Registering for Courses

-

via the Application "My Degree Programme"

Contents

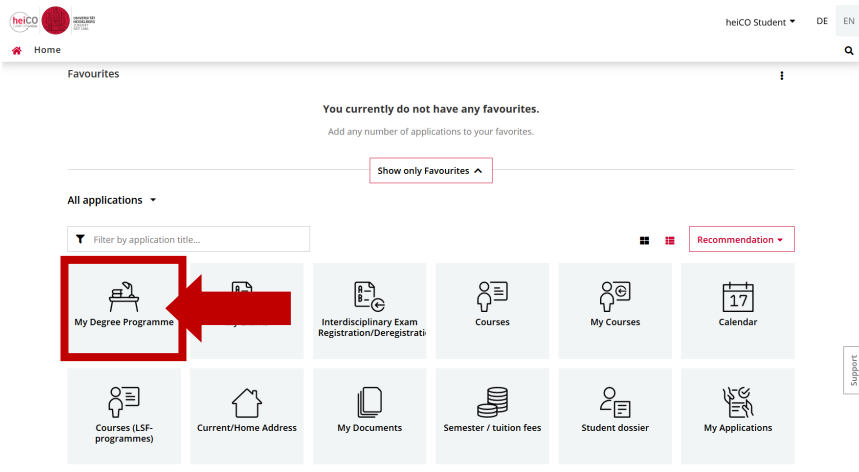# 1. Registering for Courses

Fig. 1

1. After logging in to heiCO, click on the "My Degree Programme" application on your personal homepage (see fig. 1).
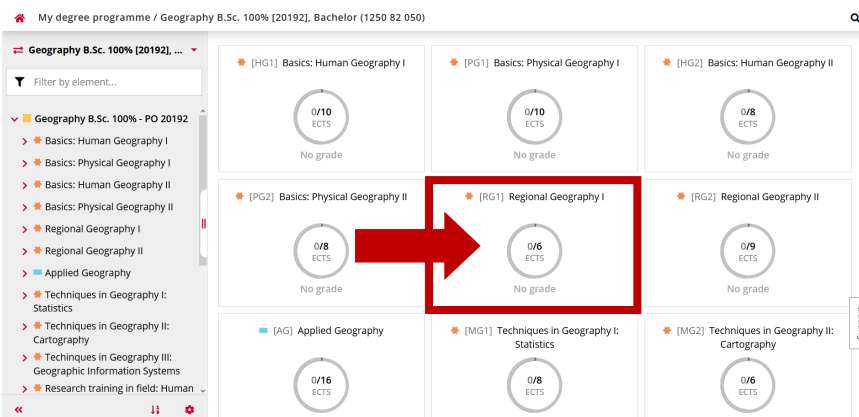You can find more detailed information on "My Degree Programme" here.

Fig. 2

2. In "My Degree Programme" you will be shown the contents of your degree programme in detail. Click on one of the tiles (see fig. 2) to get further information.
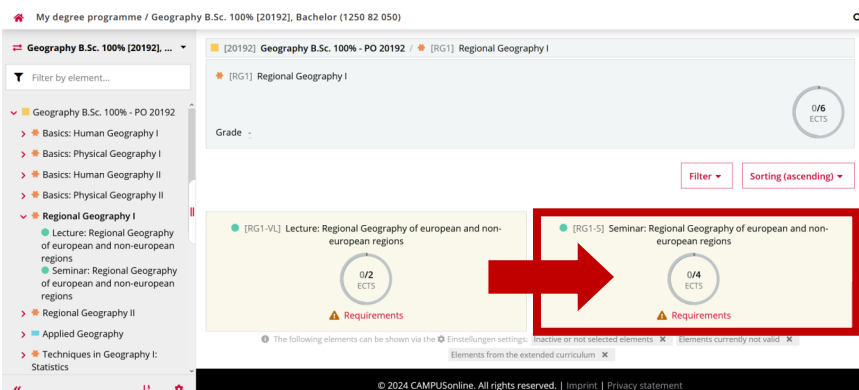

