

# Course registration – Instruction

For Short-term Students at the Faculty of Arts and Humanities

**IMPORTANT: Before you can register for Bachelor or Master modules in KLIPS 2.0, you need to send a list of your desired modules and courses (“Learning Agreement”) to [philfak-incomings@uni-koeln.de](mailto:philfak-incomings@uni-koeln.de) for approval!**

**→ When signing up for courses, pay close attention to choosing the correct module contexts (see step 5) and enrol in all required courses of the module.**

**Otherwise, you might not be able to take the module exam!**

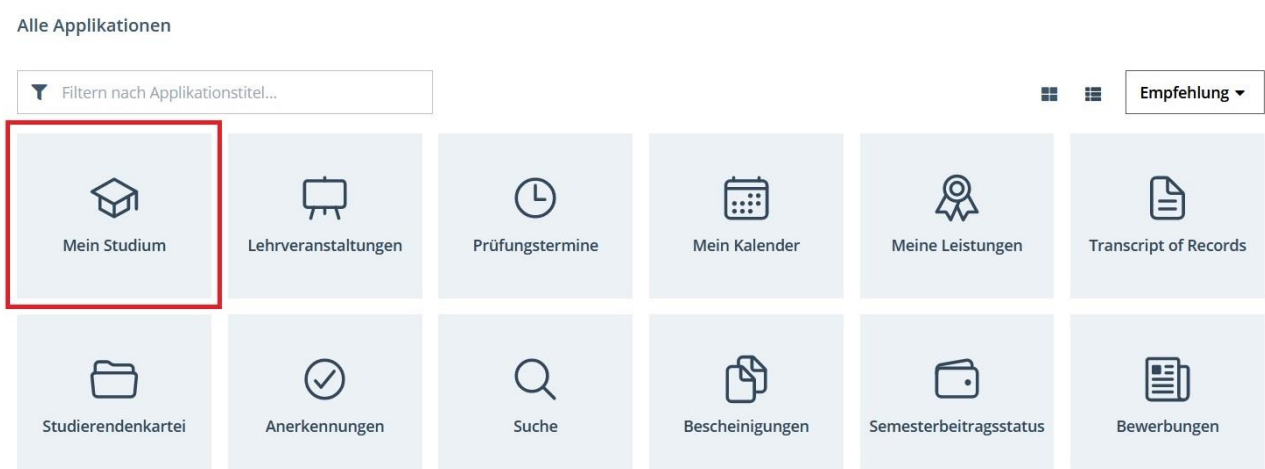
If you need help with course registration, please contact [philfak-incomings@uni-koeln.de](mailto:philfak-incomings@uni-koeln.de).

To register for courses please follow these steps:


*Note: Prerequisite for course registration is that you have completed your enrolment and activated your UoC student account!*

1) Log in to KLIPS 2.0 using your UoC student account ([how to activate your student account](#))


2) Click on the application “My Degree Programme” on your KLIPS 2.0 home screen:



3) Now you should see the module structure of the Short-term Study Programme of the Faculty of Arts and Humanities (if you're enrolled in two faculties, you might have to click on "Show my degree programmes" and select "Faculty of Arts and Humanities" first):

Knotenfilter-Bezeichnung	empf. Sem.
<input type="checkbox"/> [20142] Kurzzeitstudium Erasmus Philosophische Fakultät	
<input type="checkbox"/> Bachelor- und Master-Module	
<input type="checkbox"/> Deutsch als Fremdsprache	
<input type="checkbox"/> [UZK1StIn01] Studium Integrale	
<input type="checkbox"/> [4192INWeit] Weitere Lehrveranstaltungen	

**Please note:** Bachelor and Master modules are inactive (no "+" symbol on the left), if you haven't submitted a draft Learning Agreement (list of your desired modules and courses) to [philfak-incomings@uni-koeln.de](mailto:philfak-incomings@uni-koeln.de) for approval yet:

Knotenfilter-Bezeichnung
<input type="checkbox"/> [20142] Kurzzeitstudium Erasmus Philosophische Fakultät
<input type="checkbox"/> Bachelor- und Master-Module 
<input type="checkbox"/> Deutsch als Fremdsprache
<input type="checkbox"/> [UZK1StIn01] Studium Integrale
<input type="checkbox"/> [4192INWeit] Weitere Lehrveranstaltungen

In this case [click here to view full course listings](#) and send a draft Learning Agreement to [philfak-incomings@uni-koeln.de](mailto:philfak-incomings@uni-koeln.de) for approval as soon as possible!

