Course registration and creating a personal timetable for students

All courses offered at the University of Stuttgart are listed in C@MPUS. You can search for specific courses, view the specific dates and locations of a course, as well as register for courses and thus compile a personal timetable.

Table of Contents

When and why should you or do you need to register for a course in C@MPUS? ............ 2
Finding courses: Different ways to find a course .......................................................... 3
Course registration ........................................................................................................ 10
Manage your course registrations and deregistration .............................................. 13
Interdisciplinary Key Qualifications: Prioritization of Course Place Requests ........ 14
My Calendar and personal timetable ........................................................................ 16
Bookmarked courses .................................................................................................. 17
Support ....................................................................................................................... 18
Good to know and FAQ .............................................................................................. 18
When and why should you or do you need to register for a course in C@MPUS?

Requirements for course registration

To be able to register for a course in C@MPUS, you must be logged in. After logging in, please select the user profile Students, if necessary.

Course registration is only possible if you are enrolled in the corresponding semester and are not on leave. If necessary, check your re-registration status in the application My Student Files. Please see the Good to know and FAQ section, in case you have problems with registering for a course.

Advantages of a course registration

If you register for a course in C@MPUS, you will have the following advantages:

- Your course registrations will automatically be transferred to the corresponding ILIAS courses.
- You will be notified via email of any changes regarding your courses.
- You can access a personal schedule of your registered courses in C@MPUS.
- You can subscribe to your personal timetable in C@MPUS.
- The lecturers of the course can contact you by email.

For some courses, an (additional) registration elsewhere may be necessary. Please pay attention to information in the field Note for the respective courses.

Mandatory course registration

Whether course registration is mandatory depends on the specific course.

- Registration is mandatory for courses with limited places, especially for Interdisciplinary Key Qualifications (SQ), SQ courses related to Aerospace Engineering, and for courses offered by the Language Center.
- For all courses where an ILIAS course is available, it is recommended to register so that you are also registered in the ILIAS course.
- Registration is voluntary for lectures and other open courses.

In most cases, you will also find information about this in the field Note in a course. If you are unsure, please contact your academic advisors (e.g. Degree Program Manager) or the lecturer(s) of the course.
Finding courses: Different ways to find a course

Semester plan: Courses for a specific semester

The Semester plan displays recommended courses for a specific semester or shows course offerings for winter or summer semesters respectively (e.g. in the case of Interdisciplinary Key Qualifications).

The Curriculum view is recommended for students in a higher semester of study or students in master’s degree programs. Courses for these students often cannot be matched to a recommended semester. It is therefore possible that these courses, or possibly the entire semester, are missing in the semester plan view.

In C@MPUS, open the application My Degree Program.

The header bar displays your study program. If you are enrolled in a combined degree program or in several degree programs at the same time, you can select the desired degree program via the button Show my degree programs.

Switch to the tab Semester plan.
Recommended courses for a specific semester of study

In the semester plan, click on the desired semester and the modules listed therein. A blue circle with the letters “LV” (Lehrveranstaltung = course) indicates a course. A green circle with the letter “T” (Termin = date) indicates that a course exists for which you can currently register.
Interdisciplinary Key Qualifications (SQ)

Interdisciplinary Key Qualifications (SQ) are listed separately in the semester plan.

Click on the desired category (Interdisciplinary Key Qualifications winter semester, summer semester or every semester). A green circle with the letter “T” indicates that a course exists for which you can currently register. Unlike other courses, SQs can be found directly under the examination node (red circle with “P”, Prüfung = examination).

Click on the clock or calendar icon next to the respective SQ category to get a quick overview of which courses are currently offered.

Curriculum: Structure of examination regulations

The tab Curriculum displays the structure of examination regulations of a degree program.

In C@MPUS, open the application My Degree Program.
The header bar displays your study program. If you are enrolled in a combined degree program or in several degree programs at the same time, you can select the desired degree program via the button **Show my degree programs**.

Switch to the tab **Curriculum**.

**Courses**

Click on the nodes of the examination regulations and the modules listed therein. A blue circle with the letters “LV” (Lehrveranstaltung = course) indicates the courses. A green circle with the letter “T” (Termin = date) indicates that a course exists for which you can currently register.
Interdisciplinary Key Qualifications (SQ)

Click on the desired category (Interdisciplinary Key Qualifications winter semester, summer semester or every semester). A green circle with the letter “T” indicates that a course exists for which you can currently register. Unlike other courses, Interdisciplinary Key Qualifications can be found directly under the examination node (red circle with “P”, Prüfung = examination).

