

Registering for Courses - via the Application "Courses"



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

Contents

1. [Registering for Courses](#)
2. [Deregistering from Courses or Making Changes to Your Registration](#)

1. Registering for Courses

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).

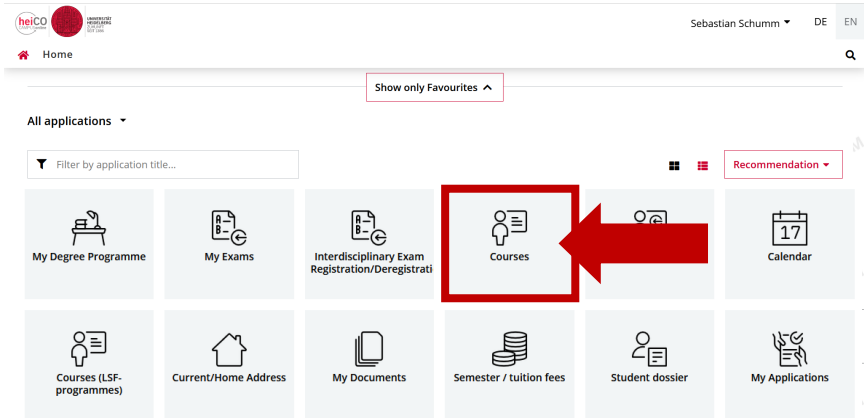


Fig. 1

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".

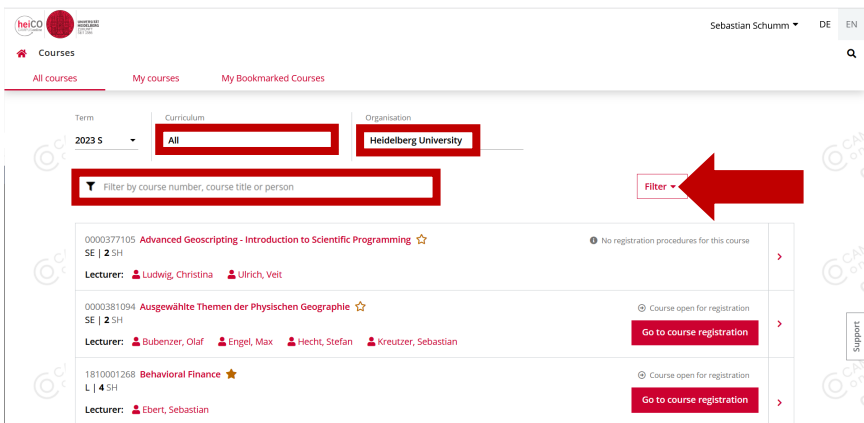


Fig. 2

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.

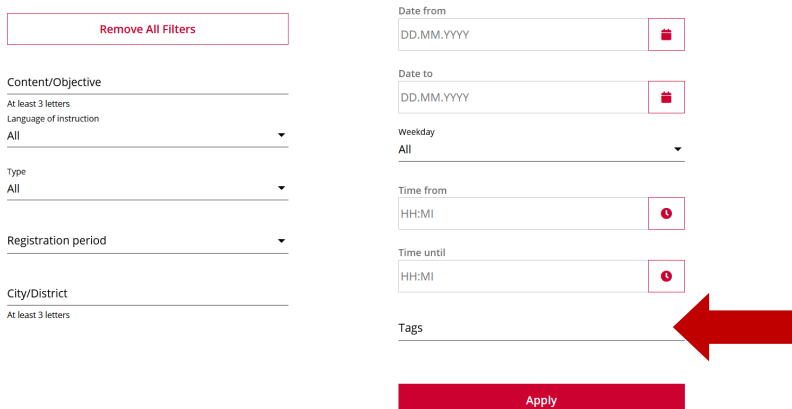


Fig. 3

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.

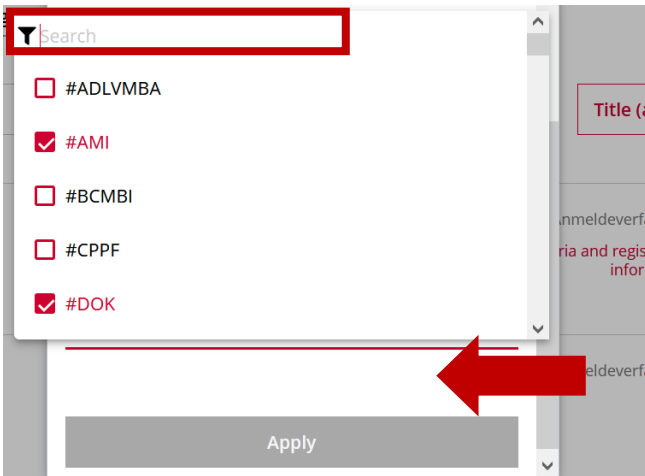


Fig. 4

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

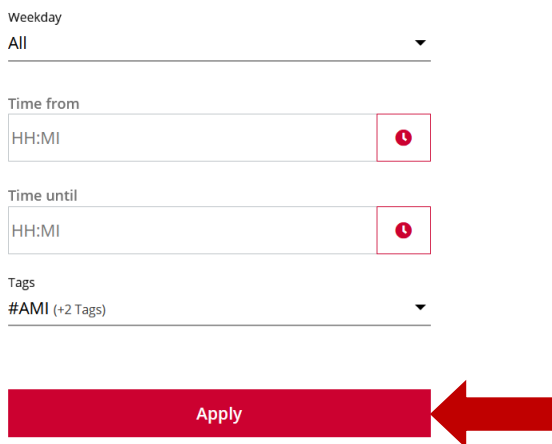


Fig. 5

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.

