

Registering for Courses

via the Application "Courses"

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1. Registering for Courses

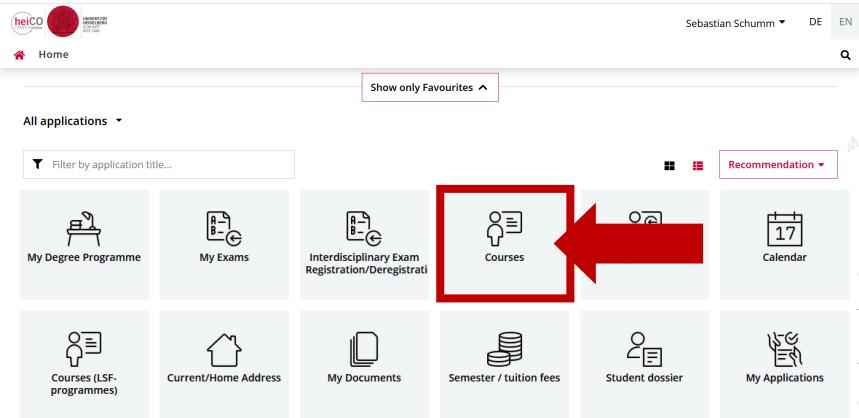


Fig. 1

Please note that course registration is not used by all study programmes. In some courses you are free to attend without having to register beforehand.

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

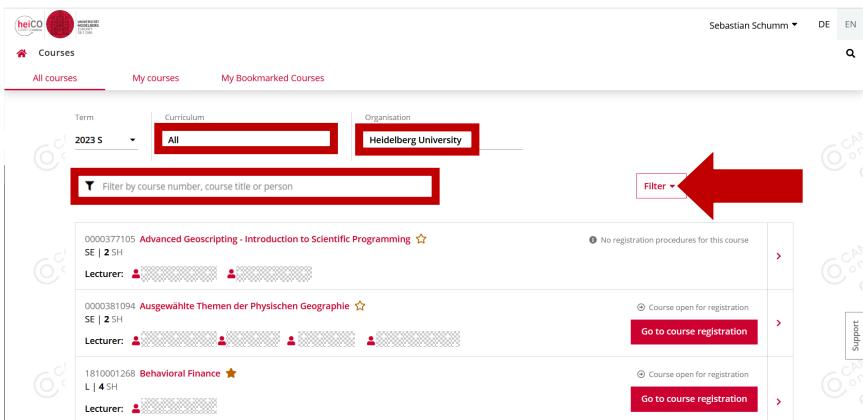
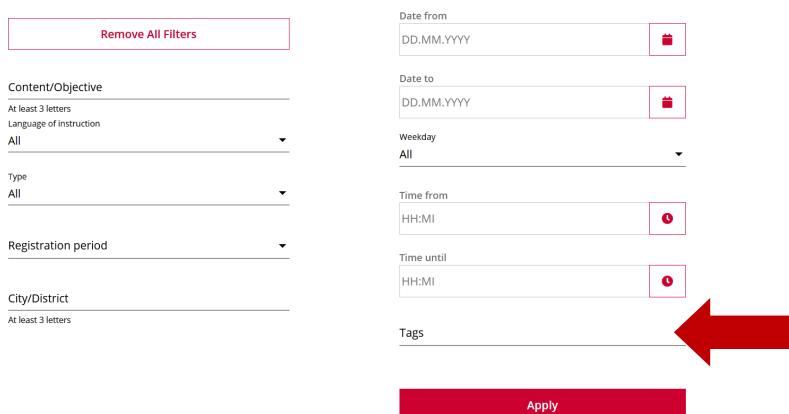


Fig. 2

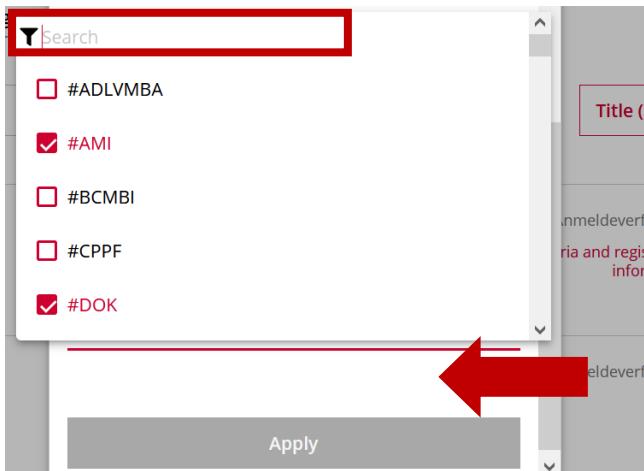
2. If you would like to register for a specific course, enter the title in the search bar. Alternatively, you can use the drop-down menus "Curriculum" and "Organisation" to narrow down your search accordingly (see fig. 2).

