

Registering for Courses - via the Application "Courses"



**UNIVERSITÄT
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1. Registering for Courses

Please note that course registration is not used by all study programmes. In some courses you are free to attend without having to register beforehand.

1. After logging in to heiCO, click on the application "Courses" on your personal homepage (see fig. 1).

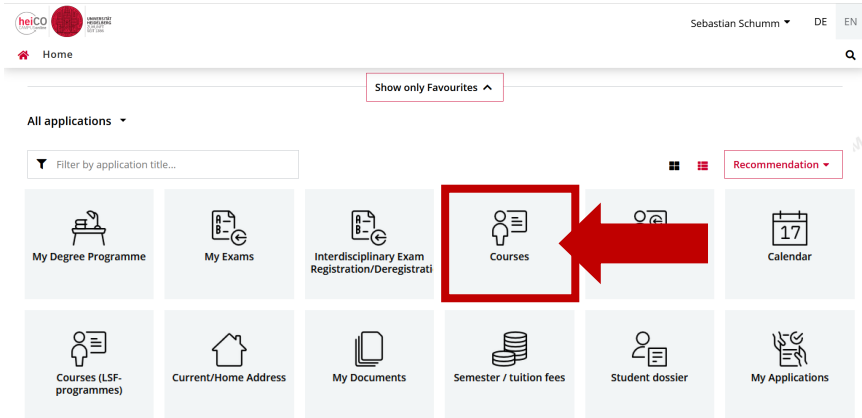


Fig. 1

2. If you would like to register for a specific course, enter the title in the search bar. Alternatively, you can use the drop-down menus "Curriculum" and "Organisation" to narrow down your search accordingly (see fig. 2).

You also have the option of filtering for courses using tags by clicking on "Filter".

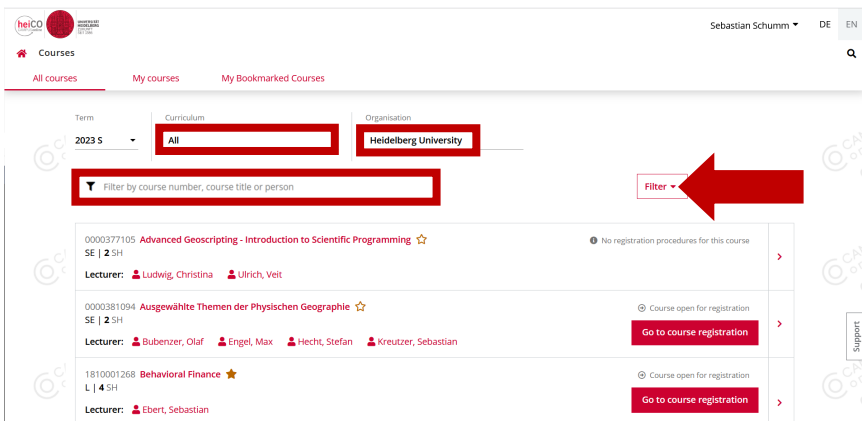


Fig. 2

3. You will now see the filters with which you can search for courses (see fig. 3). Click on "Tags" to display a list of tags.

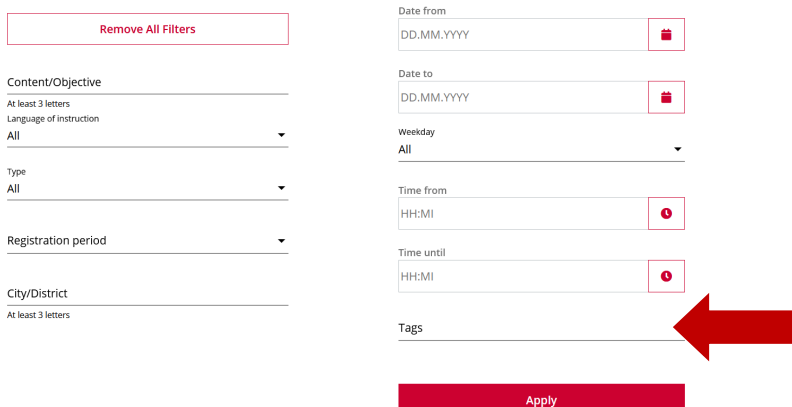


Fig. 3

4. Select the desired tags from the list or enter the tag in the search bar (see fig. 4). You can select several tags at the same time. Then click in the white space.

