



Introduction to RWTHonline for Students

RWTHonline – RWTH's Campus Management System for Organizing Studies and Teaching



You can find a PDF version of this introductory presentation in the [RWTHonline documentation portal](#).

Welcome to the Introduction to RWTHonline!

Introduction to RWTHonline – Content

(5) =
No. of
slide



- **First Steps**
 - Registration (5)
 - Structure of the homepage and important functions (6)
 - Applications (7)
 - Tips for use (8)
- **Planning Your Semester**
 - Understanding your course of study (10)
 - Preparing your timetable (16)
 - Registering for courses (23)
 - Registering for examinations (30)
- **Information**
 - Checklists (38)
 - Glossary (41)
 - Further help and support (43)

RWTHonline is constantly being further developed. The screen shots in the following slides may therefore appear slightly different to the display you will later see in the system.

First Steps

- Registration
- Structure of the homepage and important functions
- Applications
- Tips for use

Registration

- Log onto <https://online.rwth-aachen.de>.

The screenshot shows the RWTHonline website interface. At the top, there is a navigation bar with the RWTH Aachen University logo and 'RWTHonline' text. Below this is a search bar with a magnifying glass icon and a 'Log in' button. The main content area features a 'Welcome to RWTHonline' heading, followed by sections for 'Information for students and employees of RWTH Aachen University', 'Information for Applicants', and 'Do you need help?'. On the right side, there is a blue sidebar with a search icon and a 'Log in' button. A callout bubble points to the 'RWTH Single Sign-On' requirements: Username (form: ab123456) and Password. A red box highlights the 'Login Access' button in the sidebar.

Information for students and employees of RWTH Aachen University
You can log in using your username (eg. ab1234567) and the password you use for RWTH Single Sign-On.

Information for Applicants
If you are not currently studying at RWTH, you must first [register in RWTHonline](#).
If you have forgotten your password you can [request a new password here](#).
You can find further information about applying [on the RWTH website](#).

Do you need help?
Visit the [RWTHonline documentation portal](#) (accessible from the RWTH network) for instructions and further information or contact our support.

Callout: RWTH Single Sign-On
• Username (form: ab123456)
• Password

Red Box: Login for students and employees
Login Access
Continue without login
Login for applicants

Structure of the Homepage and Important Functions

Header

- Log out (after clicking on your name)
- Language option
- Search option

Main Section

- Applications of RWTHOnline and links to external websites
- Link to support (on the right side of the screen)
- Homepage settings, e.g. bookmarking favorites

Footer

Link to the [RWTHOnline documentation portal](#) (accessible from the RWTH network, e.g. via a VPN connection, see [instructions at IT Center Help](#))

The screenshot shows the RWTHOnline homepage. At the top, there is a header with the RWTH Aachen University logo, the text 'RWTHOnline', and a user profile 'Mika Test' with language options 'DE' and 'EN'. Below the header is a navigation bar with a 'Home' link. The main content area is divided into sections. The 'Favourites' section shows a message: 'You currently do not have any Favourites. Add as many applications to your Favourites as you want.' Below this is a 'Show only Favourites' dropdown. The 'All applications' section features a search bar 'Filter by application title...' and a grid of application tiles. The tiles include: Applications, Courses, Current/Home Address, Degree Programmes, Documents, Examination Regulations, Exams, IdM Selfservice, Language Center, Modules, My Achievements, My Calendar, My Course Evaluations, Resource Occupancy, RWThmoodle, Student Dossier, Study Overview (Curriculum Support), Study Status, Support, Tuition Fees, Wiki intern: Help, and Wiki Intern: News. At the bottom, there is a footer with the text: '© 2020 CAMPUSonline. All rights reserved. | Imprint | Documentation'.

Applications

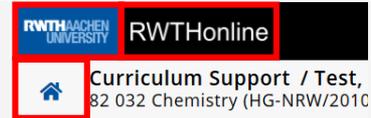
- Click on the individual tiles to open applications.

The screenshot shows the RWTHOnline interface. At the top, there is a navigation bar with the RWTHOnline logo, a home icon, and a search icon. Below the navigation bar, there is a section for 'Favourites' with a message: 'You currently do not have any Favourites. Add as many applications to your Favourites as you want.' Below this, there is a section for 'All applications' with a search filter and a grid of application tiles. The tiles are arranged in a grid and include: Applications, Courses, Current/Home Address, Degree Programmes, Documents, Examination Regulations, Exams, IdM Selfservice, Language Center, Modules, My Achievements, My Calendar, My Course Evaluations, Resource Occupancy, RWHmoodle, Student Dossier, Study Overview (Curriculum Support), Study Status, Support, Tuition Fees, Wiki intern: Help, and Wiki intern: News. The 'Applications' tile is highlighted with a red border.

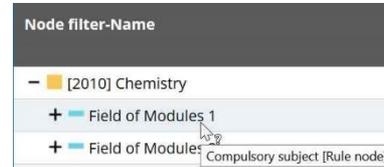
- Applications
 - provide information and enable actions on RWTHOnline (highlighted red)
 - link external websites (not indicated)

Tips for Use

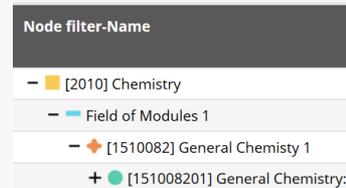
Return to the homepage, e.g. by clicking on the home symbol or the RWTHonline logo.



