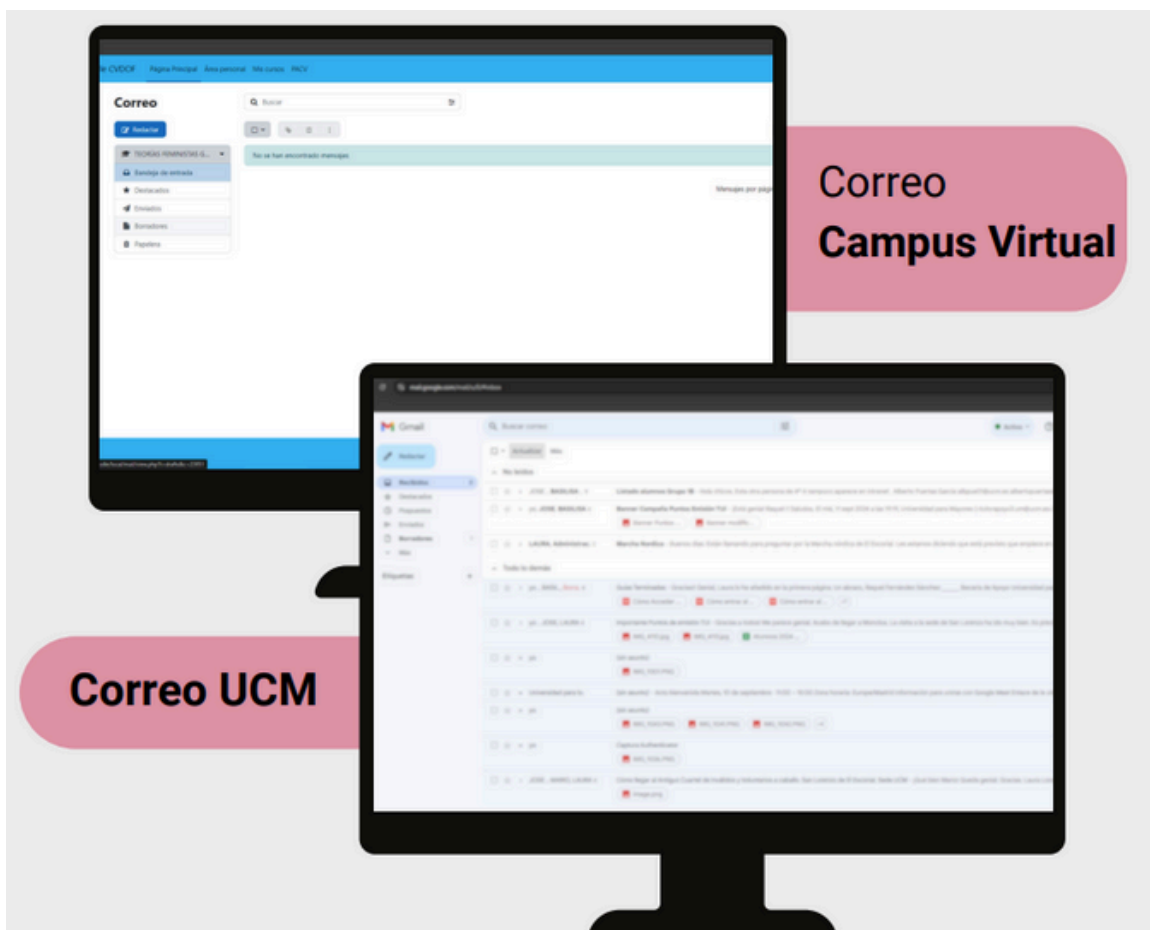
How can I access my UCM account? Please read the instructions in the document '[How to log in your UCM email?](#)'

These are the differences between your UCM email and the Campus Virtual:

UCM Email: This is your main university email address. You'll receive important announcements, notifications, and messages from the university here.

Virtual Campus: This is a specific Virtual Campus platform. You'll only receive messages related to your online courses, such as assignments, announcements, and discussions from your professors and classmates.

Remember: Your UCM email is the primary way the university communicates with you.

