Course registration

Here you can find instructions for registering for a course, as well as many helpful answers to frequently asked questions.

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✅ **Related topics**

- Video-Tutorials
- Exam registration via application "Exam Registration"
- FAQ concerning examinations
- Exam registration via "Study Status /Curriculum" (recommended)
- Curriculum (study status)
- Examinations

Course registration

There are several ways to register for courses using TUMonline:

- Applications menu "Study status/curriculum"
- Applications menu "Degree programs"
- Applications menu "Courses" - the degree program for a school or department
- Applications menu "Course registration/deregistration"
- Search for specific courses

This guide shows you how to register for courses via the degree program curriculum. This approach ensures that the courses belong to your specific course of study.

> ⚠️ **You must register separately for examinations!!!**

Click on the link "Study status/curriculum" in your business card.

Teaching & Research	Studies	Resources	Services
☆ Course bookmarks	📇 Applications	📝 Use Policies	🔑 Token-Management
📄 Theses	🧮 Fees	📅 Calendar	📇 TUMcard passport photograph upload
⏱ LV-Bookmarks Timetable	🖨 Print Documents	⚙ Personal Settings	🖥 Software
	👥 Student Files	📝 Login Log	📚 Library
	↺ Course Registration	✉ Current Address	🔒 Change Password
	↹ Exam Registration	@ E-mail Addresses	📤 TUM Mailbox (Exchange)
	📄 Exam Results		✉ TUM Mailbox (myTUM)
	🖨 Transcripts		📥 Delete old myTUM Mailbox
	📇 Accreditation/Recognition		📥 Storage (NAS)
	📇 **Study Status/Curriculum**		☁ Sync+Share

Screenshot: Applications menu - Study status/curriculum

In the next step, select your degree program, which then opens up your curriculum.
Navigate to the desired course and click on the green T.

	Go to
	Registration status
Operation	
Display	Refresh Show inact. nodes
achievements	Show
Node	**all** Alloc. achievement Inact. result Semester plan

Curricula Support v1.1
17 100 Chemistry (20161, Bachelor's program, current); gemeldet
Academic year 2017/18

Subject-specific semester: 2

Academic achievements, by: 18.12.2017 15:03

Node-Name		rec. sem.	Credits	WF	Results	Sel	RM	Pas
⊟ 🟧 [20161] Bachelor's Program Chemistry 📖			180	1			R	P
⊞ — Bachelor's Thesis			11	1			R	P
⊟ — Mandatory Modules			166	1			R	P
⊞ — Fundamental Exams			14	1			R	P
⊞ ◆ [CH4102] Laboratory Course in Inorganic Chemistry 1	📖		8	1			R	P
⊟ ◆ [PH9002] Experimental Physics 1	📖		4	1			R	P
⊞ 🟢 Exam to Experimental Physics 1 for Chemists		1.	4	1		✔	R	P
⊟ 🔺 Experimental Physics 1 for Chemists	🟢	1.		1				

Course(s) in academic year ◀ 2017/18 ▶	Part	Lecturer (Assistant)	Place (1st session)	Time (1st session)
0000000023 17W 2SWS L Experimental Physics 1 for Chemists	🟢T	Simmel F	MW 2001, Rudolf-Diesel-Hörsaal (5510.02.001)	**16.10.17** 17:00 - 19:00

Screenshot: Curriculum with course registration

If necessary, select the degree program and click on **registration**. After confirming, you are registered for the course.

Group	Degree programme									Participants				Registration				Deregistration		Time/place (1st date)
	Re-/de-/register	Grp. requ.	Ex. prereq.	no WL in case of avail. places	only for studies	Ranking system	CP on course		Max.part (Grp.)	/	max. (plan.)	/	current participants	/	WL	from	/	to	Web	to	Web
	Note																				
Standardgruppe	✓ Register					FCFS		106	/	106	/	77	/	0	11.07.17,00:30	/	01.10.17,23:59	✓	31.03.18,23:59	✓	🕐 -

Cancel

Screenshot: Course registration

All courses for which you are registered will be displayed in "Course registration/deregistration" in the applications menu.

Courses
selected: 2017/18

Academic year	◄	2014/15	2015/16	2016/17	**2017/18**		
Sort by		Course number		CS/ES	**WS/SS**		
Display		Time/ place		Timetable			
Operation		Course registration					

Course no.	Term.	Title/Group name	Duration (SWS)	Type	Part/Eval/Info	SPO C/E/O	Lect. [gen.SWS | zust. SWS / (Part.acc.reg.) part. | abgeh. SWS / part.] (Assistants) {Tutors}
		Note					
1630 17 100 Chemie (kA)							
Winter semester							
0000053994	W	**Anorganisch-chemisches Praktikum 2 für Chemiker (LV0712)** Standardgruppe (Confirmed place)	8	PR	🅣 ⚪ 🅘	0/0/1	Gemel C, Pöthig A

Screenshot: Application "Course registration/deregistration"

The curriculum

Personal curriculum (curriculum support): In your visiting card click on Study status/curriculum in the applications menu. Navigate with curriculum support to the desired course and register with the "green T."

General curriculum (degree programs): Select your school in the organization tree. Open Degree programs in the applications menu. Click on the desired degree program and navigate within Curriculum or Semester plan to the desired courses. You can then register with the "green T".

Course offerings

Courses: Select your school or department in the organization tree. On the organization page click on Courses in the applications menu. You can sort the course offering by the different columns and partially filter the number of courses displayed. Here you can also register with the "green T".