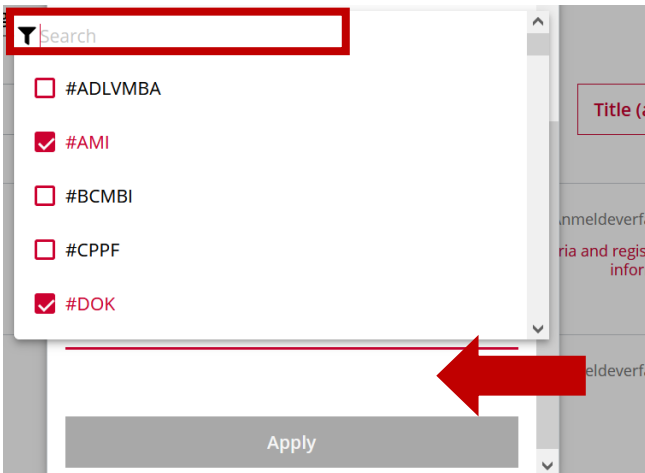


Fig. 4

5. Now click on "Apply" to apply the filter settings and filter for the course you are looking for (see fig. 5).

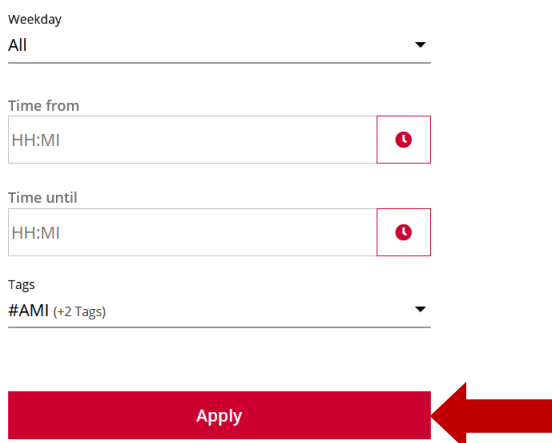


Fig. 5

6. Having found the course you wish to attend, you can start the registration process by clicking on the button "Go to course registration" (see fig. 6).

Please note: You will not see the "Go to course registration" button for all courses. Depending on your degree programme, you may not be able to register for courses at all or only at a later date.

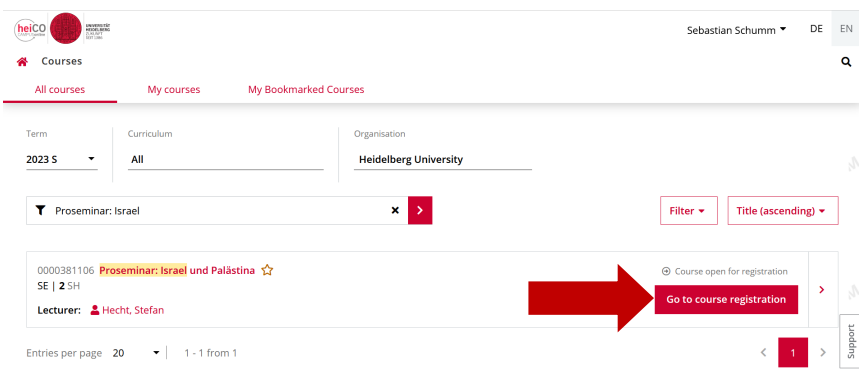


Fig. 6

Course registration

Select registration procedure for this course

Select groups

Degree programme *

Proseminar Regionale Geographie

Registration period from 13.02.23, 00:00 to 15.02.23, 23:59

Deregistration to 15.02.23, 23:59

Date of Allocation -

Ranking options

Participants

1. Studienplanzuordnung (PF vor WF/FF)
2. Absolvierte Fachsemester im Studium
3. Los

For a possible maximum number of participants see course group

Please select at least 3 groups of 1 different courses.
Choose your desired degree programme first.

Expand all

Fig. 7

7. Please make sure that you correctly select your degree programme (see fig. 7) with which you would like to take this course(s). If you are enrolled in a multiple degree programme, you must select the corresponding partial degree programme here.

Select registration procedure for this course

Select groups

Degree programme

Geography

Proseminar Regionale Geographie

Registration period from 13.02.23, 00:00 to 15.02.23, 23:59

Deregistration to 15.02.23, 23:59

Date of Allocation -

Ranking options

Participants

1. Studienplanzuordnung (PF vor WF/FF)
2. Absolvierte Fachsemester im Studium
3. Los

For a possible maximum number of participants see course group

Please select at least 3 groups of 1 different courses.
Please select at least 3 (currently 0) groups, 1 (currently 0) of which from different courses.