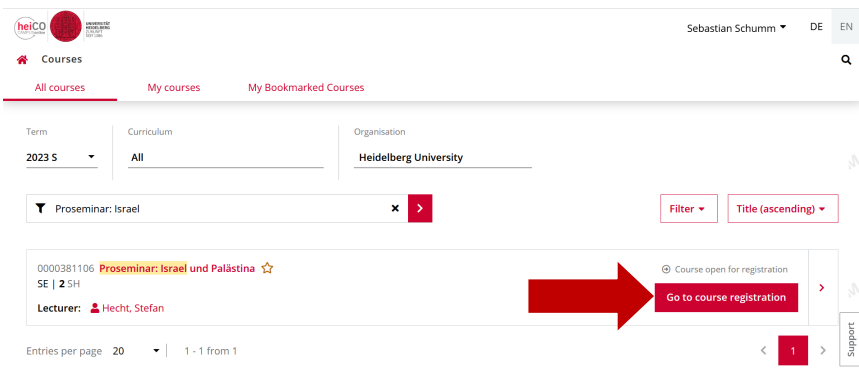


Fig. 6

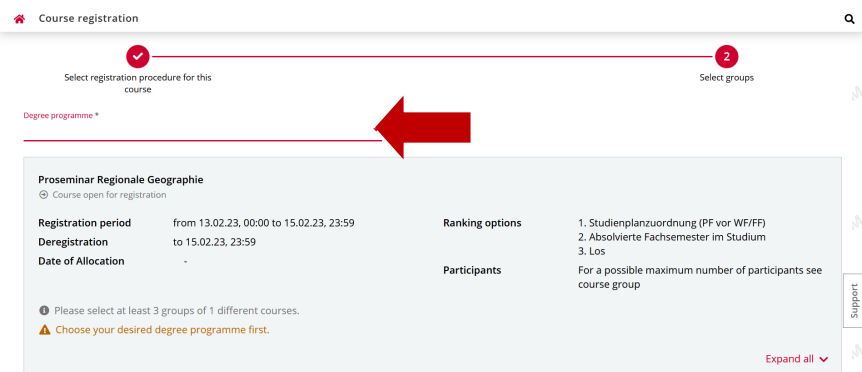


Fig. 7

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.

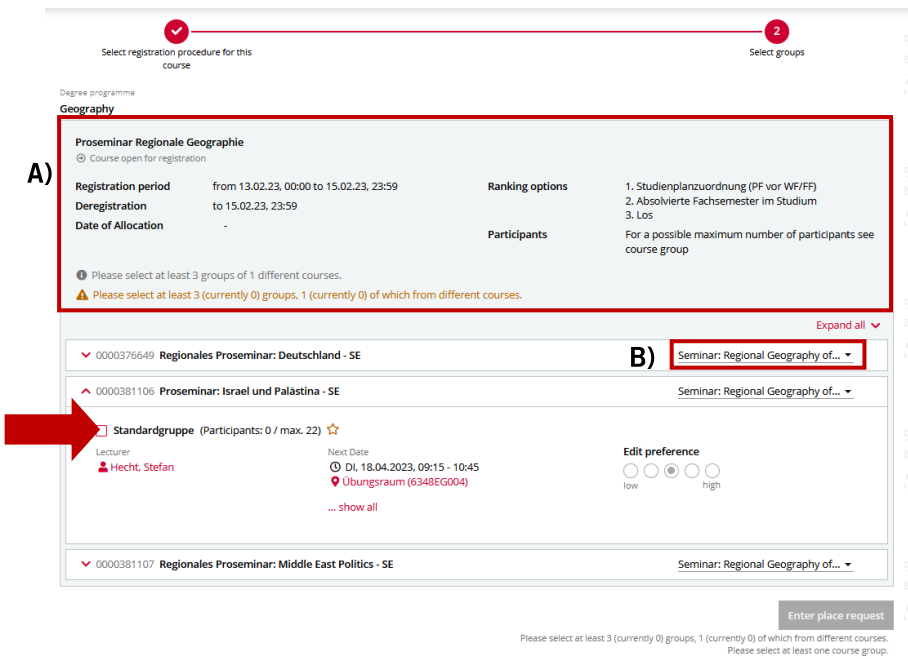


Fig. 8

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.