Course catalog and search options

A number of filter options are available to help you find courses that meet specific criteria.

In C@MPUS, open the application Course Catalog.

You can also open the application My courses and switch to the tab All courses.
The following filter options can be used to search the course offerings:

- **Term:** Each course is assigned to a specific semester. The current semester is preselected; however, you can also browse past or future semesters (if courses have already been planned).
- **Curriculum:** By clicking the selection field, a funnel icon appears. By default, the drop-down list shows all degree programs (for combined degree programs, both the individual subjects and the combination) in which you are or were enrolled in the selected semester. In the section “Further Curricula”, all active study programs of the university are shown. By entering keywords, e.g. “Chemistry”, you can filter the list.

According to the selected curriculum, only those courses that belong to the modules of the respective degree program are displayed, i.e. the same courses that you can also see in the curriculum view in the application My Degree Program are shown.

- **Organization:** Each course is assigned to an organization. Courses can be offered e.g. by faculties, institutes, chairs or departments. When selecting an organizational unit, only those courses are displayed that are offered by the selected organizational or subordinate organizational unit. The University of Stuttgart is preselected as root organization.
By clicking the selection field, a funnel icon appears. By entering keywords, e.g. “Historisches Institut”, you can filter the list.

Many (but not all!) Interdisciplinary Key Qualification courses are assigned to the organizational unit “404321 Interdisciplinary Key Qualifications”.

- You can define additional filter criteria using the button Filter on the right side:

You can use the Category filter, for example, to search for available/non-available “Online Courses” and available/non-available “On-site Courses”.

- In addition, it is possible to filter all courses by course number, course title or person (lecturer).

The course numbers of many (but not all!) SQ courses start with 9x (with x=competence area, e.g. 01 for competence area 1). If you enter e.g. 91 in the search field and then sort the search results by number in descending order, these SQ courses will be listed at the top of the result list.

- The various filter and search options can be combined as desired.
- You cannot use the course catalog filter options to get a recommended course list (e.g. compulsory modules). Please use the tabs Curriculum or Semester plan in the application My Degree Program to receive this kind of information.
In the result list, you can see the 9-digit course number, the title of the course and the lecturers. The type of course (e.g. L = lecture) and the duration (SH = semester hours) are indicated in abbreviated form. For a course description and further information, click on the arrow in the right margin.

Course registration

Once you have found the desired course, please use the following step-by-step guide to register for it. (How to find courses is described in the section Finding courses -- Different ways to find a course.)

1. **Opening the registration mask:** Course registration via the application My Degree Program (Semester plan or Curriculum): Click on the green arrow to open the registration mask.

   ![Course registration mask](image)

   Alternatively, you can open the application Course catalog and click on the button Go to course registration.

   ![Course catalog](image)
2. **Selection of the contexts of the curriculum version (SPO-Kontext):** Please select your degree program and curriculum version. Then click **Continue.**

Selecting the correct context of the curriculum version is relevant for the SQ allocation procedure. A wrong selected curriculum version may affect your ranking position and may cause difficulties in the grading procedure. Please pay attention when registering for the course. **Please do not use the free registration for Interdisciplinary Key Qualifications (SQ).**

For other courses, the (correct) curriculum version is not relevant until exam registration.

3. **Group selection:** If there are several groups for one course, you must select the desired group. You can only register for one group. Click **Register.**

**Group selection for Interdisciplinary Key Qualifications (SQ):** When registering for Interdisciplinary Key Qualifications, please select the SQ group. The SQ group is the one that shows **FUE_SQ** in the column “Ranking system” (independent of the name of the group).
Course groups usually differ in terms of time/place and lecturers. However, the registration conditions may also be different (e.g. registration deadlines or certain restrictions). For more information on course groups and registration conditions, please see the section Good to know and FAQ.

For courses where participants are not divided into groups (e.g. lectures), a so-called “Standardgruppe” (standard group) is available for course registration. This is due to technical reasons.

4. Confirm the registration by clicking OK.

The course will automatically be added to your personal calendar in C@MPUS. You can see for which courses you have already registered in the My Courses application.

In case a course registration is not possible, please have a look at the Good to know and FAQ section before contacting the support.
Manage your course registrations and deregistration

My Courses

In C@MPUS, open the application **My Courses**.