You also have the option of filtering for courses using tags by clicking on "Filter".



3. You will now see the filters with which you can search for courses (see fig. 3). Click on "Tags" to display a list of tags.

Fig. 3



Search

#ADLVMBA

#AMI

#BCMBI

#CPPF

#DOK

Apply

4. Select the desired tags from the list or enter the tag in the search bar (see fig. 4). You can select several tags at the same time. Then click in the white space.

Fig. 4



Weekday
All

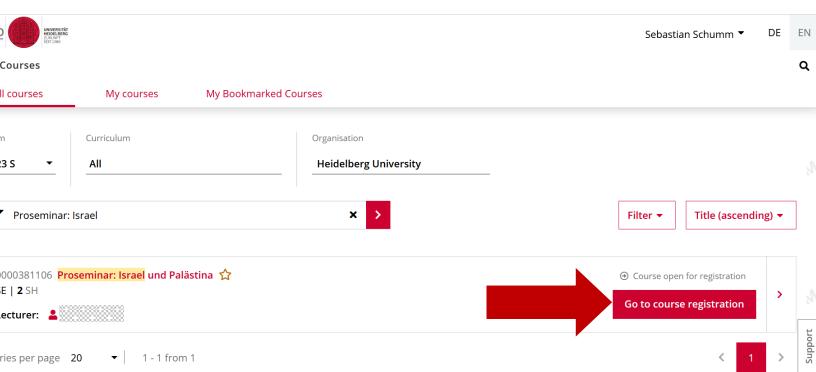
Time from
HH:MI

Time until
HH:MI

Tags
#AMI (+2 Tags)

5. Now click on "Apply" to apply the filter settings and filter for the course you are looking for (see fig. 5).

Fig. 5



Courses

All courses My courses My Bookmarked Courses

Term 2023 S Curriculum Organisation Heidelberg University

Proseminar: Israel

0000381106 Proseminar: Israel und Palästina ★
SE | 2 SH
Lecturer: 

Course open for registration

Entries per page 20 | 1 - 1 from 1

6. Having found the course you wish to attend, you can start the registration process by clicking on the button "Go to course registration" (see fig. 6).

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

Fig. 6

Course registration

1. Select registration procedure for this course

2. Select groups

Degree programme *

Proseminar Regionale Geographie

Course open for registration

Registration period from 13.02.23, 00:00 to 15.02.23, 23:59

Deregistration to 15.02.23, 23:59

Date of Allocation -

Ranking options

1. Studienplanzuordnung (PF vor WF/FF)
2. Absolvierte Fachsemester im Studium
3. Los

Participants

For a possible maximum number of participants see course group

Please select at least 3 groups of 1 different courses.

Choose your desired degree programme first.

Expand all ▾

Fig. 7

7. Please make sure that you correctly select your degree programme (see fig. 7) 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.

1. Select registration procedure for this course

2. Select groups

Degree programme *

Geography

Proseminar Regionale Geographie

Course open for registration

Registration period from 13.02.23, 00:00 to 15.02.23, 23:59

Deregistration to 15.02.23, 23:59

Date of Allocation -

Ranking options

1. Studienplanzuordnung (PF vor WF/FF)
2. Absolvierte Fachsemester im Studium
3. Los

Participants

For a possible maximum number of participants see course group

Please select at least 3 groups of 1 different courses.

Please select at least 3 (currently 0) groups, 1 (currently 0) of which from different courses.

Expand all ▾

A)

B)

0000376649 Regionales Proseminar: Deutschland - SE

0000381106 Proseminar: Israel und Palästina - SE

0000381107 Regionales Proseminar: Middle East Politics - SE

Seminar: Regional Geography of...

Standardgruppe (Participants: 0 / max. 22) 

Lecturer  Next Date Do, 18.04.2023, 09:15 - 10:45 Übungsraum (6348EG004)

... Show all

Edit preference high

Enter place request

Please select at least 3 (currently 0) groups, 1 (currently 0) of which from different courses.

Please select at least one course group.

Fig. 8

8. In Fig. 8A 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. 8B).

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

Course registration

Collaps all ▾

0000376649 Regionales Proseminar: Deutschland - SE

Standardgruppe (Participants: 0 / max. 22) 

Lecturer  Next Date Do, 18.04.2023, 14:15 - 15:45 Übungsraum (7951ES012)

... Show all

0000381106 Proseminar: Israel und Palästina - SE

Standardgruppe (Participants: 0 / max. 22) 

Lecturer  Next Date Do, 18.04.2023, 09:15 - 10:45 Übungsraum (6348EG004)

... Show all

0000381107 Regionales Proseminar: Middle East Politics - SE

Standardgruppe (Participants: 0 / max. 22) 

Lecturer  Next Date Do, 25.04.2023, 09:15 - 10:45 Unterrichtsraum (705001104)

... Show all

Enter place request

Fig. 9

9. After you have selected the desired groups, you can indicate your preferences (see fig. 9). Then click on "Enter document request".