Expand all

0000376649 Regionales Proseminar: Deutschland - SE

0000381106 Proseminar: Israel und Palästina - SE

Standardgruppe (Participants: 0 / max. 22)

Lecturer Hecht, Stefan

Next Date Di, 18.04.2023, 09:15 - 10:45

Übungsraum (6348EG004)

... show all

0000381107 Regionales Proseminar: Middle East Politics - SE

Seminar: Regional Geography of...

Enter place request

Please select at least 3 (currently 0) groups, 1 (currently 0) of which from different courses.
Please select at least one course group.

Fig. 8

8. In Fig. 8A you will find general information on the procedure, e.g. the registration period and the number of groups to be selected.

Please select or check the curriculum context with which you would like to take the respective course (see fig. 8B).

Then select the groups of the desired courses according to the specifications by placing a tick in the respective box.

Course registration

Sebastian Schumm

0000376649 Regionales Proseminar: Deutschland - SE

Standardgruppe (Participants: 0 / max. 22)

Lecturer Sachs, Klaus

Next Date Di, 18.04.2023, 14:15 - 15:45

Übungsraum (0901EG012)

... show all

0000381106 Proseminar: Israel und Palästina - SE

Standardgruppe (Participants: 0 / max. 22)

Lecturer Hecht, Stefan

Next Date Di, 18.04.2023, 09:15 - 10:45

Übungsraum (6348EG004)

... show all

0000381107 Regionales Proseminar: Middle East Politics - SE

Standardgruppe (Participants: 0 / max. 22)

Lecturer Koch, Natalie

Next Date Di, 25.04.2023, 09:15 - 10:45

Unterrichtsraum (090001104)

... show all

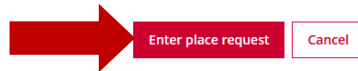
Enter place request

Fig. 9

9. After you have selected the desired groups, you can indicate your preferences (see fig. 9). Then click on "Enter document request".

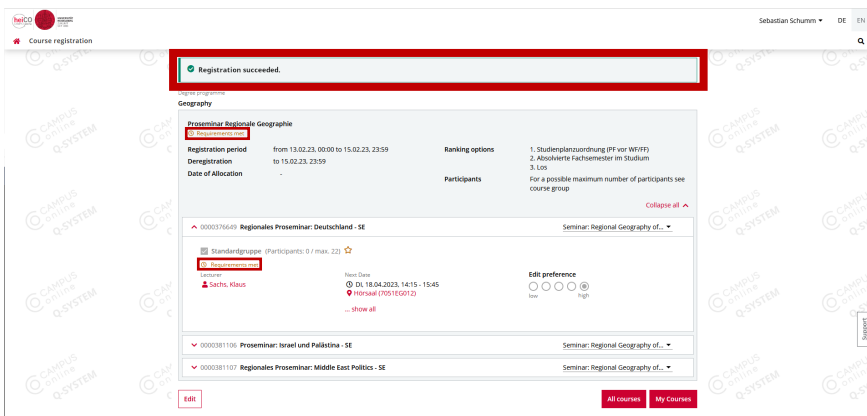
Please check your course place request before you finally save it.

Name Sebastian Schumm
Selected degree programme 1250 82 050 Geography
Registration procedure Proseminar Regionale Geographie
Course groups Standardgruppe, Standardgruppe, Standardgruppe



10. Confirm your place request again after you have checked it (see fig. 10).

Fig. 10



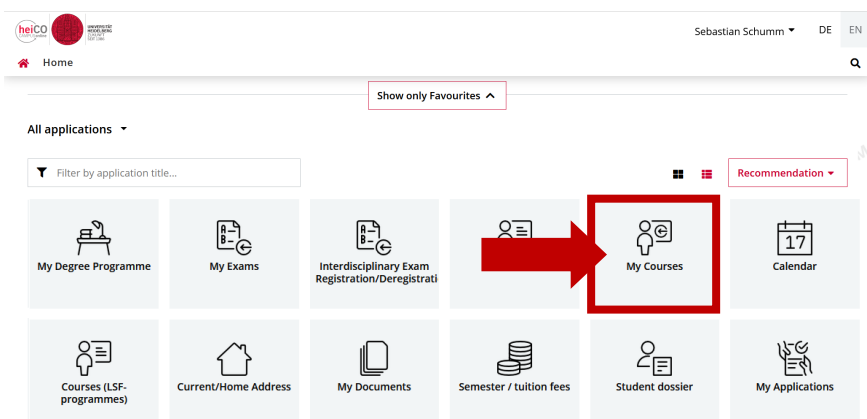
11. You will now receive a message from the system that your registration has been successfully completed (see fig. 11).