You can use the drop-down menu “Term” to view course registrations from previous semesters.

Deregister or re-register existing course registrations

In C@MPUS, open the application **My Courses**.

Click on **Edit course registration** to go to your registration details and the list of course groups. Here you can deregister or re-register to another group within the course.
There is a deadline for deregistration. Deregistration is only possible until the end of deregistration period. Reregistration is also only possible in a fixed time window.

**Interdisciplinary Key Qualifications: Prioritization of Course Place Requests**

For a fair distribution of available Interdisciplinary Key Qualification (SQ, also FÜSQ or FUESQ) courses across the university, there is an automatic allocation process. To participate in the allocation process and receive a place, you must register for the desired SQ course during the SQ registration period (as described in the section course registration).

The SQ course registration is also called “Course Place Requests”. You can submit any number of requests (i.e. course registrations for SQs), but you can only receive a maximum of two places per semester. You can prioritize your course requests, in order to obtain a place for your desired SQ and, at the same time, be able to keep the possibility for a place allocation in another SQ course.

If you have been allocated one or two SQs, you will be informed by email. You will not receive any information if you did not get a place.

The Center for Higher Education and Lifelong Learning (ZLW) coordinates SQ course offers. Further information from the ZLW on SQs, in particular on registration and allocation periods, can be found on their German website Fachübergreifende Schlüsselqualifikationen (FÜSQ).

For further information on the criteria for the SQ allocation process, please see the section Good to know and FAQ.

**Prioritization of Course Place Requests**

In C@MPUS, open the application **Course Place Requests**.
This application shows all SQ course place requests. By changing the numbers or by using the drag and drop feature, you can change the prioritization order. The first (top) course will be prioritized the highest in the allocation process. After making changes, please do not forget to save your changes. The header bar displays the prioritization period.

Deregistration from a SQ course

Please deregister from SQs that you do not wish to attend in due time. These places can be allocated to other students.

To withdraw from a SQ, please proceed according the steps in the section Manage your course registrations and deregistration.
My Calendar and personal timetable

In C@MPUS, your appointments for registered courses are displayed in a personal calendar as well as in a personal timetable.

Open the application **My Calendar**.

After opening the application, you can see your current appointments.

Please use the drop-down menu on the left to select the “weekly schedule” view. It will display the course registrations of the respective semester as a timetable (personal appointments are not considered in this view). You can use your personal timetable to check, for example, if courses are overlapping.
More features of your personal calendar:

- **Personal appointments**: You can add new personal appointments that are only visible to you.
- **Export and Publish**: To transfer appointments to other devices or software, you can export the appointments or generate a URL for a subscription.
- **Settings**: There are more settings available, for example: You can select cancelled appointments or bookmarked course groups. It is also possible to change the minimum number of weekly repetitions necessary for the course to be displayed in your timetable.

**Bookmarked courses**

Bookmarked Courses can be found in the application **Course catalog** or **My Courses** in the tab **My Bookmarked Courses**.

A bookmarked course is not the same as a registration. You neither have a confirmed place (for courses with limited access), nor do you have access to the associated ILIAS course. However, you can display bookmarked courses in your calendar in order to organize your schedule. You can bookmark several groups of one course.

You can bookmark a course by clicking on the star in the course list.

Bookmarks for individual groups can be set in the “Dates and Groups” section in the course details.
Support

If you have any problems, questions or ideas for improvement, please contact support@campus.uni-stuttgart.de

Good to know and FAQ

Unsuccessful Course Registration

Unsuccessful course registration can be due to various reasons:

- **Registration period**: Registration is not possible because the registration period has not yet started or has already ended. In the tabs Curriculum or Semester plan, the following icons are then displayed instead of the green registration arrow:

  ![Course registration is not yet open](image)

  ![Course registration is already closed](image)
Inactive registrations are displayed in the course list as follows:

**Course registration is not yet open:**

**Course registration is already closed:**

- **Registration requirements**: Registration is not possible because of specific requirements. Course registration is only open to certain degree programs. This applies, for example, to registrations for **Interdisciplinary Key Qualifications (SQ)**. It can also be possible that there are special registration requirements in some course groups. Please see section **Additional information about course groups**.

- **Re-registration status**: In order to register for courses, you must be re-registered for the corresponding semester. In addition, you must not be on leave. If you are not re-registered or on leave, **C@MPUS** will display the note “You are currently not registered to a degree program, you cannot register for a course."

You can check your current enrolment status in the application **My Student Files**.