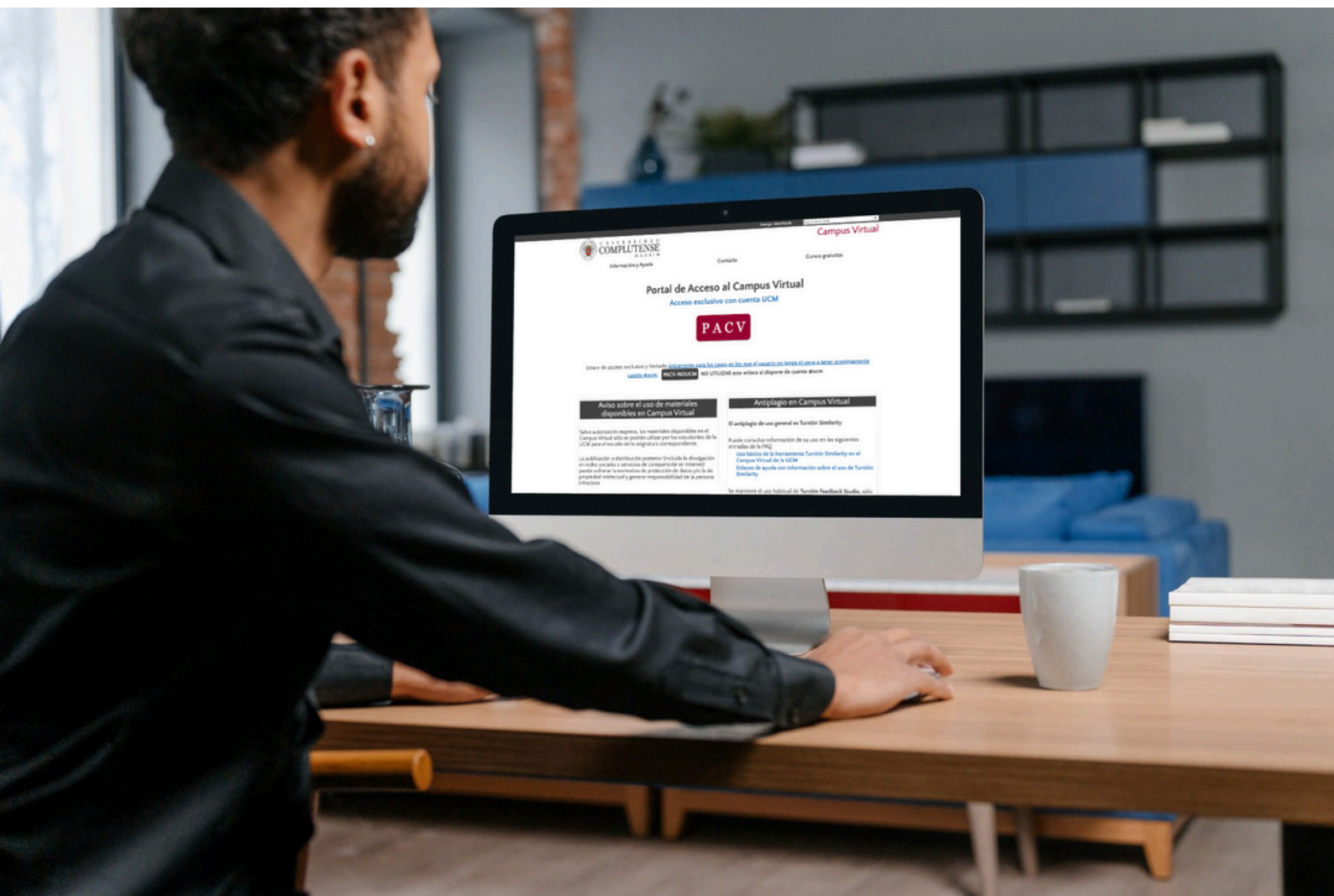


WHAT IS THE CAMPUS VIRTUAL?

The Virtual Campus is like a virtual classroom for each course. Only you, your professor, and your classmates can enter. Here you will find all the course materials, such as assignments, readings, and announcements. It's important to remember that the Virtual Campus is only for your course, not for the entire university.

