

Registering for Courses - via the Application "My Degree Programme"



**UNIVERSITÄT
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1. Registering for Courses

Please note that course registration is currently not used by all subjects and for all courses.

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

You can find more detailed information on "My Degree Programme" [here](#).

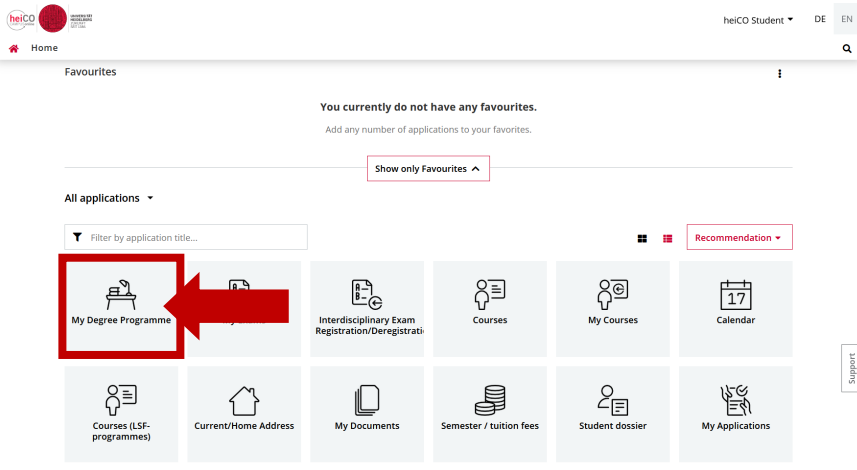


Fig. 1

2. In "My Degree Programme" you will be shown the contents of your degree programme in detail. Click on one of the tiles (see fig. 2) to get further information.

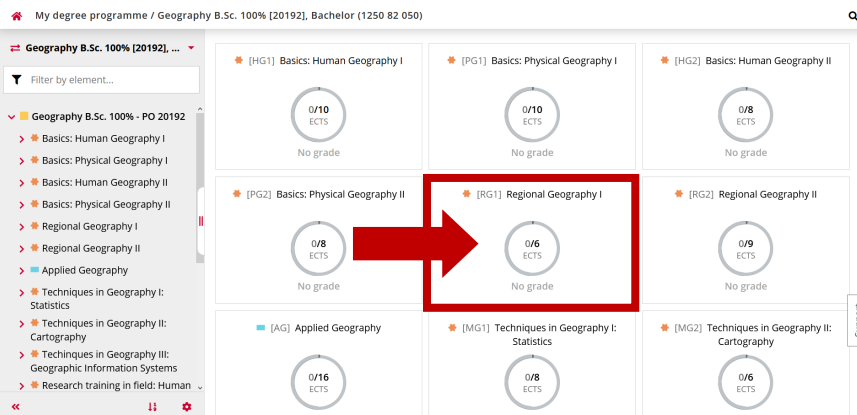


Fig. 2

3. Depending on the structure of your degree programme, the view may vary. In the example shown, you will see an overview of the courses that must be completed in the selected module from Fig. 2. Click on one of the tiles again (see fig. 3).

