Course registration – Instruction
For Short-term Students at the Faculty of Arts and Humanities

IMPORTANT: Please do not register for courses randomly!

→ Make sure to respect the module system and sign up for all courses required to complete your desired module (or workload-reduced option).

Otherwise, you will not be able to take exams at the end of the semester!

If you need help with course registration, please contact philfak-incomings@uni-koeln.de

To register for courses please follow these steps:

*Note: Pre-requisite for course registration is payment of the social contribution!*

1) **Switch your KLIPS 2.0 profile** from "Applicant" to "Student" if necessary.

2) On your business card, click on the application "Registration Status" to view your study programme:

3) **Click on the name of your study programme, e.g. "Erasmus Faculty of Arts and Humanities" to view your course offerings.**
4) To sign up for a course, click on the green "T" icon next to the course title:

5) Choose a module context (module segment) and click on “Continue”:

IMPORTANT: If you can see different options here, this means that the course you would like to sign up for is available through different modules or module segments.

It is very important that you choose the correct module context at this point, i.e. precisely the module segment that you intend to complete!
5.) Choose a course group and click on “Register”:

Recommendations and Trouble-shooting:

a) When signing up for courses, make sure to avoid timetable clashes! You can find the “scheduled dates” of each course when you click on the title of the course and scroll down.

b) It is possible and recommended to apply for a number of different courses in the same module segment to enhance chances of receiving a confirmed place (“Fixplatz”). This is not necessary for lectures, but recommended for seminars, practical courses, and language courses.

→ Note that course requests in the same module segment are treated as alternatives! If you would like to take two specific courses, you should not apply for them through the same module segment, as you can receive only one “confirmed place” per module segment.

c) If you try to register for a course and KLIPS 2.0 tells you “No curriculum node can be selected” this means that the course is not part of the short-term programme. Please perform the above steps 2 and 3 to view course offerings of the short-term programme.