The Virtual Campus is an online platform where professors share materials and resources for their classes. Here you can find:

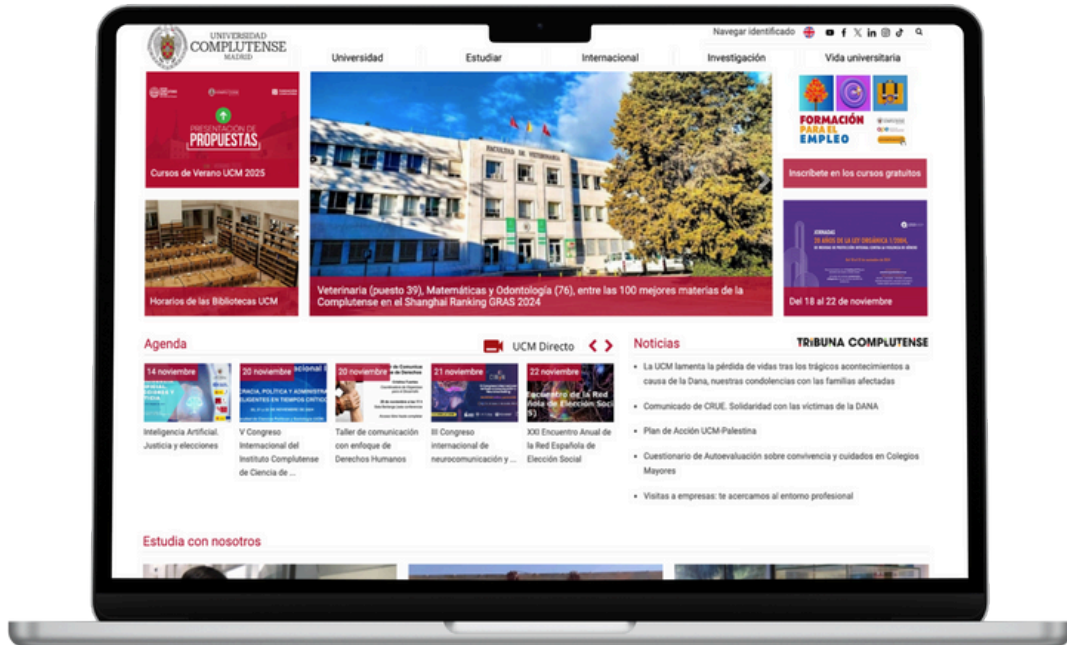
- **Study materials:** Notes, readings, presentations.
- **Assignments and exams:** You will find the instructions and be able to submit your work.
- **Forums:** A space to ask questions, discuss topics with your classmates, and the professor. Announcements: The professor will inform you of news and important changes in the course.



HOW DO I LOG IN TO THE ONLINE CAMPUS?

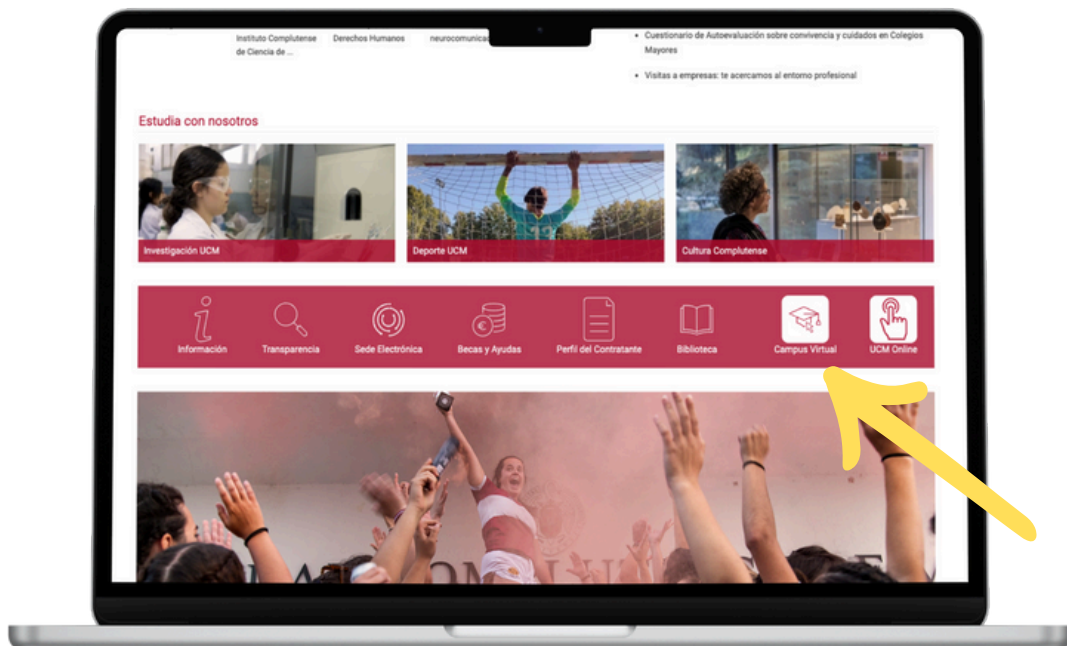
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Go to www.ucm.es