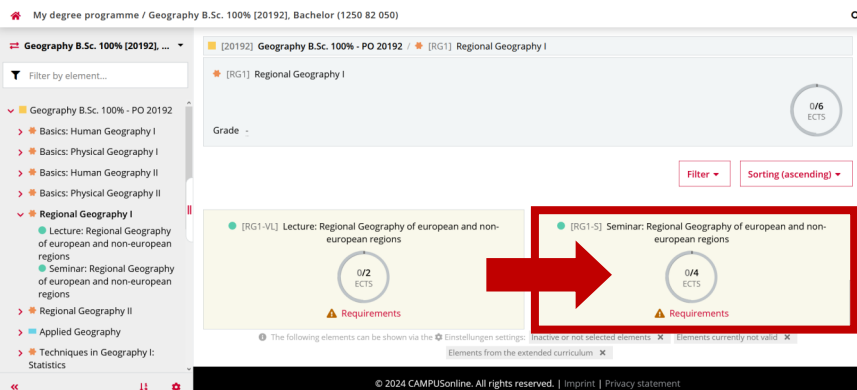


Fig. 3

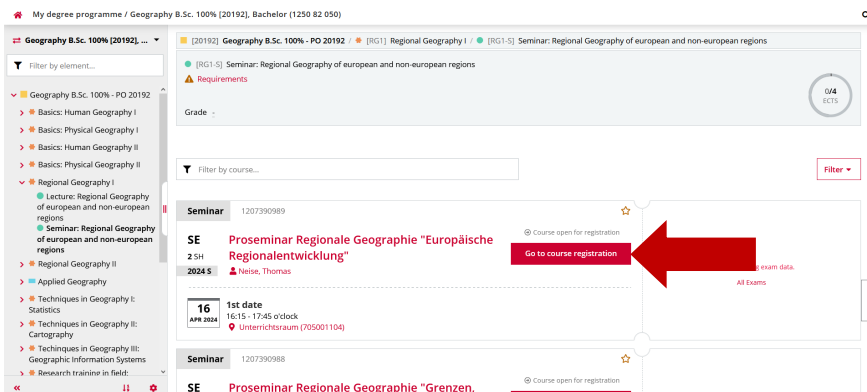


Fig. 4

4. You will now see the courses available in the current semester. Click on the button "Go to course registration" (see fig. 4) to register for your desired course.

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

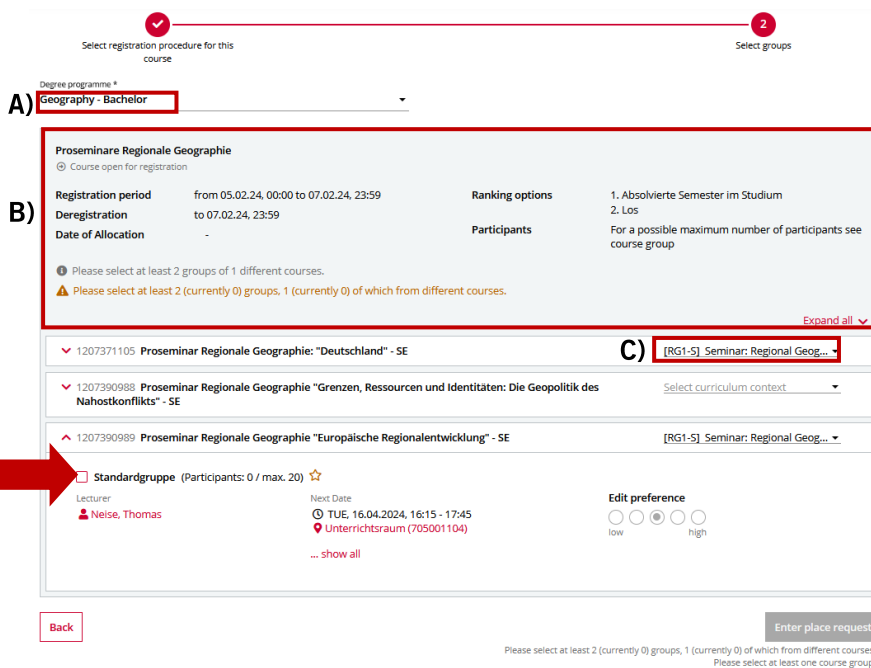


Fig. 5

5. Please make sure that you correctly select your degree programme (see fig. 5A) 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.

In Fig. 5B 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. 5C).

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

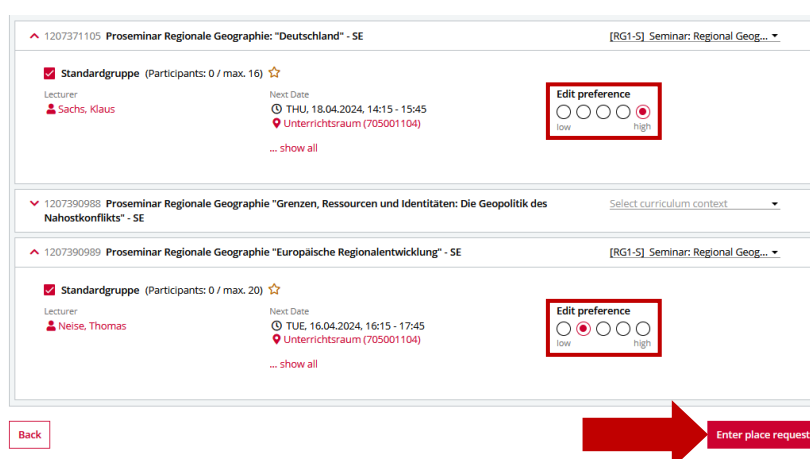


Fig. 6

6. After you have selected the desired groups, you can indicate your preference (see fig. 6). Then click on "Enter place request".