**Course registration and waiting lists**

If the number of participants is limited and the maximum number has already been reached, registration on a waiting list may be possible. For some courses, registration is only possible on the waiting list; in this case, the lecturers themselves usually allocate places manually.

If places (confirmed places) become available, moving up from the waiting list can take place automatically or the lecturers must do it manually.

The waiting lists of the individual groups are independent of each other. This means that there is no automatic registration (re-registration) from the waiting list of one group to a place that has become available in another group.

You will always receive an automatic email if you move from the waiting list to the participation list, or if you have been registered or re-registered for a course by a third party.
Additional information about courses

Additional information about a course can be found in the course overview and description:

- Persons involved, course language(s), course content and objective
- Course categories such as online, on-site, available, not available
- Dates and groups
- Status within the curriculum for both your degree program as well as for other degree programs

In this area you can use the button Go to course registration to register for a course.

In the C@MPUS application Course catalog, you can access course details by clicking on the arrow on the right side.

In the application My Degree Program, you can access course details by clicking on the name of the course:

Additional information about course groups

You can use the button View course registration details (it is visible when registration has expired) to find the following data on groups of one course:

- Notes about the groups
- Restrictions to certain degree programs
- Ranking system (if places are limited)
- Maximum number of participants and current number of registrations
- Registration and deregistration deadlines
- Column Web indicates whether an online registration/deregistration is possible or not
- Time and place of the first session
- Lecturers and other persons involved
Interdisciplinary Key Qualifications: Allocation process and ranking system

The ranking system for the allocation process is necessary to distribute the available courses as fairly as possible. Each student can receive a maximum of two SQs per semester and degree program, regardless of how many course requests are available.

The following criteria are taken into account by C@MPUS in the ranking system:

1. Missing credits: Preference will be given to students who have not yet earned all credits in a competence area.
2. Repeaters receive lower rank: Students who had been offered a confirmed place in the previous semester, but who have not deregistered correctly, will be ranked lower.
3. Completed semesters: The number of semesters a student has completed within a degree program (course of study).
4. Prioritization of course place requests: Ranking based on your prioritization of course place requests.
5. Unsuccessful course place requests in previous semesters: Ranking based on the ratio of open course place requests in previous semesters (ratio of open course place requests to the number of possible course place requests in all semesters regarding the course context; averaged over all semesters in which the course context was offered).
6. In case of equal values, the decision is made by lot.

Other frequently asked questions about Interdisciplinary Key Qualifications (SQ)

- **Can I specify how many SQs I would like to take?** No, you cannot specify it. If you would like to take only one SQ, but have been allocated two SQs, please deregister from the SQ you do not wish to take. This place can then be allocated to other students.
- **I cannot register for an SQ!** Registration for Interdisciplinary Key Qualifications is only possible for students whose degree program includes the respective key qualifications. Not all SQ competence areas are intended for all degree programs. Some of the courses can also be taken outside your curriculum, e.g. courses offered by the Language Center. Please contact the respective department for further information.
SQ courses related to the discipline: Aerospace Engineering

The procedure for SQ courses that relate to the discipline ("fachaffine Schlüsselqualifikationen") corresponds to that for Interdisciplinary Key Qualifications. Registration and allocation periods are identical. Course registration also is possible at the examination node.

Course place requests can be prioritized. The ranking system and the allocation process are carried out simultaneously, but independently of each other.

- The ranking procedure is called “FAF_SQ_LRT“.
- **Semester plan**: The courses are listed as “fachaffine Schlüsselqualifikationen” (subject-related SQs) in the semester plan.
- **Curriculum**: Students of the Master’s degree program Aerospace Engineering can find the subject-related SQs in the Curriculum: Elective modules → Supplementary modules → Subject-related SQs.
- For some subject-related SQs, a blue circle with “LV“ appears in addition to the red one. Please ignore the blue circle and please register via the red examination circle.

Additional frequently asked questions

- **What does the message "0 of X nodes completed" mean?** The message “0 of X nodes completed” might appear in the application *My Degree Program*. It means that a recalculation of the curriculum results (SPO) is currently running and will block you from working with either the semester plan or curriculum. The recalculation might take a few minutes. Course registration via the course catalog can still take place.
- **How do I register for ILIAS courses?** A course registration in C@MPUS will automatically be transferred to ILIAS. Please register for the course in C@MPUS. Your registration should be transferred to ILIAS within the next day.