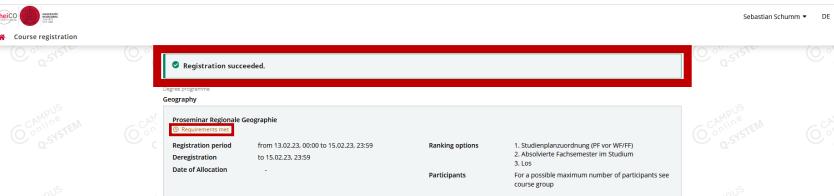
Please check your course place request before you finally save it.

Name	Sebastian Schumm
Selected degree programme	1250 82 050 Geography
Registration procedure	Proseminar Regionale Geographie
Course groups	Standardgruppe, Standardgruppe, Standardgruppe

Enter place request

Fig. 10

10. Confirm your place request again after you have checked it (see fig. 10).



Course registration

Registration succeeded.

Geography

Proseminar Regionale Geographie

Registration period from 13.02.23, 00:00 to 15.02.23, 23:59

Deregistration to 15.02.23, 23:59

Date of Allocation -

Ranking options

Participants

1. Studienplananzuordnung (FF vor WiR/FF)
2. Absolvierte Fachsemester im Studium
3. LSF

For a possible maximum number of participants see course group

[Collapse all ▾](#)

0000376649 Regionales Proseminar: Deutschland - SE Seminar: Regional Geography of... *

Standardgruppe (Participants: 0 / max. 22)

0 Participants

Next Date
Di, 18.04.2023, 14:15 - 15:45
Vorlesung (705|ESG12)

... show all

Edit preference
low high

0000381106 Proseminar: Israel and Palestine - SE Seminar: Regional Geography of... *

0000381107 Regionales Proseminar: Middle East Politics - SE Seminar: Regional Geography of... *

[Edit](#)

All courses My Courses

Fig. 11

11. You will now receive a message from the system that your registration has been successfully completed (see fig. 11).

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



heilCO UNIVERSITÄT HEILBRONN

Sebastian Schumm ▾ DE EN

Home

Show only Favourites ▾

All applications ▾

Filter by application title...

Recommendation ▾

My Degree Programme

My Exams

Interdisciplinary Exam Registration/Deregistration

My Courses

Calendar

Courses (LSF-programmes)

Current/Home Address

My Documents

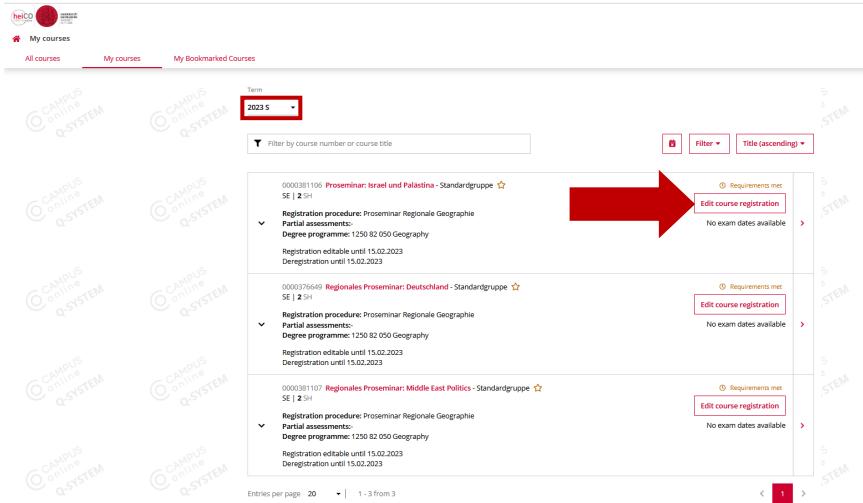
Semester / tuition fees

Student dossier

My Applications

Fig. 12

12. If you want to deregister from a course or select another group, you can do this via the application "My Courses" (see fig. 12).