Generic search: Select Search from the drop-down menu and search by course. Using the advanced search function, you can also search by date/time and location, such as courses scheduled for Wednesdays in Garching. In the search results, you can use the "green T" to register for a course.

Course registration/deregistration: In your visiting card, click on Course registration/deregistration in the applications menu and search for a course using the link "Course registration" in the navigation box on the upper right-hand side of the page. In the search results, you can then use the "green T" to register for a course.

In Course registration/deregistration in the applications menu, students have the option of searching for courses by a specific organization, such as a particular Chair. You can also select a particular school or department when searching, which shows you the courses offered by that organization. However, searching by a specific organization does not result in recursively searching all of its subordinate units. If you want to see the entire course offerings of a school or department, please go through the "Course offerings" tab in the applications menu on the organization page of the respective school or department.

Difference between curriculum and course offering

If your desired course does not appear in your program's curriculum, this can happen for several reasons. Especially for new courses, it is possible that the course or module is not in the curriculum structure. Secondly, the course simply may not be part of your curriculum. This can impact other elective subjects at the Carl-von-Linde Academy, courses at the language center or courses offered through the library.

In these cases, instead of using the curriculum, you can utilize one of the previously described methods of searching via the organization's course offering, Course registration/deregistration in the applications menu on your visiting card or the general course search. Even if your curriculum contains the course you are looking for, the targeted search for a specific course can sometimes be faster than searching the curriculum.

In other words, it is up to you. But also be aware that some course registrations are not handled through TUMonline at all. In these cases, further information is available from the lecturers or the department that offers the course or from the academic programs office at your school or department.

Registration prerequisites

Students may register for a course only if

- the course has been approved and is thus open to students
- at least one group with a valid registration period has been created for this course
- self-registration for students has not been deactivated
- students have an active status for the semester in which the course is being held

Course status?

The process for determining the course status for students was modified in the 2012 summer semester. Students must have an active status for the semester in which the course is being held at the time of registration. That means provided you are confirmed, you can register six to eight weeks in advance for courses that are correspondingly configured for the next semester.

Leave of absence?

A student completing an internship or a semester abroad, for example, is thus on a leave of absence for that particular semester. That means the student is unable to register for courses during that semester. Once the student has paid student fees to return in the following semester, he or she receives an active status for the next semester. Student status is activated approximately six to eight weeks prior the beginning of the next semester by the Student Service Center, allowing students who have paid their student fees to register for courses in the following semester.

Course of study?

Before you can register for a course, you must have active status in a degree program. If you are enrolled in multiple degree programs and the course is open to all of them, you can register for the course through any of them.

If you transition from a bachelor's to a master's program, the master's program will usually have an active status as of the beginning of the next semester. Prior to that you can register for courses under your bachelor's program. Since neither registration nor participation in courses appears in the student documents, this creates no disadvantage for you.

Employee?

Only those actively enrolled in a degree program can register for courses through TUMonline. That means employees may not register for courses. Employees who are nevertheless interested in participating in a course should contact the lecturer or the school/department where the course is being offered. For Moodle courses, registration can be opened to all persons with a TUM account or to external guests.

When can you register? (traffic light status)

In the column next to the title of the course, you will find a round icon with a T. The color of the icon shows whether you can register for this course.

- A green T indicates that registration is now open for this course.
- A yellow T indicates that registration is scheduled for the future. Click on the T to see the planned registration period.
- A red T indicates that registration is now closed.
- A gray T indicates that registration has not been set up for this course. Registration could be possible using another method.

You can view a brief description of the status by rolling over the T with the cursor.

In cases where the responsible organization or the lecturer did not plan on setting up registration for a course through TUMonline, or the registration period has already passed, please contact the lecturer or the academic programs office of the relevant department.

Registration implications

Please note that the lecturer or the department is responsible for deciding to what degree your registration is binding.

When you register for a course, your personal calendar will display the group schedule for which you are registered or the standard group schedule. You will be automatically notified per e-mail when course schedules are changed or cancelled.

Lecturers can send e-mails to registered participants. If required, registered participants can also send e-mails to lecturers and other participants.

As a registered participant of a course, you have access to the online documents for the course, which are normally restricted.

Registration period

TUMonline time system?

The TUMonline server regularly synchronizes it clocks with the atomic clock at the National Metrology Institute of Germany in Braunschweig.

Automatic activation of the registration button?

Approximately 30 minutes before the start of registration, the student will be shown an info button that switches to the client side once the registration is officially open.

If the page is called up within the roughly 5 minute period before registration, this button will be labeled "register" and sends the indicated notification.

Once registration is open, this page does not have to be reloaded. The button is simply active.

If a user manually reloads the page too often, the page will be temporarily blocked. While this is done to limit the number of page reloads, it does not apply to reloads generated by system actions, such as registration, deregistration or registration changes.

Deregistration

Losing a seat for a course

If the group registration process is using the "first come, first served" principle, student Maier loses his original place on the priority list if he inadvertently deregisters for the course. If other students are on the waiting list, Schmid, who is the top of list, automatically takes Maier's place. If Maier registers within the group again, he goes to the end of the waiting list, just like in the line at the cashier in a store.

Alternatives?
The lecturer can select another prioritization method for the registration phase, such as per curriculum allocation. If all of the registrations are placed on the waiting list and Maier deregisters and registers again, he will be assigned an equivalent spot on the waiting list in accordance with the same prioritization method. The final seats are assigned at the end of the registration period.

The lecturer can accept additional students after the registration period is closed if more seats are allocated than originally planned, or if those already registered decide not to participate in the course.

Examination registration?

Exam registrations are carried out separately! Corresponding guidelines can be found under Examinations.