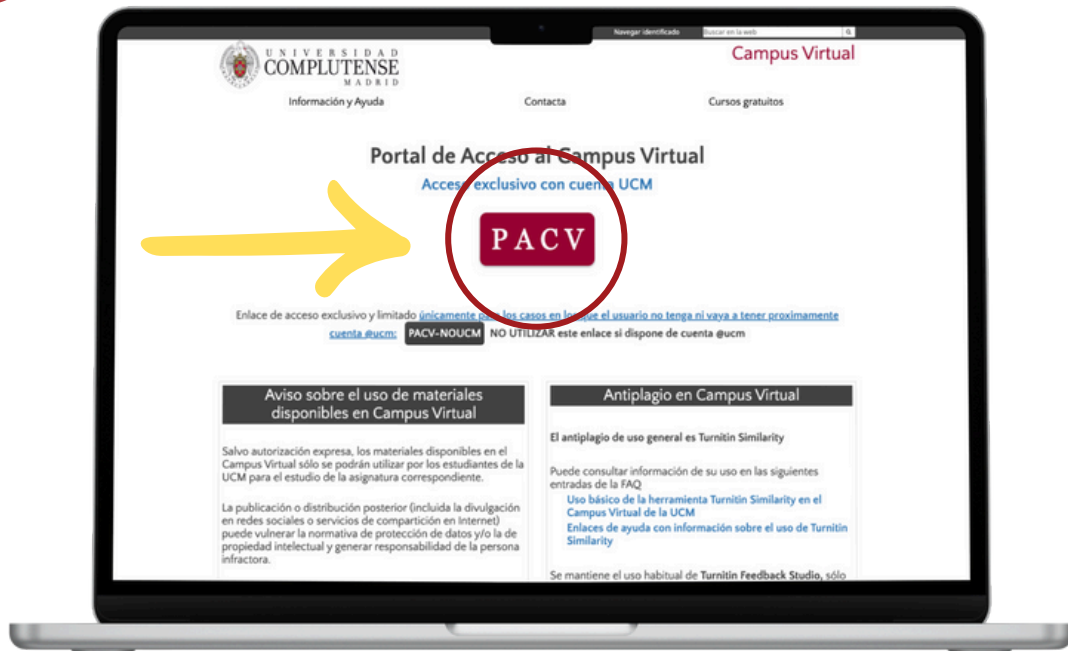
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Scroll down to the bottom. Click on '**CAMPUS VIRTUAL**'.



3

Click on 'PACV'.



4

Log in with your **UCM email** and then you will have access to your Campus Virtual.



You will now have access to all the courses in which you are enrolled.



CAN'T SEE YOUR COURSES ON THE VIRTUAL CAMPUS?

Don't panic if you can't see your courses listed on the Virtual Campus. Here's what you should do:

- **Check Your Enrollment:** The most likely reason is that your registration hasn't been finalized yet.
- **Contact Erasmus UCM:** Confirm your enrollment status with the Erasmus UCM office. They can let you know if there are any delays.
- **Be Patient:** It can take some time for your courses to appear on the Virtual Campus after enrollment.

Still Having Trouble? If you've confirmed your enrollment and waited a reasonable amount of time, but your courses still aren't showing up, send an email to convenionsin@rect.ucm.es



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