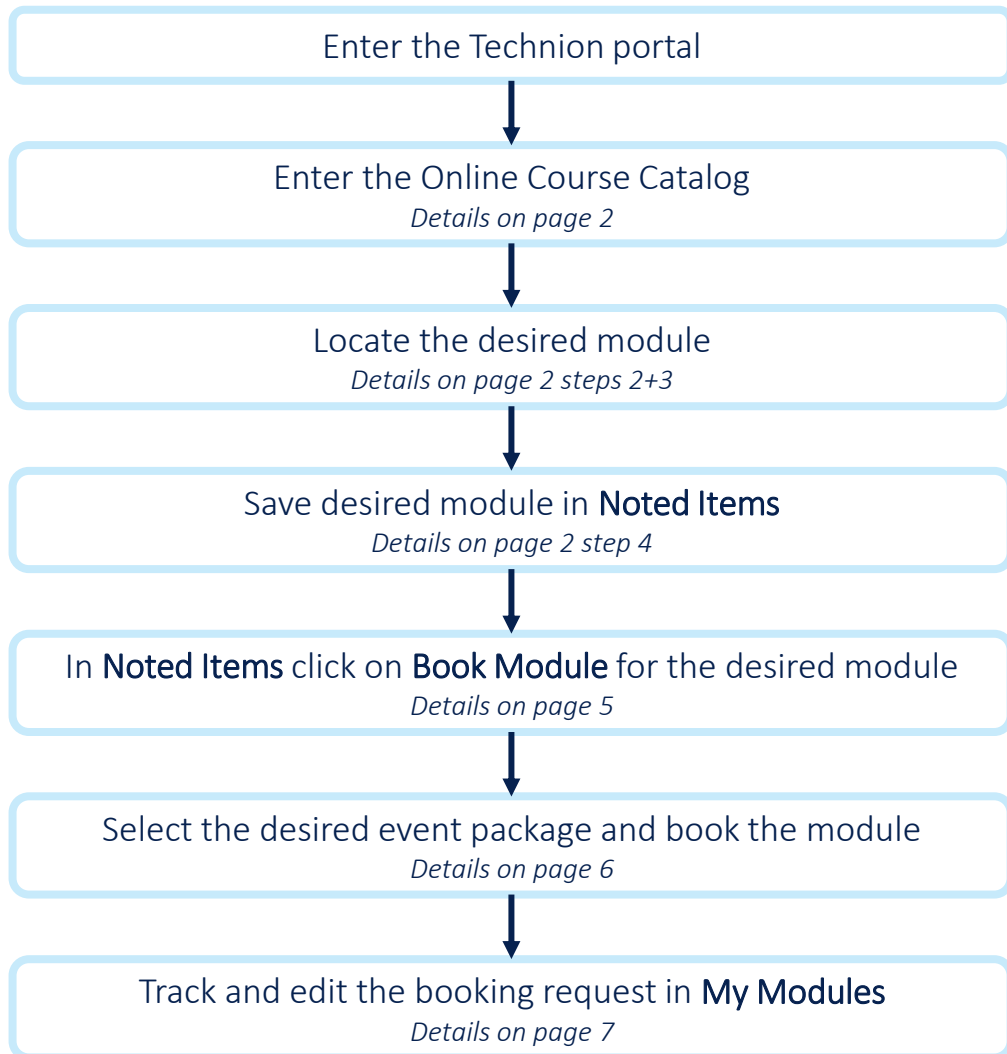




Course Registration Process

In the registration system, its possible to save courses prior to the booking window (details on page 7) and register to them once the booking window opens. Full details in the following manual.