Fig. 3

3. Depending on the structure of your degree programme, the view may vary. In the example shown, you will see an overview of the courses that must be completed in the selected module from Fig. 2. Click on one of the tiles again (see fig. 3).
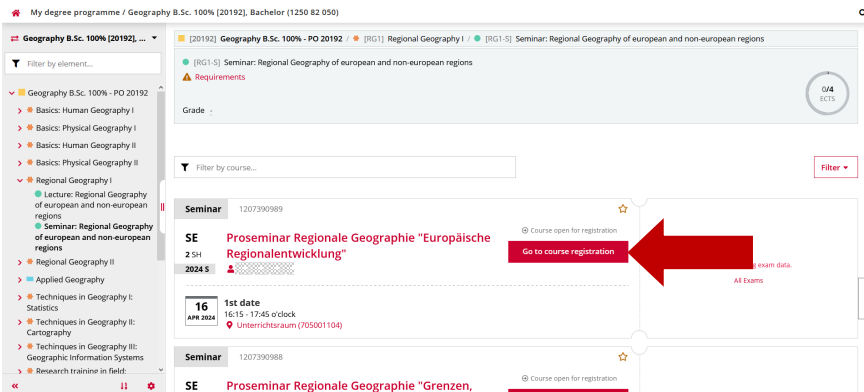
Fig. 4

4. You will now see the courses available in the current semester. Click on the button "Go to course registration" (see fig. 4) to register for your desired course.

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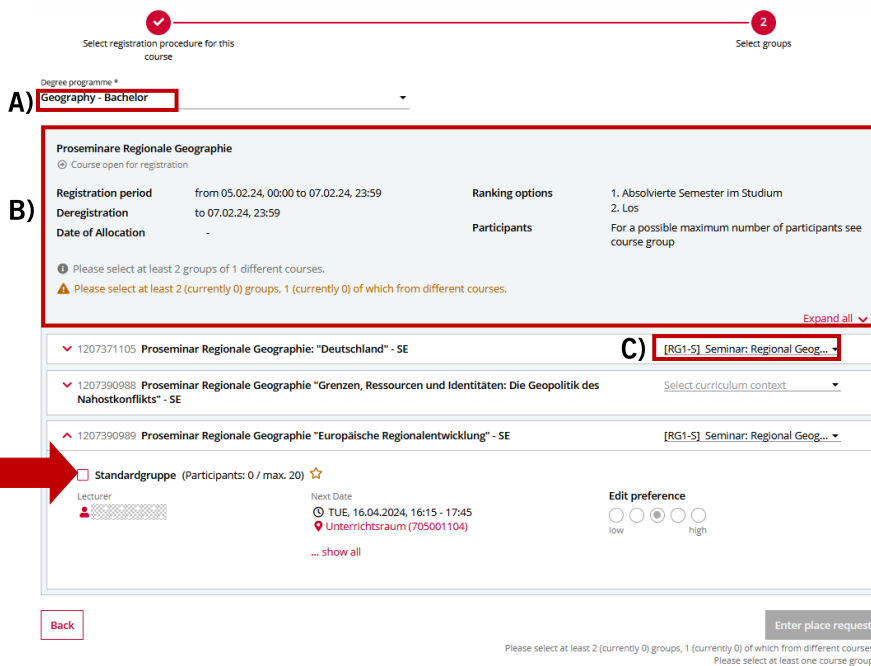

Fig. 5

5. Please make sure that you correctly select your degree programme (see fig. 5A) 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.
In Fig. 5B 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(s)(see fig. 5C).

Then select the groups of the desired course(s) according to the specifications by placing a tick in the respective box.
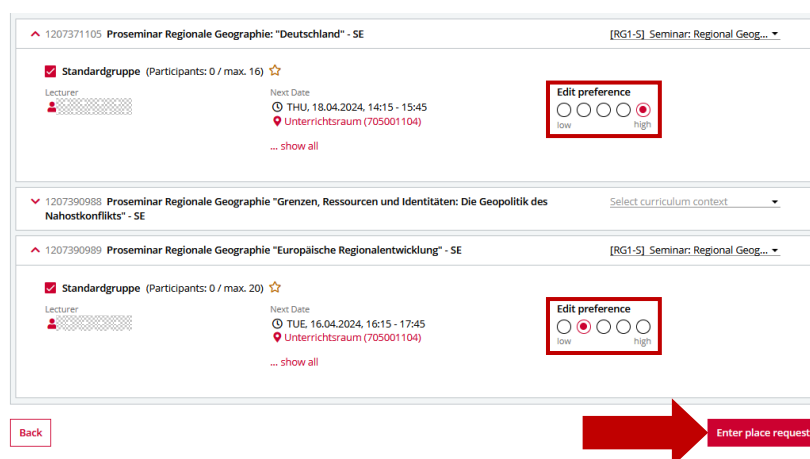