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

Name
Selected degree programme
Registration procedure
Course groups

heiCO Student
1250 82 050 Geography
Proseminare Regionale Geographie
Standardgruppe, Standardgruppe

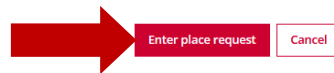


Fig. 7

7. Confirm your place request again after you have checked it (see fig. 7).

Registration succeeded.

Degree programme
Geography - Bachelor

Proseminare Regionale Geographie
Requirements met

Registration period
Deregistration
Date of Allocation

from 05.02.24, 00:00 to 07.02.24, 23:59
to 07.02.24, 23:59
-

Ranking options
Participants

1. Absolvierte Semester im Studium
2. Los
For a possible maximum number of participants see course group

Collapse all

1207371105 Proseminar Regionale Geographie: "Deutschland" - SE [RG1-5] Seminar: Regional Geog...

Standardgruppe (Participants: 0 / max. 16) ☆

Requirements met

Lecturer
Sachs, Klaus

Next Date
THU, 18.04.2024, 14:15 - 15:45
Unterrichtsraum (705001104)

... show all

Edit preference
low high

1207390989 Proseminar Regionale Geographie "Europäische Regionalentwicklung" - SE [RG1-5] Seminar: Regional Geog...

Standardgruppe (Participants: 0 / max. 20) ☆

Requirements met

Lecturer
Neise, Thomas

Next Date
TUE, 16.04.2024, 16:15 - 17:45
Unterrichtsraum (705001104)

... show all

Edit preference
low high

Edit

All courses My Courses

Fig. 8

8. You will now receive a message from the system that your registration has been successfully completed (see fig. 8).

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.

2. Deregistering from Courses or Making Changes to Your Registration

heiCO CAMPUSonline

Home

Favourites

You currently do not have any favourites.
Add any number of applications to your favourites.

Show only Favourites

All applications

Filter by application title...

Recommendation

My Degree Programme

My Exams

Interdisciplinary Exam Registration/Deregistration

Courses

My Courses

Courses (LSF-programmes)

Current/Home Address

My Documents

Semester / tuition fees

Student dossier

My Applications

Fig. 9

9. If you want to deregister from a course or select another group, you can do this via the application "My Courses" (see fig. 9).

My courses

All courses My courses My Bookmarked Courses

Term: 2024 S

Filter by course number or course title

Filter Title (ascending)

1206000181 Gerontopsychiatrie II: Neuro- und Psychopathologie der Demenz - Standardgruppe SE 2 SH	Assigned confirmed place	Edit course registration
1207391009 Proseminar: Digital Geography: Data, Space + Society - Standardgruppe SE 2 SH	Place request entered	Edit course registration
1207371105 Proseminar Regionale Geographie: "Deutschland" - Standardgruppe SE 9 SH	Requirements met	Edit course registration

Fig. 10

10. 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. 10).

Degree programme: Geography - Bachelor

The degree programme can not be changed because of the existing registration.

Proseminar Regionale Geographie

Requirements met

Registration period: from 05.02.24, 00:00 to 07.02.24, 23:59

Deregistration: to 07.02.24, 23:59

Date of Allocation: -

Ranking options: 1. Absolvierende Semester im Studium
2. Los

Participants: For a possible maximum number of participants see course group

Please select at least 2 groups of 1 different courses.

Expand all

1207371105 Proseminar Regionale Geographie: "Deutschland" - SE	[RG1-S] Seminar: Regional Geog...
☒ Standardgruppe (Participants: 0 / max. 16) ☆ Requirements met Lecturer: Sachs, Klaus Next Date: THU, 18.04.2024, 14:15 - 15:45 Unterrichtsraum (705001104) ... show all	Edit preference ☐ low ☒ high
1207390988 Proseminar Regionale Geographie "Grenzen, Ressourcen und Identitäten: Die Geopolitik des Nahostkonflikts" - SE	[RG1-S] Seminar: Regional Geog...
1207390989 Proseminar Regionale Geographie "Europäische Regionalentwicklung" - SE	[RG1-S] Seminar: Regional Geog...
☒ Standardgruppe (Participants: 0 / max. 20) ☆ Requirements met Lecturer: Neise, Thomas Next Date: TUE, 16.04.2024, 16:15 - 17:45 Unterrichtsraum (705001104) ... show all	Edit preference ☐ low ☒ high

Back Save Deregister

Fig. 11

11. 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. 11).

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.