Details regarding possible error messages during registration process are on page 9

Dictionary:

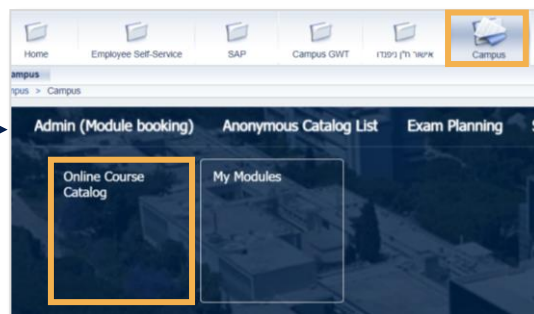
- **Event** – a meeting with a day and time (e.g., a lecture on Monday from 9am to 12pm)
- **Event package** – multiple events for which the student signs up at once (e.g., event package 11 consists of a lecture on Tuesday at 8am and a practice on Wednesday at 2pm. Students who book event package 11 will be registered for both meetings)
- **Items** – any component that makes up the schedule and can be noted (module, event, event package and exam)

Online Course Catalog

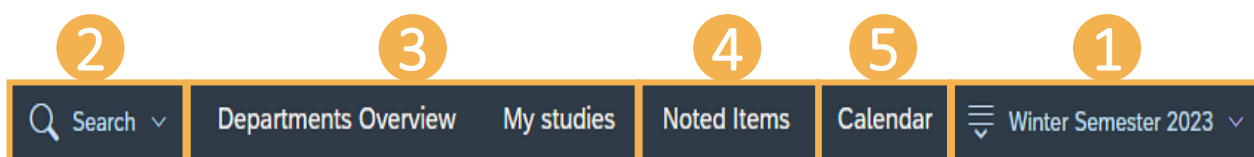


Entering catalog

In the student portal click on the tab **Campus** and then on **Online Course Catalog**.



Navigation bar:



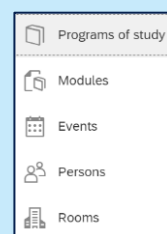
1 Select the desired semester. To change semester, click on **Winter Semester 2023** ▾

Search methods (steps 2 & 3)

To conduct a search, click on **Search** ▾, the following options appear →

After selection on of the options, more filters will be added accordingly.

2 Using the search option **Modules**, you can enter the module details page by clicking the module name. When searching using module id **Notice!**: the number **0** was added to the module id after 3 digits (e.g., before – 123456 after – 1230456).



Search criteria can be saved by clicking **Save** at the bottom of the screen.

3 To view modules by department, click on **Departments Overview**.

To view modules associated to my program/s of study, click on **My studies**.

4 If there is an item that you would like to save to view/book later, you can save by clicking the pin **Pin** next to the wanted item. To un-pin the item click on **Unpin** next to the item. To view all the saved items, click the tab **Noted Items**.

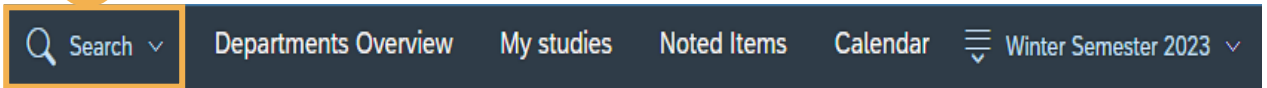
5 Click the tab **Calendar** to view saved and booked items in a calendar display.

Recommended Schedule



Recommended schedule is a tool that assists in scheduling courses by semester

1



1

Click on **Search** and select the search option  **Modules**

The screenshot shows the Recommended Schedule tool interface. On the left is a search and filter sidebar, and on the right is a table of 19 modules. Callout 1 points to the 'Search' button in the navigation bar. Callout 2 points to the 'My studies' checkbox in the filter sidebar. Callout 3 points to the '2022 Computer Eng.(Electrical)' dropdown in the filter sidebar. Callout 4 points to the '3 Semester' dropdown in the filter sidebar. The table lists modules with columns for Academic Level, Category, Department, and Credit.