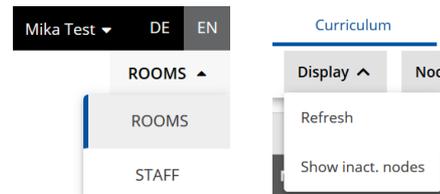
Moving the mouse over a text or symbol (mouseover) displays information.



Symbols such as arrows > ▼ ▾, plus, or minus, open up further information or hide it.



Displays can often be restricted or filtered, e.g. using drop-down menus.



Do you need some help? Use the support flag on the right side of the page!

Support

Planning Your Semester

- Understanding your course of study
- Preparing your timetable
- Registering for courses
- Registering for examinations

Understanding Your Course of Study 1/5

- Find out what you can do on RWTHOnline to plan and understand your studies:
 - A powerful tool: Curriculum Support!
 - Many courses of study are already fully represented on RWTHOnline (e.g. with all modules that can be taken) and can be viewed in the Study Overview (Curriculum Support) application.
 - Is your course of study included? Then use the options available in CS!

Slides
11–19,
22–36

- I cannot use CS – what now?
 - Does one of the following apply to you:
 - You are a student who will graduate abroad (e.g. ERASMUS)
 - You are a cross-registered student
 - You are a doctoral candidate
 - You are a senior student or auditing student
 - Or is your course of study completely new at RWTH?
 - Are you interested in courses not part of your own study program?
 - Use the Courses and Exams applications!

Slides
poss. 11,
18–21,
24–27,
poss. 31–34

Understanding Your Course of Study 2/5

- You can find information on your course of study:
 - In your **examination regulations** for example, the appendix “Studienverlaufsplan” is very useful when planning your studies.

The screenshot shows the RWTHonline interface. On the left, a 'Study Status' icon points to a navigation menu. The menu includes 'Study status / Test, Mika' and a table of study programmes. A red box highlights the 'Chemistry' entry in the 'Name of study programme' column, with a red arrow pointing to the 'Examination Regulations' icon. On the right, the 'Examination Regulations' page is shown with a search bar containing 'Chemistry 2010'. Below the search bar, a table displays search results for examination regulations.

| ID of study programme | Name of study programme | Curriculum |
|-----------------------|-------------------------|------------|
| 1480 82 032 | Chemistry | 2010 |
| 1480 82 017 | Civil Engineering | 2012 |

| Title | PDF | Published | Number | Regulation | Auslaufen |
|---|-----|------------|----------|-------------------------|-----------|
| Prüfungsordnung Chemie, Bachelor, (10/2010 s) | | 08/11/2017 | 2017/330 | 2nd Modified Regulation | |
| Prüfungsordnung Chemie, Bachelor, (10/2010 s) | | 12/09/2016 | 2016/107 | 1st Modified Regulation | |
| Prüfungsordnung Chemie, Bachelor, (10/2010 s) | | 16/09/2015 | 2015/143 | Regulation | |

- In your **module handbook**

The screenshot shows the RWTHonline interface. On the left, a 'Study Status' icon points to a navigation menu. The menu includes 'Study status / Test, Mika' and a table of study programmes. A red box highlights the 'Chemistry' entry in the 'Name of study programme' column, with a red arrow pointing to the 'Module offer' option in a sidebar menu.

| ID of study programme | Name of study programme | Curriculum |
|-----------------------|-------------------------|------------|
| 1480 82 032 | Chemistry | 2010 |
| 1480 82 017 | Civil Engineering | 2012 |

- Examination Regulation Field
- + Module offer
- Examination offer
- ▲ Teaching offer

Understanding Your Course of Study 3/5

- Information from the examination regulations and the module handbook is displayed in the Study Overview (Curriculum Support) application on RWTHOnline.

Study Overview (Curriculum Support)

RWTHOnline

Mika Test DE EN

Curriculum Support / Test, Mika (888333)
82 032 Chemistry (HG-NRW/2010, Bachelor programme, current); acceptance of study place, Academic year 2020/21

Curriculum Semester plan Cancel/Close

Display Node filter (All) Show my degree programmes

Academic achievements, by: -

| Node filter-Name | rec. sem. (W) | Credits | Duration | WF | Results | Sel | Pass | DF | RM | Cre | CREF | Grade | MP | WA | FRV |
|--|---------------|---------|----------|----|---------|-----|------|----|----|-----|------|-------|----|----|-----|
| - [2010] Chemistry | | 180 | 6 | 1 | | | | | | | | | | | |
| + Field of Modules 1 | | 59 | | 1 | | | | | | | | | | | |
| + Field of Modules 2 | | 96 | | 1 | | | | | | | | | | | |
| + Field of Modules 3 | | 13 | | 1 | | | | | | | | | | | |
| + Bachelor Thesis | | 12 | | 2 | | | | | | | | | | | |
| + Additional Examinations | | | | 1 | | 🟡 | | | | | | | | | |
| + Master's Modules Completed in Advance | | | | 1 | | 🟡 | | | | | | | | | |
| + [1511654] Freiwillige ergänzende Veranstaltungen | | | | 1 | | | | | | | | | | | |

- This is the **Curriculum** view. By clicking on the plus signs, the hidden layers become visible.

Understanding Your Course of Study 4/5

- The **Semester plan** display is often very effective when planning your semester.