4) To sign up for a course, click on the **green arrow icon** next to the course title:

Knotenfilter-Bezeichnung		empf. Sem.	ECTS Cr.	Dau	
[20142] Deutsch			27		
[4467DMLGA2] AM 2: Deutschdidaktik			9		
[4467DMLGA2] S: Themen der Literatur- und Mediendidaktik			-		
Prüfung(en) im Studienjahr	2021/22	Teil/Prüf	Vortragende*r (Mitwirkende*r)	Ort (1.Termin)	Zeit (1.Termin)
14467.0402 21W 2SWS SE Rhetorische Lyrikanalyse im Deutschunterricht				103 Seminarraum 2.006 (50 Sitzpl.) (103/02/2.006)	15.10.21 10:00 - 11:30
14467.0410 22S 2SWS SE Tiere in Literatur und Literaturunterricht				Virtuelle Veranstaltung - kein Raum	22.04.22 12:00 - 13:30
14467.0411 22S 2SWS SE Epochenumbuch 18./19. Jahrhundert im DU am Beispiel ausgewählter Erzähltexte				Virtuelle Veranstaltung - kein Raum	12.04.22 08:00 - 09:30
14467.0412 22S 2SWS SE Von Lessing lernen? Dramendidaktik im DU				Ortsangaben folgen	13.04.22 10:00 - 11:30

5) Choose your desired module context and click on “Continue”:

Studium: 1110 M3 036 Deutsch

**Kontexte der SPO-Version**

Bezeichnung	empf. Sem.	ECTS Cr.
20142 Deutsch		
4467DMLGA2 AM 2: Deutschdidaktik		
<input checked="" type="radio"/> 4467DMLGA2 S: Themen der Literatur- und Mediendidaktik	keine Semesterempfehlung	
20142 Deutsch		
4467DMLGA3 AM 3: Neuere deutsche Literatur		
<input type="radio"/> 4467DMLGA3 HS/OS: Kulturelle Funktionen von Literatur in historischer und systematischer Perspektive	keine Semesterempfehlung	
20142 Deutsch		
4467DMLGA5 AM 5: Forschung und Vermittlung		
<input type="radio"/> 4467DMLGA5 S/KO: Vermittlungspotentiale fachwissenschaftlicher, fachdidaktischer und methodischer Kompetenzen	keine Semesterempfehlung	

**Weiter** **Schließen**

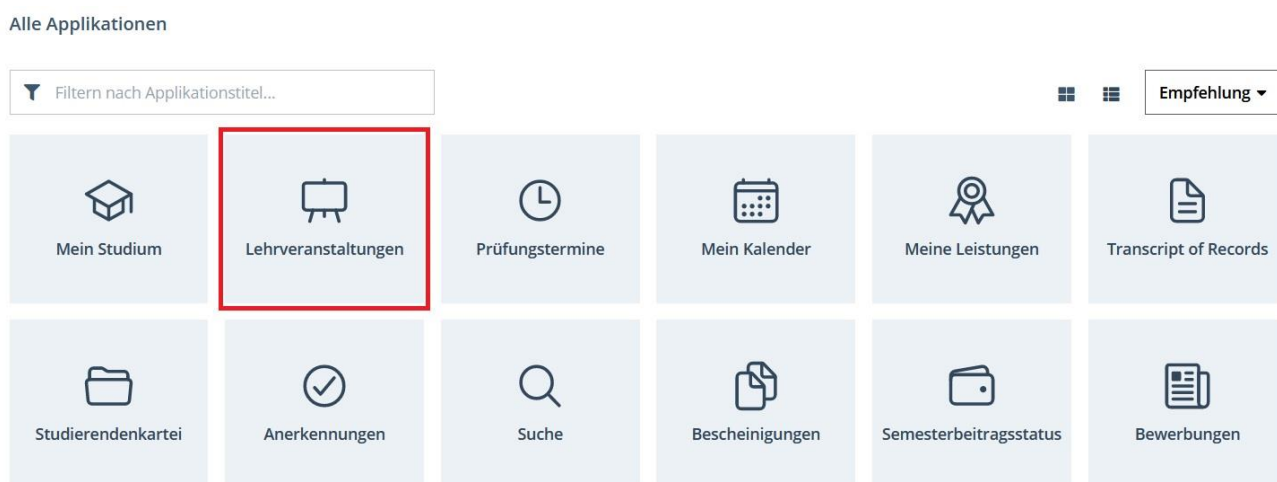
**IMPORTANT:** If you can see different options here, this means that the course you are signing up for is available in several modules or module segments.