If you see the message "Place Request entered", you may not (yet) have fulfilled the requirements for registration. Otherwise, "Requirements met" will be displayed.

Please note: By registering, you are merely expressing a wish for a place, which will also be confirmed to you by e-mail. If you get a fixed place, you will also be informed about this by e-mail.

Fig. 11

2. Deregistering from Courses or Making Changes to Your Registration



12. If you want to deregister from a course or select another group, you can do this via the application "My Courses" (see fig. 12).

Fig. 12

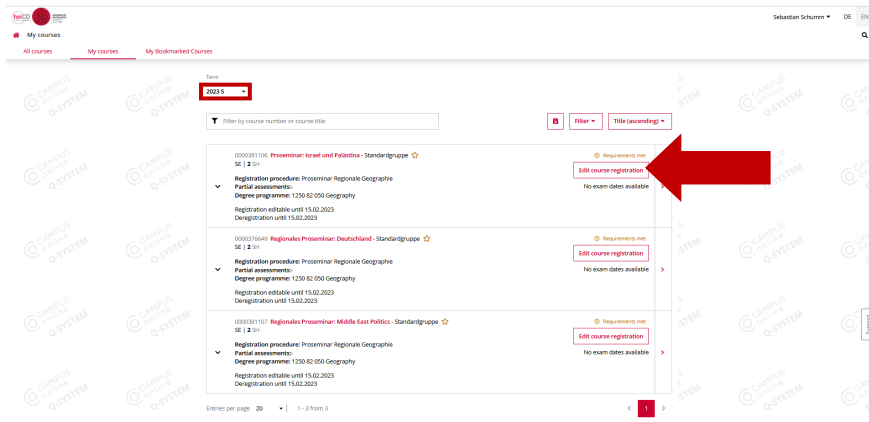


Fig. 13

13. Under "My Courses" you can see all the courses you have registered for. A drop-down menu in which you can select the desired semester opens when you click on the button below "Semester".

Click on "Edit course registration" to make changes to your registration (see fig. 13).

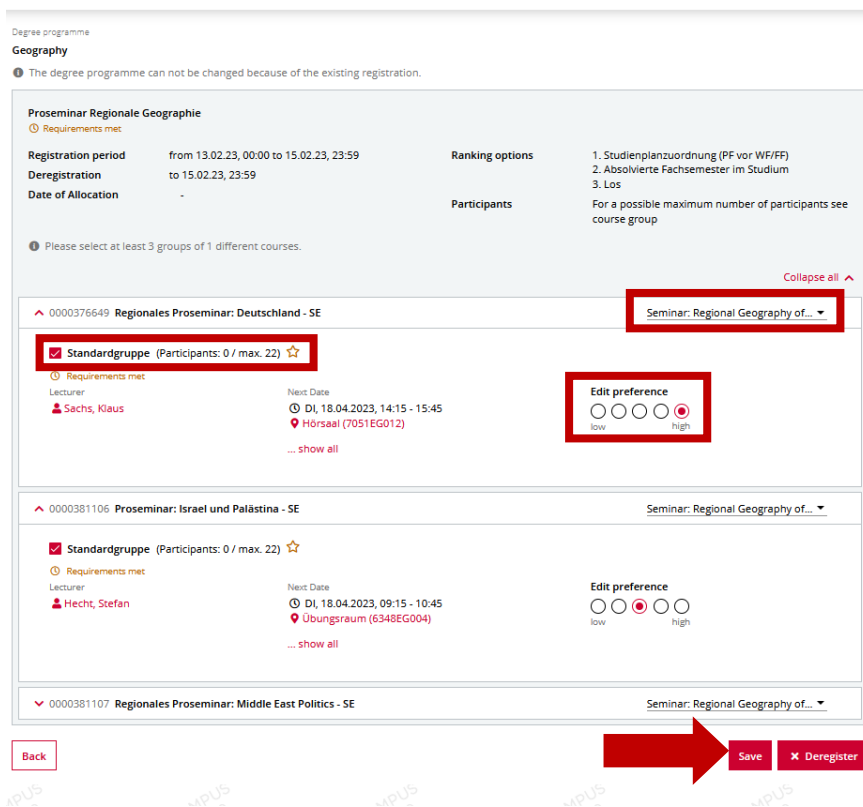


Fig. 14

14. You can now change your preference and curriculum node. You can also select other groups or deselect individual groups. Then click on "Save".

If you wish to deregister from the entire procedure and thus from all displayed courses, you can do so via the "Deregister" button (see fig. 14).

Please note: Should you wish to process your registration despite the fact that the registration and deregistration periods have already ended, please contact your faculty advisory service.