The screenshot shows the RWTHonline interface for Curriculum Support. The user is logged in as 'Mika Test' in 'DE' (Germany). The page title is 'Curriculum Support / Test, Mika (888333)' for the program '82 032 Chemistry (HG-NRW/2010, Bachelor programme, current); acceptance of study place, Academic year 2020/21'. The 'Semester plan' option is highlighted with a red box. Below it, there are buttons for 'Display' and 'Show my degree programmes'. The main content area is titled 'Academic achievements, by: -' and contains a table with columns for 'Node filter-Name', 'rec. sem. (W)', 'Credits', 'Duration', 'WF', 'Results', 'Sel', 'Pass', 'DF', 'RM', 'Cre', 'CREF', 'Grade', 'MP', 'WA', and 'FRV'. The table lists semesters from '1st semester' to '6th semester', and a final entry 'no semester recommended'. Each entry has a plus sign icon to its left, indicating it can be expanded.

| Node filter-Name | rec. sem. (W) | Credits | Duration | WF | Results | Sel | Pass | DF | RM | Cre | CREF | Grade | MP | WA | FRV |
|---------------------------|---------------|---------|----------|----|---------|-----|------|----|----|-----|------|-------|----|----|-----|
| ▶ 1st semester | | | | | | | | | | | | | | | |
| ▶ 2nd semester | | | | | | | | | | | | | | | |
| ▶ 3rd semester | | | | | | | | | | | | | | | |
| ▶ 4th semester | | | | | | | | | | | | | | | |
| ▶ 5th semester | | | | | | | | | | | | | | | |
| ▶ 6th semester | | | | | | | | | | | | | | | |
| ▶ no semester recommended | | | | | | | | | | | | | | | |

- By clicking on an arrow, e.g. to the left of the entry “1st semester”, the recommended modules for this semester will be displayed. You can expand these in turn by clicking on the plus signs up to the offered courses and exams.

Understanding Your Course of Study 5/5

- Tips for using the Study Overview (Curriculum Support) application:



The screenshot shows the RWTHOnline interface for Curriculum Support. The user is logged in as 'Mika Test'. The page title is 'Curriculum Support / Test, Mika (888333)'. The user is currently viewing the 'Curriculum' tab for the '82 203 Applied Geography (HG-NRW/2013, Bachelor programme, current); first enrollment, Academic year 2020/21, Subject-specific semester: 1'. The interface includes a 'Display' dropdown menu, a 'Node filter (All)' dropdown menu, and a 'Show my degree programmes' button. Below these are 'Academic achievements, by: 29.09.2020 23:32'. A table lists the achievements with columns for Node filter-Name, rec. sem. (S), Credits, Duration, WF, Results, Sel, Pass, DF, RM, Cre, CREF, Grade, MP, WA, and FRV. A tooltip is visible over the 'Sel' column, stating: 'Selected areas and modules (eg elective, specialization or minor subjects, stipulations, pre-registered master modules)'. The table shows two rows: one for '[2013] Applied Geography' with 180 credits and 6 duration, and another for 'Mandatory Geography' with 73 credits and 1 duration.

| Node filter-Name | rec. sem. (S) | Credits | Duration | WF | Results | Sel | Pass | DF | RM | Cre | CREF | Grade | MP | WA | FRV |
|----------------------------|---------------|---------|----------|----|---------|-----|------|----|----|-----|------|-------|----|----|-----|
| - [2013] Applied Geography | | 180 | 6 | 1 | | | P | EN | | 0 | | | | | |
| + Mandatory Geography | | 73 | | 1 | | | P | EN | | 0 | | | | | |

- You can configure settings in the **drop-down menus**.
- If necessary, you can select another course of study to be displayed via the **Show my degree programmes** button.
- Move your cursor over symbols or underlined words to get **a brief description**.

Planning Your Semester

- Understanding your course of study
- Preparing your timetable
- Registering for courses
- Registering for examinations

Preparing Your Timetable 1/4

- Find out which modules and associated courses are recommended for your semester:
 - In the appendix to your examination regulations or the current module handbook of your course of study (see Slide 11)
 - In Curriculum Support, e.g. under **Semester plan** in the “rec. sem. (W)” column, the **recommended semester** for each module is listed. The (W) in this example stands for a study start in winter semester.



RWTHAACHEN UNIVERSITY RWTHOnline

Curriculum Support / Test, Mika (888333)
82 032 Chemistry (HG-NRW/2010, Bachelor programme, current); acceptance

Curriculum **Semester plan**

Display ▾ Show my degree programmes

| Node filter-Name | rec. sem. (W) |
|--|------------------|
| 1st semester | |
| ... ▸ - [1510082] General Chemistry 1 | |
| + [151008201] General Chemistry: Physical Chemistry a Exercise | 1. |

Notes:

- Expand the view by clicking on the arrow and plus symbols up to the associated courses.
- Display the complete position of the module in the curriculum by clicking on the dots ... ▸ at the beginning of the line (modules can be offered e.g. in the core elective and mandatory areas).

On your Faculty's website you should also find helpful information on your course of study!