It is very important that you choose the correct module context at this point, i.e. precisely the module or module part that you intend to complete (as agreed in your Learning Agreement)!

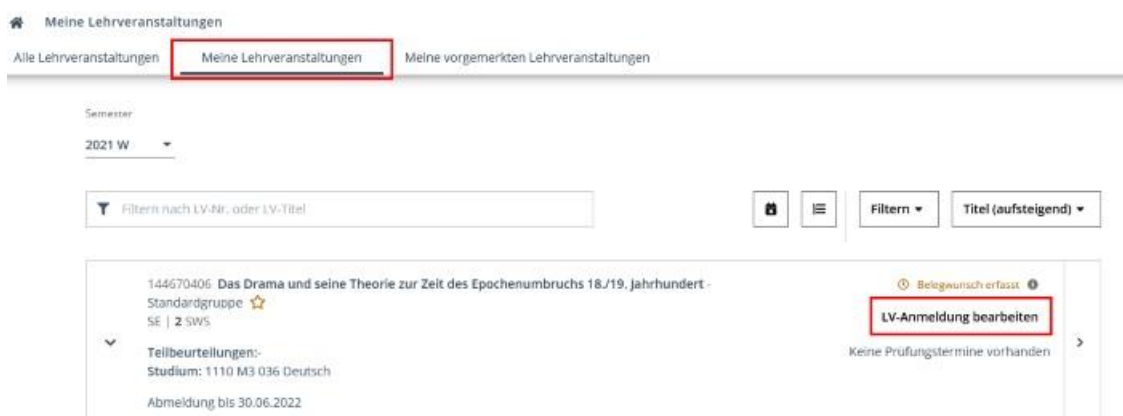
6) Choose a course group and click on “Register”:



7) To view all courses you have signed up for so far, go to your KLIPS 2.0 home screen and click on “Courses”:



8) In the “My courses” tab, you can also deregister from a course if needed by clicking on “Edit course registration” and then on the “Deregister” button in the next view:



## 9) Recommendations and Trouble-shooting:

- 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 to "Dates and Groups".
- It is possible and recommended to apply for a number of different courses in the same module segment as back-up to enhance chances of receiving a confirmed place ("Fixplatz"). This is not necessary for lectures, but recommended for seminars, practical courses, and language courses as course places are limited in these courses.
- Note that course place requests in the same module segment are **treated as alternatives**. If you want to take two specific courses, you should not apply for them through the same module context, as you can receive only one "confirmed place" per module segment.
- 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 study programme. Please perform the above steps 2 and 3 to view course offerings of the short-term study programme.
- At the end of the 1<sup>st</sup> and 2<sup>nd</sup> registration period, course places are allocated through a **lottery system**. Allocation results are displayed one week after the end of the registration period at the latest. When you click on "Course registration" on your KLIPS business card, you can see your current registration status in all the courses you applied for:
  - "**Course place request**" or "**Waiting list**" means that you have requested a place in this course. If you still have this status one week after the end of the registration period, this means that you have not received a confirmed place in this course. In this case, you can nevertheless attend the first lesson to see if you can move up into the course.
  - "**Confirmed place**" means that have been accepted to the course. Make sure to attend the first lesson of the course, otherwise you might lose your place to someone on the waiting list. If you cannot attend the first lesson, write an e-mail to the lecturer in advance.