My courses

Term: 2023/24

Filter by course number or course title

0000381106 Proseminar: Israel und Palästina - Standardgruppe ★
SE | 2 SH
Registration procedure: Proseminar Regionale Geographie
Partial assessments: Degree programme: 1250 82 050 Geography
Registration editable until 15.02.2023
Deregistration until 15.02.2023

0000376649 Regionales Proseminar: Deutschland - Standardgruppe ★
SE | 2 SH
Registration procedure: Proseminar Regionale Geographie
Partial assessments: Degree programme: 1250 82 050 Geography
Registration editable until 15.02.2023
Deregistration until 15.02.2023

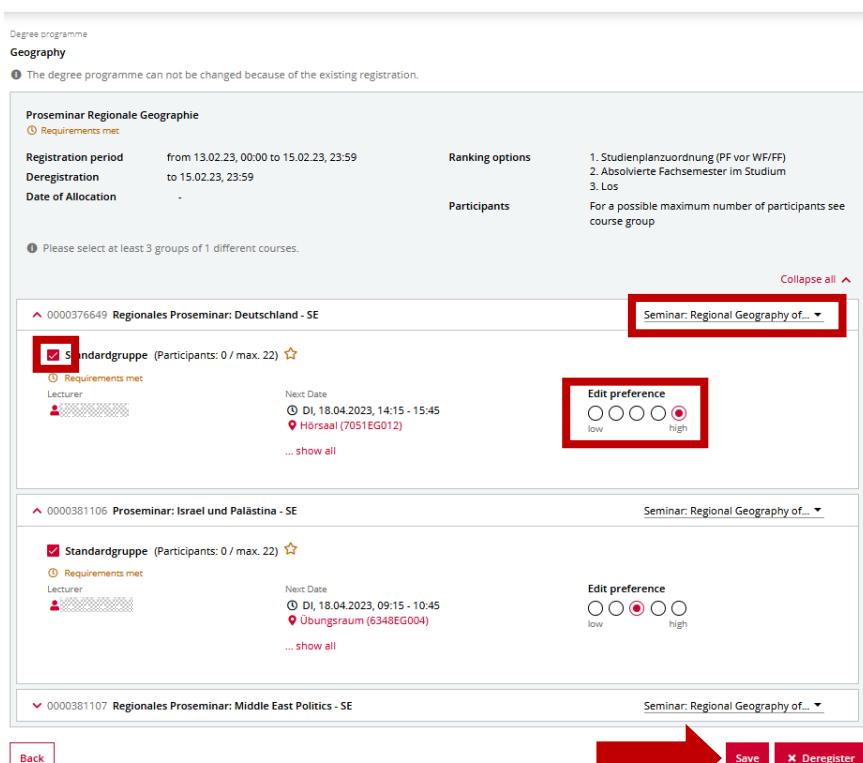
0000381107 Regionales Proseminar: Middle East Politics - Standardgruppe ★
SE | 2 SH
Registration procedure: Proseminar Regionale Geographie
Partial assessments: Degree programme: 1250 82 050 Geography
Registration editable until 15.02.2023
Deregistration until 15.02.2023

Entries per page: 20 | 1 - 3 from 3

Fig. 13

13. 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. 13).



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

Proseminar Regionale Geographie
Requirements met

Registration period: from 13.02.23, 00:00 to 15.02.23, 23:59
Deregistration: to 15.02.23, 23:59
Date of Allocation: -

Ranking options: 1. Studienplanzuordnung (PF vor WF/FF)
2. Absolvierte Fachsemester im Studium
3. Los
Participants: For a possible maximum number of participants see course group

Please select at least 3 groups of 1 different courses.

0000376649 Regionales Proseminar: Deutschland - SE
Standardgruppe (Participants: 0 / max. 22) ★
Requirements met
Lecturer: ...
Next Date: DI, 18.04.2023, 14:15 - 15:45
Hörsaal (7051EG012)
... show all

0000381106 Proseminar: Israel und Palästina - SE
Standardgruppe (Participants: 0 / max. 22) ★
Requirements met
Lecturer: ...
Next Date: DI, 18.04.2023, 09:15 - 10:45
Übungsräum (6348EG004)
... show all

0000381107 Regionales Proseminar: Middle East Politics - SE
Standardgruppe (Participants: 0 / max. 22) ★
Requirements met
Lecturer: ...
Next Date: DI, 18.04.2023, 09:15 - 10:45
Übungsräum (6348EG004)
... show all

Seminar: Regional Geography of... ▾
Edit preference: low (radio button) high (radio button)
Save Deregister

Fig. 14

14. In a registration procedure (here in the example: "Proseminar Regionale Geographie") there are several courses for which seats are allocated together. Each course has at least one group.

You can now change your preference or the curriculum context here. You can also select other course groups or deregister from individual courses by unchecking the box next to the group you are registered for. Then click on "Save" (see fig. 14).

If you click on the "Deregister" button, you will be deregistered from ALL course groups for which you are registered.

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.