Preparing Your Timetable 2/4

- Open your current semester in Semester plan in order to view the recommended and already published courses and, if you like, also bookmark them:



Academic achievements, by: -

| Node filter-Name | rec. sem. (W) | Credits | Duration | WF | Results | Sel | Pass | DF | RM | Cre | CREP | Grade | MP | WA | FRV |
|--|------------------|---------|----------|----|---------|-----|------|----|----|-----|------|-------|----|----|-----|
| 1st semester | | | | | | | | | | | | | | | |
| [1510082] General Chemistry 1 | | | | | | | | | | | | | | | |
| + [151008201] General Chemistry: Physical Chemistry a Exercise | 1. | 0 | 1 | 1 | | | | | | | | | | | |
| - [151008202] General Chemistry 1 Practical Course | 1. | 0 | 10 | 1 | | | | | | | | | | | |

Examination(s) in academic year 2020/21

| Part | Lecturer (Assistant) | Place (1st session) | Time (1st session) |
|---|--|---------------------|--------------------|
| 15.00922 20W 10SWS LA Practical course general and analytical chemistry I | Möller R, Zacharias M, Adam W, Friedrich U | | |



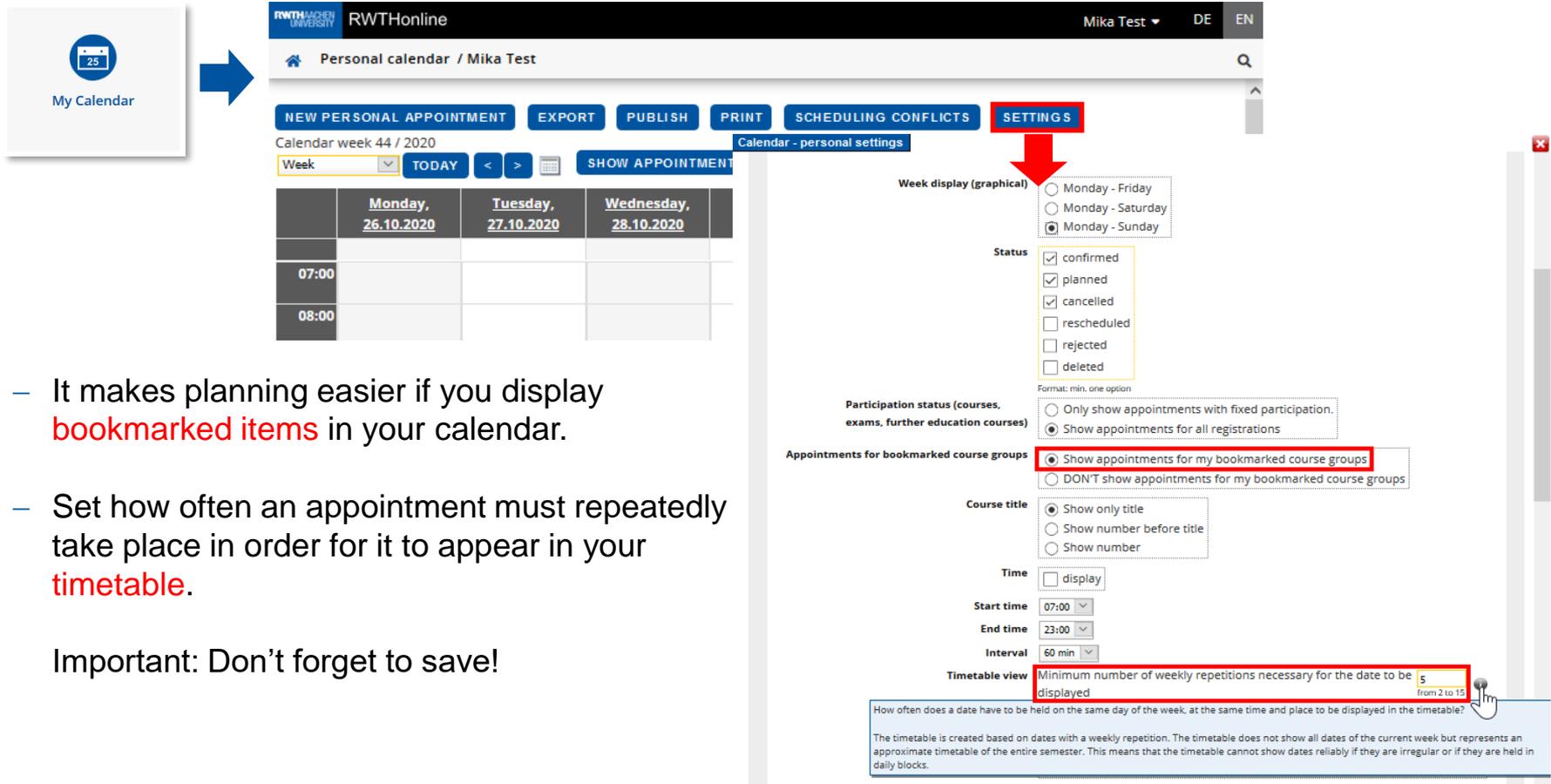
Courses / Practical course general and analytical chemistry I

| Overview | Overview |
|--------------------------|--|
| Description | Title: Practical course general and analytical chemistry |
| Dates and Groups | Number: 15.00922 |
| Exam Information | Persons involved: Lecturer (Assistant) Möller, Reiner; Zacharias, Max; Otte, Henri; Friedrich, Ulrike |
| Status within Curriculum | Type: Laboratory (LA) |
| Equivalent courses | Semester Week Hours: 10 |

- Expand the display to the lowest level by clicking on the plus signs.
- If necessary, set the academic year in the table header using the arrow symbols.
- Click on the **course link** to get to the detailed overview page.
 - Use the **star symbols** to bookmark the course or dates and groups in it.
 - Please note: If no star symbol is displayed next to an item, you cannot bookmark it (e.g. for exams).