Fig. 6

6. After you have selected the desired groups, you can indicate your preference (see fig. 6). Then click on "Enter place request".

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

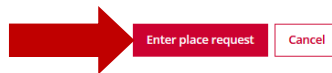|	
Name	heiCO Student
Selected degree programme	1250 82 050 Geography
Registration procedure	Proseminare Regionale Geographie
Course groups	Standardgruppe, Standardgruppe

Enter place request   Cancel

Fig. 7

7. Confirm your place request again after you have checked it (see fig. 7).

✓ Registration suceeded.

Degree programme
Geography - Bachelor

Proseminare Regionale Geographie
⏱ Requirements met

Registration period	from 05.02.24, 00:00 to 07.02.24, 23:59	Ranking options	1. Absolvierte Semester im Studium
Deregistration	to 07.02.24, 23:59		2. Los
Date of Allocation	-	Participants	For a possible maximum number of participants see course group

Collapse all ∧

∧ 1207371105 **Proseminar Regionale Geographie: "Deutschland" - SE**   [RG1-S]_Seminar: Regional Geog... ▾

☑ **Standardgruppe** (Participants: 0 / max. 16) ☆
⏱ Requirements met

Lecturer	Next Date	Edit preference
👤 ▨▨▨▨	⏱ THU, 18.04.2024, 14:15 - 15:45	○ ○ ○ ◉
	📍 Unterrichtsraum (705001104)	low high
	... show all	

∧ 1207390989 **Proseminar Regionale Geographie "Europäische Regionalentwicklung" - SE**   [RG1-S]_Seminar: Regional Geog... ▾

☑ **Standardgruppe** (Participants: 0 / max. 20) ☆
⏱ Requirements met

Lecturer	Next Date	Edit preference
👤 ▨▨▨▨	⏱ TUE, 16.04.2024, 16:15 - 17:45	○ ◉ ○ ○
	📍 Unterrichtsraum (705001104)	low high
	... show all	

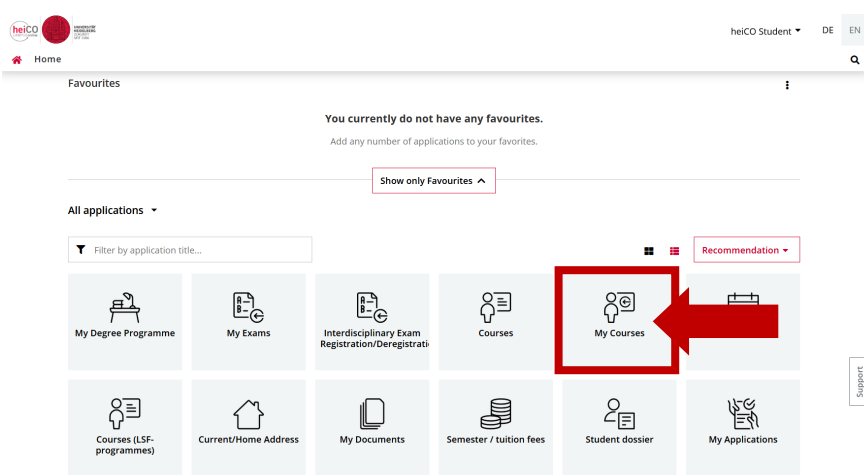Edit   All courses   My Courses

Fig. 8

8. You will now receive a message from the system that your registration has been successfully completed (see fig. 8).
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. 9

9. If you want to deregister from a course or select another group, you can do this via the application "My Courses" (see fig. 9).

Fig. 10

10. 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. 10).

Fig. 11

11. In a registration procedure (here in the example: "Proseminare 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. 11).
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.