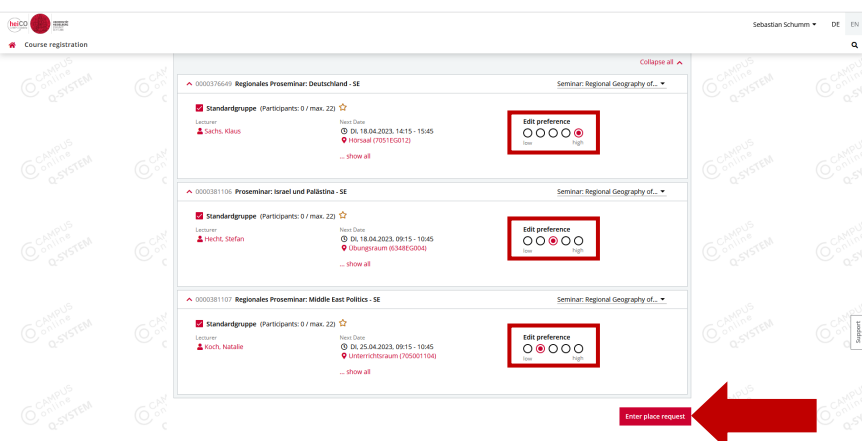


Fig. 9

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

Fig. 10

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

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

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).

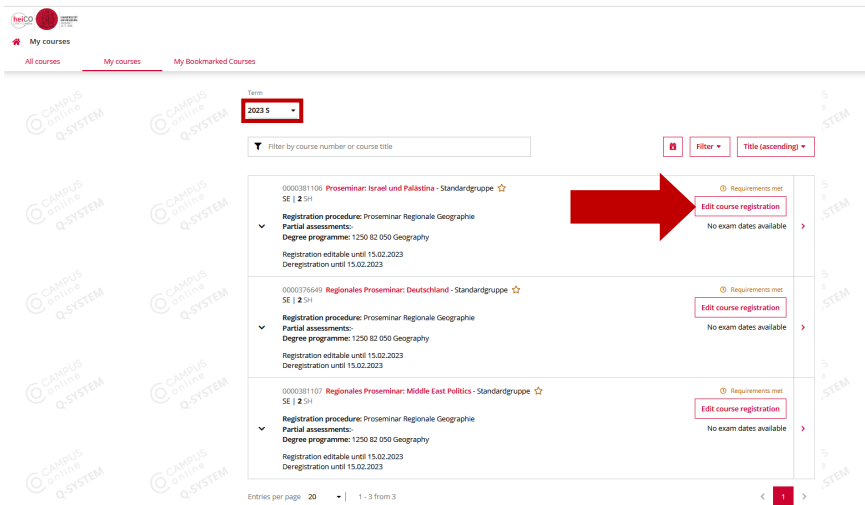


Fig. 13

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).

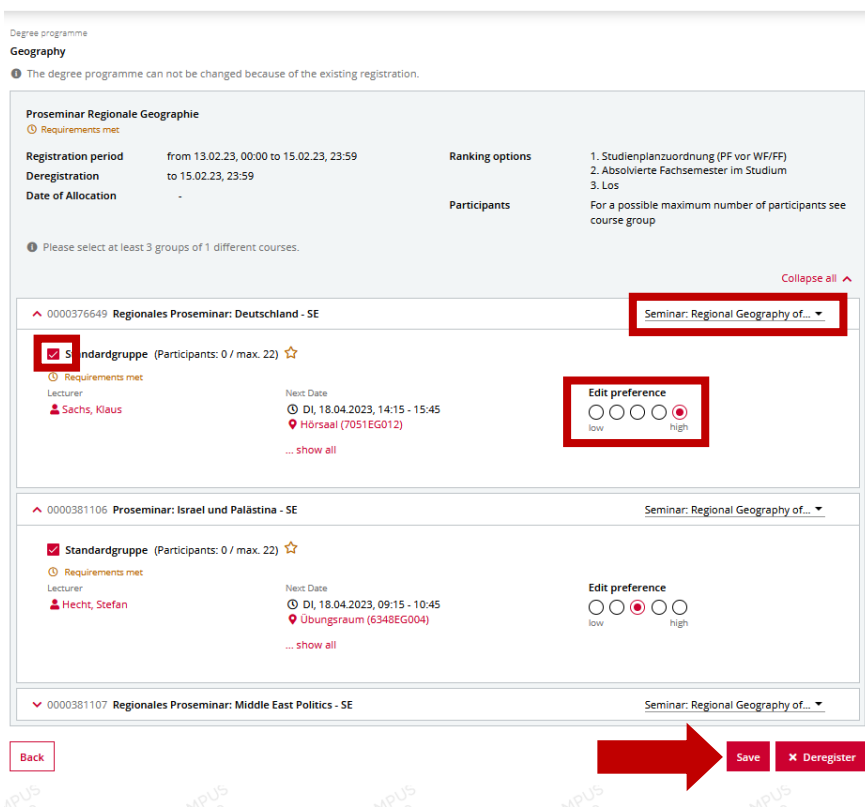


Fig. 14

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.