Preparing Your Timetable 3/4

- Your personal calendar displays your registered courses, examinations and, if applicable, bookmarked items. Configure the **settings for your calendar**:



My Calendar

RWTHonline

Mika Test DE EN

Personal calendar / Mika Test

NEW PERSONAL APPOINTMENT EXPORT PUBLISH PRINT SCHEDULING CONFLICTS **SETTINGS**

Calendar week 44 / 2020

Week TODAY < > SHOW APPOINTMENT

| | Monday, 26.10.2020 | Tuesday, 27.10.2020 | Wednesday, 28.10.2020 |
|-------|-----------------------|------------------------|--------------------------|
| 07:00 | | | |
| 08:00 | | | |

Calendar - personal settings

Week display (graphical)

- Monday - Friday
- Monday - Saturday
- Monday - Sunday

Status

- confirmed
- planned
- cancelled
- rescheduled
- rejected
- deleted

Format: min. one option

Participation status (courses, exams, further education courses)

- Only show appointments with fixed participation.
- Show appointments for all registrations

Appointments for bookmarked course groups

- Show appointments for my bookmarked course groups
- DON'T show appointments for my bookmarked course groups

Course title

- Show only title
- Show number before title
- Show number

Time

- display

Start time 07:00

End time 23:00

Interval 60 min

Timetable view Minimum number of weekly repetitions necessary for the date to be displayed: (from 2 to 15)

How often does a date have to be held on the same day of the week, at the same time and place to be displayed in the timetable?

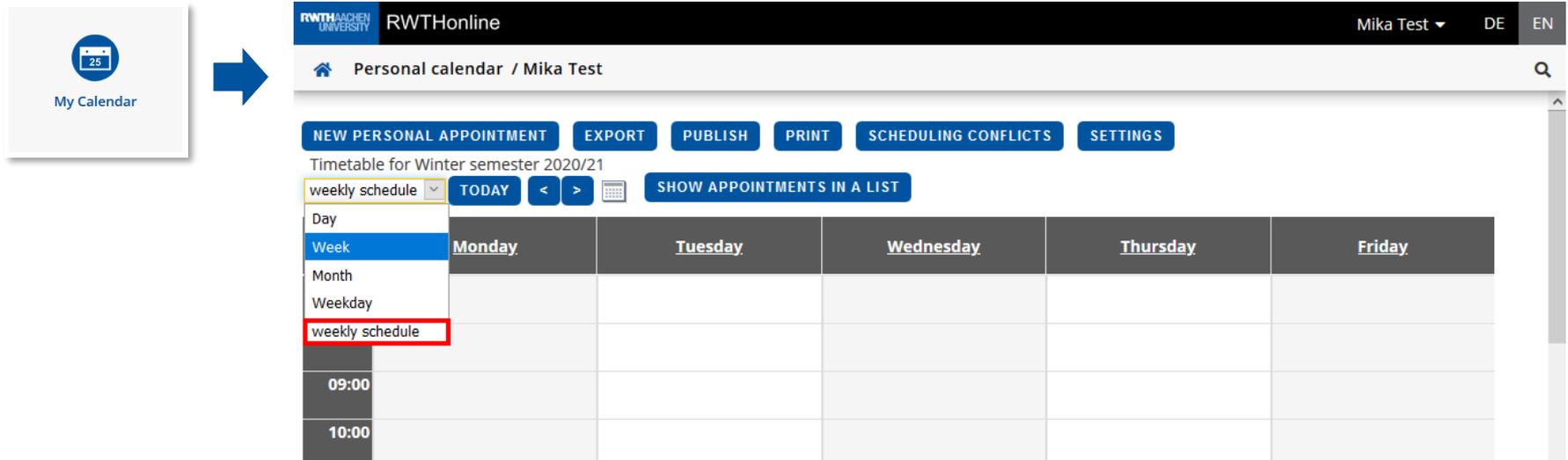
The timetable is created based on dates with a weekly repetition. The timetable does not show all dates of the current week but represents an approximate timetable of the entire semester. This means that the timetable cannot show dates reliably if they are irregular or if they are held in daily blocks.

- It makes planning easier if you display **bookmarked items** in your calendar.
- Set how often an appointment must repeatedly take place in order for it to appear in your **timetable**.

Important: Don't forget to save!

Preparing Your Timetable 4/4

- If necessary, switch to the **weekly schedule** view to display regularly occurring appointments according to your calendar settings.
- In the other views, e.g. “Week”, all registered and, if applicable, bookmarked items are displayed – even if they only take place once.



The screenshot shows the RWTHonline interface for a student named Mika Test. The page is titled "Personal calendar / Mika Test". A dropdown menu is open, showing the "weekly schedule" view selected. The timetable is for the Winter semester 2020/21, and the view is set to "weekly schedule". The timetable shows columns for Monday, Tuesday, Wednesday, Thursday, and Friday, and rows for 09:00 and 10:00. The "weekly schedule" option in the dropdown menu is highlighted with a red box.

| Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|--------|---------|-----------|----------|--------|
| 09:00 | | | | | |
| 10:00 | | | | | |

Preparing Your Timetable **Without** Curriculum Support 1/2

- Use the Courses application. In the **All courses** tab you can search for already published courses.
 - If necessary, set the desired semester, your course of study, and the organization.