Module Name	Academic Level	Category	Department	Credit
Combinatorics for Cs	Undergraduate	Course	Faculty of Computer Science	3
Complex Functions a	Undergraduate	Lecture	Faculty of Mathematics	2.5
Data Structures 1	Undergraduate	Lecture	Faculty of Computer Science	3
Digital Systems and Computer Structure	Undergraduate	Course	Electrical & Computer Engineering	5
Discrete Mathematics Ee	Undergraduate	Course	Electrical & Computer Engineering	3

2

To customize module list according to your program of study mark in **My Studies**

3

Select the wanted year's catalog

4

To view module list by recommended semester, select the wanted semester

Online Catalog Directory



Calendar

Search ▾ Departments Overview My studies Noted Items **Calendar** ▾ Winter Semester 2023 ▾

In the calendar the saved and booked items are displayed.

The calendar can be used as a planning tool for the following semester.

To view the calendar, click on **Calendar**

- 1 The display can be changed by clicking **Month** **Week** **Day**
- 2 To view the legend, click on
- 3 In settings items can be filtered by status and the calendar can be exported to OUTLOOK
- 4 Overlapping events can be viewed by clicking on **Overlaps**
- 5 Click on **Edit** to remove saved items
- 6 Click an event to view further details about the event such as room, lecturer etc.
Notice! Check the exam's assigned room three days prior to the exam

Course registration



Notice! Check the booking windows prior to booking a module.

To book a module, you must first save it in **Noted Items** (see page 2 step 4).

Search ▾ Departments Overview My studies **Noted Items** Calendar Winter Semester 2023 ▾

Click the tab **Noted Items**

Clear noted items list Search for modules, event package...

Module	Event packages/examinations
Winter Semester 2023	
ADVANCED METHODS FOR CANCER THERAPY SM-03380003	
Advanced Organic Physical Chemistry Laboratory SM-01260902	REQUESTED

1 To book a module click on in the row of the desired module

If you are registered to more than one program of study, the following dialogue will appear:



Select context

Further information is required to process your request. Please select the degree programme.

Program of study:

PHD IN BIOLOGY ▾


Confirm Cancel

Select the relevant program of study by clicking and then click on

Process continues in following page

Course registration



2 Clicking on  the following pop-up will appear:

Book Event Package



Calendar


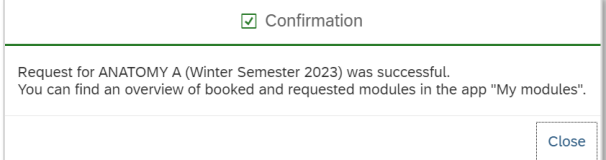
ANATOMY A (SM-02740257)

SE011 ANATOMY A (02740257-011) max. Places 9999
Booked 1

Event	Event Type	Persons	Schedule	Room
LAB ANATOMY A (LB-11)	Laboratory		We 17:00-20:00	027-0006
LEC ANATOMY A (L-10)	Lecture	ALEXNDER KISHONY	Mo 08:30-11:30, We 14:30-16:30	027-0011

SE012 ANATOMY A (02740257-012) max. Places 9999
Booked 0

3 In this window, select the event package you would like to book using  .
To view event details included in the package click on  .
After selecting the desired event package, click on .

4 A confirmation will be received:  

5 The status **Conditional Registration/Requested** will be added to the module. **Notice!** This status is not final. Check booking status the following day in **My Modules** (details next page)

Undergraduate statuses:

- **Conditional Registration** – booking awaiting approval

Graduate statuses:

- **Requested** - booking request submitted
- **Approved by advisor and forwarded to faculty**
- **Approved by faculty**

General statuses:

