Courses in TUMonline

Instructions for students

Content

1. General Information on Courses .................................................................2
2. Semester plan and schedule........................................................................3
3. Course Registration ....................................................................................6
   3.1. Course registration without degree program allocation ......................6
   3.2. Course registration through the degree program .................................8
   3.3. Explanations for displaying courses .................................................10
4. Calendar .....................................................................................................11
5. Help and Contact .......................................................................................13
1. General Information on Courses

- **Courses in TUMonline:**
  from summer semester 2010

- **Online activation period:**
  successively from mid-March 2010 (depending on individual departments)

- **Registration for a course (cf. instructions):**
  - initially without degree program allocation -> register using the button “Courses” or “Course Registration”
  - The courses will also be successively published in your degree program -> register using the button “Study status”

- **Possibility of course registration:**
  Courses are not available for registration by default. The decision depends on the chair or lecturer concerned.

- **Obligation to register for a course?**
  Once registration has opened, it depends on the organization concerned (faculty/chair/lecturer) whether registration is obligatory or binding for students. You will be notified accordingly.

- **Benefits of course registration:**
  - Automatic display of course dates in your personal TUMonline calendar
  - Download of documents for the course
  - Notification e-mail in the event of room/date changes
  - Use of mailing list

- **Exam registration:**
  Examination registration is a separate process! -> You will find the instructions at [http://www.it.tum.de/en/tumonline/studying/](http://www.it.tum.de/en/tumonline/studying/)
2. Semester plan and schedule

In the semester plan you will find the courses provided for your semester which form part of your degree. The schedule gives you an overview of the relevant dates.

Login and display of registration status

Display of curriculum

Display of semester plan

... by clicking on „Registration Status“ in your personal calling card

... by clicking on the name of your study programme

... by clicking on „Semesterplan“
Print out semester plan

... click on the clock symbol

... set print options

... and select view
Courses in TUMonline

Print out schedule

... click on calendar symbol

... and click on „print“

... select weekly schedule
3. Course Registration
You can register for courses either by means of a free search or via your schedule (if this has already been linked to the courses).

3.1. Course registration without degree program allocation

Search for course

Here you have three alternative options:
a) Via the institution in the navigation tree on the left or
b) Use the search function top right or
c) Use the button “Course registration” in your personal calling card
Register

Courses in TUMonline

... by clicking on "T" (green means: registration is possible; Grey means: registration is not possible)

... and clicking on "Register"

Kontakt: it-support@tum.de
3.2. Course registration through the degree program

Display study status

... by clicking on “Registration Status” in your personal calling card

Select curriculum

... by clicking on the number
Select course

... by opening curriculum

... and clicking on the course

Register

... by clicking on “Course registration”
3.3. Explanations for displaying courses

Display options:
- Academic year
- Semester
- Compulsory/elective subject
- Title/number

Semester, Time, Location

Titel, Details

„T“: participation
Lecturers

„P“: exam dates

„I“: more information (documents, links, …)
4. Calendar

The calendar automatically shows the courses and examinations for which you are registered. You can enter your own appointments in addition.

Display of calendar

... by clicking on „calendar“ in your personal calling card

Selection of week/month

Kontakt: it-support@tum.de
Calendar Settings

The settings will be displayed in all calendars shown in TUMonline.

Using iCal

You can export the calendar including settings using iCal: to do so, use the link “Export” or “Publish” at the top right.
5. Help and Contact

- IT-Support of the TUM:
  
  it-support@tum.de

- More information:
  
  http://www.it.tum.de/en/tumonline/studying/