The screenshot shows the RWTHonline interface. At the top, there's a navigation bar with 'RWTHAACHEN UNIVERSITY' and 'RWTHonline'. Below it, the 'Courses' section is active, with 'All courses' selected. The search filters are set to 'Term: 2020 W', 'Curriculum: All', and 'Organisation: RWTH Aachen University'. The search field contains 'Resources'. Below the search results, two course entries are listed. The first entry is '51.05060 Energy Resources and Energy Management I' with a star icon and a note 'No registration procedures for this course'. The second entry is '54.24346 Energy Resources Management' with a star icon, a note 'Course open for registration', and a red box around the 'Add bookmark' button. The 'Course registration' button is also highlighted with a red box.

- Enter a title, course number (e.g. **54.24346**), or lecturer in the **search field**.

- By clicking on the star you can **add a bookmark**.

- If registration for the course has already been activated, a **button** will appear which takes you directly to the registration procedure.

Preparing Your Timetable **Without** Curriculum Support 2/2

- Use the Exams application. In the **All Exams** tab you can search for already published exam dates.
 - If necessary, set the desired semester, your course of study, and the organization



A screenshot of the RWTHonline Exams application interface. The top navigation bar shows 'RWTHAACHEN UNIVERSITY RWTHonline' on the left, and 'Mika Test', 'DE', and 'EN' on the right. Below the navigation bar, there are two tabs: 'Exam Dates' and 'All Exams', with 'All Exams' highlighted by a red box. The main content area has three filter sections: 'Term' set to 'All', 'Curriculum' set to 'Chemistry [2010], Bachelor (1-Subject)', and 'Exam Dates at the Organisation' set to 'RWTH Aachen University'. Below these filters is a search bar with the text 'Filter by title, number or examiner' highlighted by a red box. To the right of the search bar are buttons for 'Filter (1)' and 'Date'. Below the search bar, there are two exam entries. The first entry is for '41PV29011 Fibre Science 2 2020 S' with a date of '19 OCT 2020'. It includes details like '14:00 - 15:30', 'H01 (1385 | 101)', 'Examiner: Köhler, Jerome', and 'Organisation [419110] Chair of Textile Mechanical Engineering'. It also shows 'Registration period 06.04.2020, 00:00 - 12.10.2020, 23:59', 'Deregistration until 19.10.2020, 13:55', and 'Currently registered 46 (max. 9999)'. A red box highlights a 'Continue to Registration' button. The second entry is for '81PV01667 Introduction to Business Administration 2020 S' with a date of '15 OCT 2020'. It includes details like '09:00 - 13:00', 'ZuseLab C4 (2315 | 201)', 'ZuseLab C5 (2315 | 202)', 'ZuseLab S1 (2315 | 203)', 'ZuseLab C3 (2315 | 211)', and 'ZuseLab C2 (2315 | 106)'. It also shows 'Registration period 06.04.2020, 00:00 - 08.10.2020, 23:59', 'Deregistration until 15.10.2020, 08:55', and 'Currently registered 184 (max. 9999)'. A red box highlights a 'Continue to Deregistration' button.

- For example, enter a title in the **search field**.

You will then be shown the corresponding examination dates (with or without a fixed date).

- If registration for an exam date has already been activated, a **button** will appear which takes you directly to the registration procedure.

Planning Your Semester

- Understanding your course of study
- Preparing your timetable
- **Registering for courses**
- Registering for examinations

Registering for Courses 1/5

- Use Curriculum Support to view courses directly in the context of your courses of study

Study Overview (Curriculum Support)

RWTHonline

Mika Test DE EN

Curriculum Support / Test, Mika (888333)
82 203 Applied Geography (HG-NRW/2013, Bachelor programme, current); first enrollment, Academic year 2019/20, Subject-specific semester: 1

Curriculum Semester plan Cancel/Close

Display Node filter (All) Show my degree programmes

| course(s) in academic year | Part | Lecturer (Assistant) | Place (1st session) | Time (1st session) |
|---|------|----------------------|--------------------------------|------------------------|
| 31.46776 20S 1SWS L Specific aspects of computer science in civil engineering | + | Sharma M | CIP-Pool FB3 BS 715 (2130 715) | 21.04.20 14:30 - 16:00 |
| Geodatenbanken (V/Ü) | | | | |
| 31.38523 19W 1SWS L (Geo) Databases | | Sharma M | R 140 (1080 140) | 08.10.19 18:30 - 20:00 |

- Expand the view of the desired module (see Slide 12) completely by clicking on the plus symbols.
- **Registration options** are displayed in the “Part” column next to the course link. A green arrow indicates that registration is possible. Click on it!