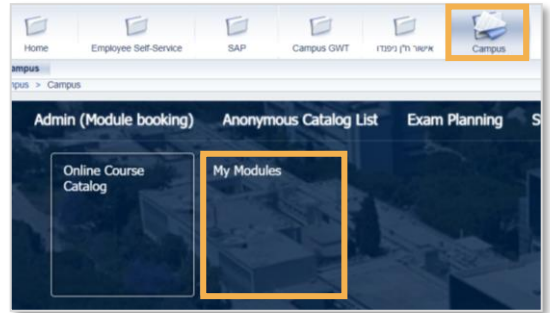
- **Formally Registered** – registration is completed
- **Withdrawn** – student cancelled booking request
- **Booking Cancelled** – staff cancelled booking request
- **Completed With Success**
- **Completed Unsuccessfully**



My Modules

In My Modules bookings can be tracked and edited

Enter My Modules
In the student portal click on the tab **Campus** and then on the block **My Modules**



In this screen the requested modules and their status are shown

Booking Windows 2

Module	Status	Cancel
2023-2024 Winter		
ANATOMY A (SM-02740257) CP: 6	WITHDRAWN	>
Statistics (SM-00140003) CP: 3	REQUESTED	1 >
Adv. Org. Physical Chem. Laboratory (SM-01260902) CP: 3	REQUESTED	3 >
ALGEBRIC METHODS FOR DATA SCIENCE (SM-00950296) CP: 4	FORMALLY REGISTERED	>

1 To withdraw booking request click

To view booking window details, click on **Booking Windows**.
Booking windows will be displayed by semester. Booking window example:

2

Booking Windows

Window	Begin Date	Begin Time	End Date	End Time
2023-2024 Winter				
Graduate	Wed, 01.05.2024	12:00	Sun, 30.06.2024	20:00
Graduate Change Period	Mon, 01.07.2024	03:00	Wed, 31.07.2024	02:59

3 When a booking row is clicked, another window opens with booking details

My Modules



After clicking one of the booking rows, the following screen will be displayed:

Event	Persons	Times	Room
50055675			
LEC ALGEBRIC METHODS FOR DATA SCIENCE (L-10)	CHEN PELEG-LOTEM	to 23.01., Tu 08:30-11:30	009-0112
50055676			
PRAC ALGEBRIC METHODS FOR DATA SCIENCE (P-11)	LUDWIG MATUTYHAHO-AYAL	to 23.01., Tu 16:30-18:30	009-0214

List of requested modules

Selected booking details. Click > to view event package details

1

Event package can be changed by clicking on **Change event package**.
The following pop-up will appear:

Event	max. Places	Booked
SE011 ALGEBRIC METHODS FOR DATA SCIENCE (00950296-011)	9999	2
SE012 ALGEBRIC METHODS FOR DATA SCIENCE (00950296-012)	9999	0
SE013 ALGEBRIC METHODS FOR DATA SCIENCE (00950296-013)	1	0

2

Select the desired event package with and click on **Book event package**.
The following confirmation will be received:

You have successfully changed the booked event package.

Possible Error Messages



Error Message	Meaning
Booking not allowed for master students	Master students cannot register
Booking not allowed for PhD students	PhD students cannot register
Program type does not match	The module is designated to certain programs of study
Event package capacity full	The selected package is at full capacity
Module has already been successfully passed!	Module was studied in a previous semester and received a passing grade
Special relationship already booked	You are registered to a module with a special relationship to this module
Booking window is not open	Registration is currently unavailable
Cannot be booked due to program of study	The module is designated to certain programs of study
Maximum credits exceeded	You are already registered to the maximum amount of credits
Too many modules of General Studies	You are already registered to the permitted number of general studies
Repetition only possible within 2 semesters	Improving module grade is possible only within two semesters
Cannot book more than one sport module per semester	You are already registered to a sports module
Cannot book due to payment problem: Please Contact Accounts Department	
Cannot book due to academic problem: Please Contact the faculty	
Cannot be booked: - GR level cannot be booked!	Module is designated to Graduate students
Cannot be booked due to missing declarations	You haven't yet submitted your health declaration
Event package is not eligible for your program of study	The event package you have selected is designated to another program
No event packages available	If you would like to register, contact the relevant faculty