

Course registration – Instruction

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

IMPORTANT: Before you can register for Bachelor or Master modules, you need to send a draft Learning Agreement or list of your desired modules/ courses to 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.

To register for courses please follow these steps:

Note: Prerequisite 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:

Forschung & Lehre	Studium	Ressourcen	Dienste
 LV-Bookmarks	 Anerkennung / Zeugnisantrag  Ausdrücke für Studierende  Bewerbungen  LV-An/Abmeldung  Prüfungsan-/abmeldung  Prüfungsergebnisse  Semesterbeitragsstatus  Studien-/Heimatadresse  Studienstatus	 Terminkalender  persönliche Einstellungen	 UCCard Foto-Upload

3) Click on the name of your study programme, e.g. "Short-Term Erasmus Faculty of Arts and Humanities", to view all available modules:

Studien ID	Studienbezeichnung	Studienplan	Status (20W)	Datum	F
1110 A1 504	Kurzzeit Erasmus (Phil.-Fak.)	20142	eingeschrieben	01.10.2020	

Please note: Bachelor and Master modules are greyed out, if you haven't submitted a draft Learning Agreement or list of your desired modules to philfak-incomings@uni-koeln.de for approval yet:

Knotenfilter-Bezeichnung	empf. Sem.	ECTS Cr.
<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		12
<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 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.
<input type="checkbox"/> [20142] Deutsch		27
<input type="checkbox"/> [4467DMLGA2] AM 2: Deutschdidaktik		9
<input type="checkbox"/> [4467DMLGA2] S: Themen der Literatur- und Mediendidaktik		-

Prüfung(en) im Studienjahr	Teil	Vortragende/r (Mitwirkende/r)	Ort (1. Termin)	Zeit (1. Termin)
2019/20			103 Seminarraum 2.127 (ehem. 2.128, 30 Sitzpl.) (103/02/2.127)	08.04.20 10:00 - 11:30
			Virtuelle Veranstaltung - kein Raum	07.04.20 10:00 - 11:30
			Virtuelle Veranstaltung - kein Raum	06.04.20 12:00 - 13:30

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

Studium

Knoten der SPO-Version

Bezeichnung	empf. Sem.	ECTS Cr.
<input type="checkbox"/> [20142] Deutsch		27
<input type="checkbox"/> [VK] [4467DMLGA2] AM 2: Deutschdidaktik		9
<input checked="" type="checkbox"/> [VK] [4467DMLGA2] S: Themen der Sprach- und Schreibdidaktik		
<input type="checkbox"/> [VK] [4467DMLGA5] AM 5: Forschung und Vermittlung		6
<input type="radio"/> [VK] [4467DMLGA5] S/KO: Vermittlungspotentiale fachwissenschaftlicher, fachdidaktischer und methodischer Kompetenzen		

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”:

Gruppe	An-/Ab-/Ummelden	Grp Vor.	Pr. Vor.	nur für Studien	Reihungs- verfahren	Abmeldung		Zeit/Ort (1. Termin)
						bis	Web	
Standardgruppe	<input checked="" type="checkbox"/> anmelden				Phil	03.16,23:59	✓	🕒 Do, 22.10.15 12:00-13:30

7) To view all courses you have signed up for so far, go to your KLIPS 2.0 business card and click on “[Course registration](#)”:



8) In the “[Course registration](#)” application, you can also deregister from a course if needed by clicking on the **green arrow icon** next to the course title and then on the “Deregister” button on the right:

aktueller Status:

Gruppe	Status	Status erreicht am	Studium	SPO-Kontext	Aktion
Gruppe 1	WARTELISTE	09.09.2014 19:22	1110 M3 049 Englisch	[VK] [4569SpW-00] Haupt- oder Oberse Spezialthemen Sprachwissenschaft	Abmelden

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.
- ➔ 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.

- ➔ Course places are allocated through a **lottery system** at the end of the registration period. 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.