Registering for Courses 2/5

course(s) in academic year 2019/20 Part

31.46776 20S 1SWS L Specific aspects of computer science in civil engineering 

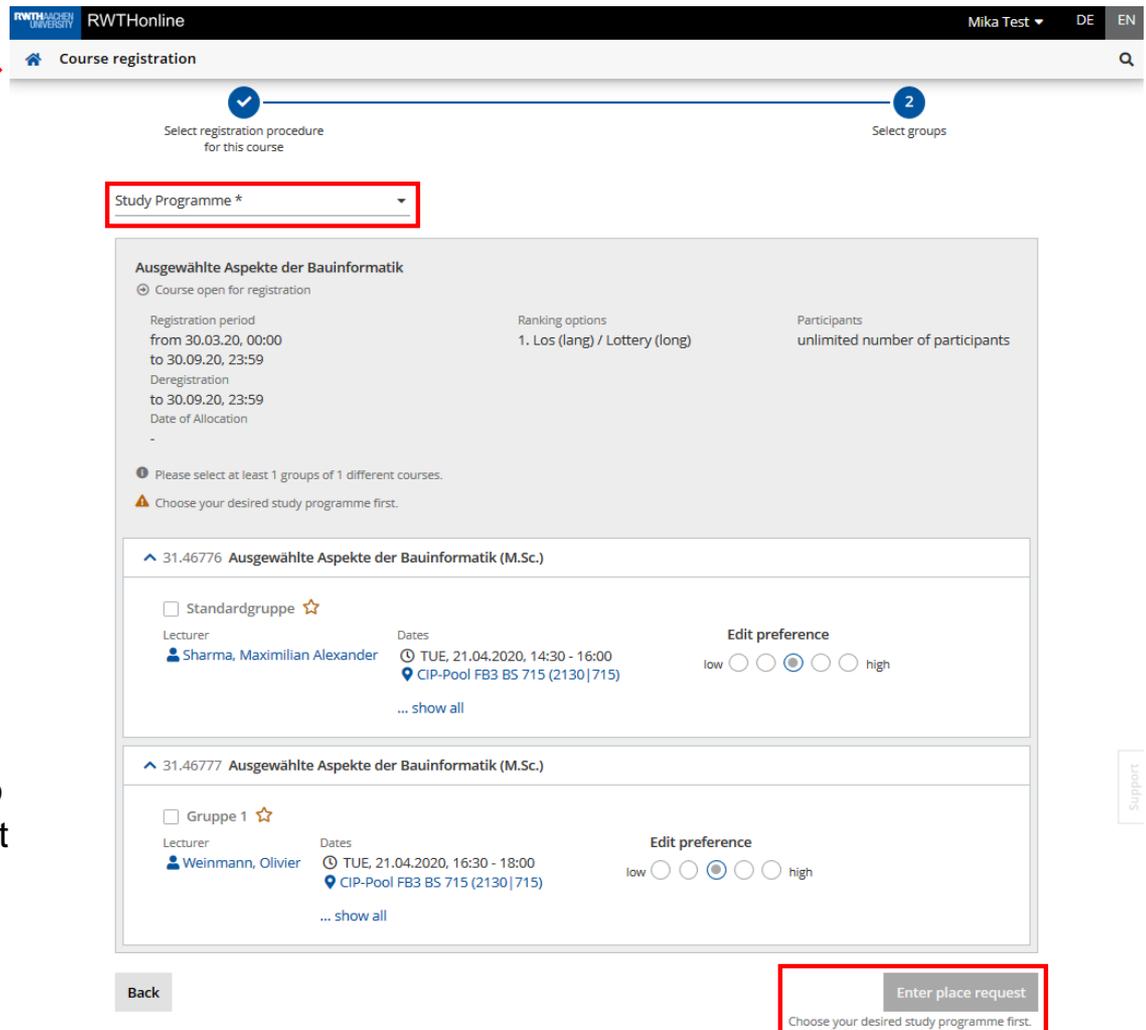
Or without CS in the Courses application:

31.46776 Specific aspects of computer science in civil engineering ☆
L | 1 SWS Requirements met

Course registration

Lecturer: Sharma, Maximilian Alexander

- Fill out the registration form:
 - Carefully check the drop-down fields and checkboxes!
 - Under **Enter place request** at the bottom of the page you will find information on what still needs to be completed, e.g. you still need to select the **course of study** you want to register for.
 - Pay attention to the further instructions on the following slides!



RWTHAACHEN UNIVERSITY RWTHonline Mika Test DE EN

Course registration

1 Select registration procedure for this course 2 Select groups

Study Programme *

Ausgewählte Aspekte der Bauinformatik

Course open for registration

Registration period from 30.03.20, 00:00 to 30.09.20, 23:59
Deregistration to 30.09.20, 23:59
Date of Allocation -

Ranking options 1. Los (lang) / Lottery (long)

Participants unlimited number of participants

Please select at least 1 groups of 1 different courses.
Choose your desired study programme first.

31.46776 Ausgewählte Aspekte der Bauinformatik (M.Sc.)

Standardgruppe ☆

Lecturer Sharma, Maximilian Alexander Dates TUE, 21.04.2020, 14:30 - 16:00
CIP-Pool FB3 BS 715 (2130|715)

Edit preference low high

... show all

31.46777 Ausgewählte Aspekte der Bauinformatik (M.Sc.)

Gruppe 1 ☆

Lecturer Weinmann, Olivier Dates TUE, 21.04.2020, 16:30 - 18:00
CIP-Pool FB3 BS 715 (2130|715)

Edit preference low high

... show all

Back Enter place request
Choose your desired study programme first.

Registering for Courses 3/5

- Check the information given under **curriculum context**:
 - To ensure that the course is correctly assigned to your course of study, select the desired context (modules can, for example, be offered in several areas at the same time).



“Free registration” is only recommended if the course is not in your course of study’s Curriculum Support or if your Curriculum Support is completely empty.

Registering for Courses 4/5

- Check your details. Then confirm your place request. You will then see the Registration Result message.

❗ “Registration succeeded” does not automatically mean that you may already attend the course. This depends on your registration status!

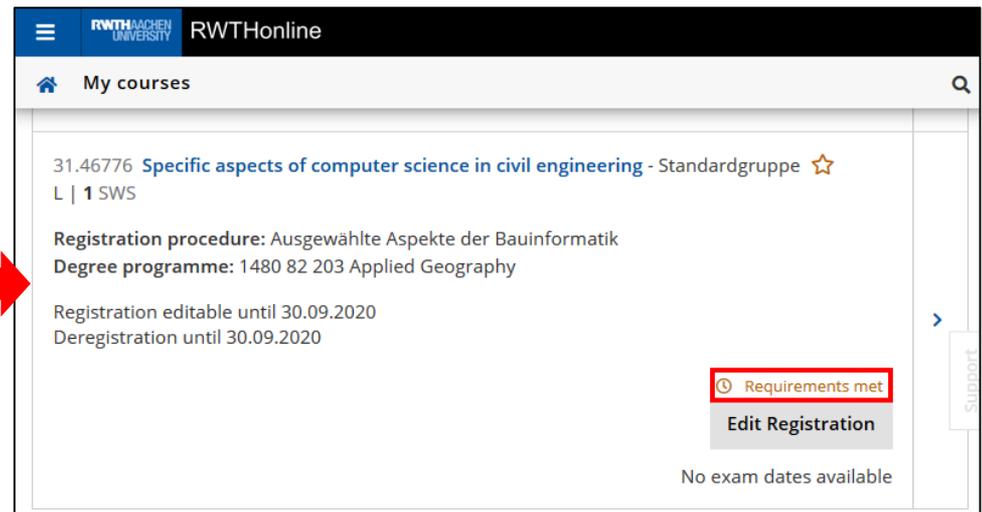
- Click on **My courses** to check your registration status.



Registration Result

Registration succeeded.
Name: Mika Test
Selected study programme: 1480 82 203 Angewandte Geographie
Registration procedure: Ausgewählte Aspekte der Bauinformatik
Course groups: Standardgruppe

[My Courses](#) [Close](#)



RWTHAACHEN UNIVERSITY RWTHOnline

My courses

31.46776 **Specific aspects of computer science in civil engineering** - Standardgruppe ☆
L | 1 SWS

Registration procedure: Ausgewählte Aspekte der Bauinformatik
Degree programme: 1480 82 203 Applied Geography

Registration editable until 30.09.2020
Deregistration until 30.09.2020

📌 Requirements met
Edit Registration

No exam dates available

- Possible status:

- Place request entered
- **Requirements met**

❗ Assigned confirmed place: You may only attend courses and gain access to the classrooms with this status.

- Please note: if the course does not have a limited number of spaces (see registration info), please contact a lecturer one week before the course starts if your status does not make you eligible to take it.

Registering for Courses 5/5

- Get an overview of your previous place requests in the Courses application in the **My courses** tab.

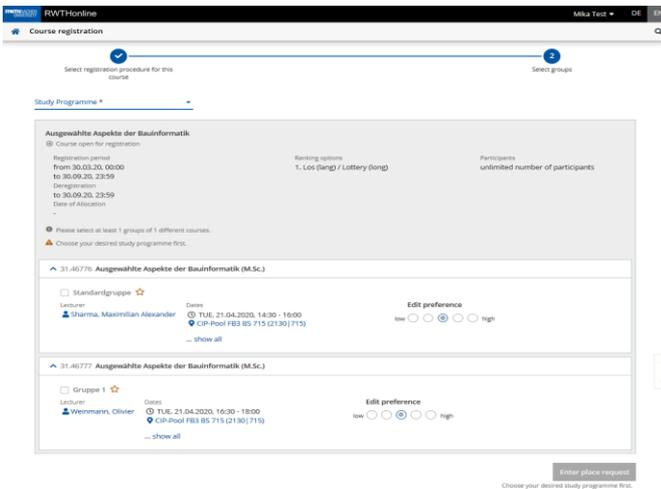
The screenshot shows the RWTHonline interface. At the top, the 'My courses' tab is selected and highlighted with a red box. Below the navigation bar, a course entry is displayed for '31.46776 Specific aspects of computer science in civil engineering - Standardgruppe' with a star icon. The course details include 'L | 1 SWS', 'Registration procedure: Ausgewählte Aspekte der Bauinformatik', and 'Degree programme: 1480 82 203 Applied Geography'. Registration is editable until 30.09.2020, and deregistration is also until 30.09.2020. A 'Requirements met' status is indicated with a star icon. The 'Edit Registration' button is highlighted with a red box. The page also shows 'No exam dates available' and a 'Support' button on the right side.

- During the registration and deregistration periods, you can deregister from courses or make changes via **Edit Registration**.

Registering for Courses – Everything at a Glance!



- Identify recommended courses (see Slide 11)
- In Curriculum Support:
 - Extend display to course level using the plus sign
 - A green arrow → indicates that registration is possible – click on it



In the registration form:

- Check your details
- Configure settings:
 - Select a course of study if necessary
 - Select the curriculum context 
 - Select group if necessary
 - Select preference if necessary
- Click “Enter place request”
- After checking all details: Confirm your settings



- In the Courses application:
 - Check your registration status in the My courses tab
 - Change login settings if necessary (before the deadline)
 - Deregister if necessary (before the deadline)

Planning Your Semester

- Understanding your course of study
- Preparing your timetable
- Registering for courses
- Registering for exams

Registering for Exams 1/6

- Look up exam dates in Curriculum Support the same way you look up courses (see Slide 12).
- In the “Curriculum” view there is an additional **node filter for exam dates**, which lists all the exams you can currently register for:



The screenshot shows the RWTHOnline interface for Curriculum Support. The user is logged in as 'Mika Test'. The page title is 'Curriculum Support / Test, Mika (888333)'. The course is '82 203 Applied Geography (HG-NRW/2013, Bachelor programme, current); first enrollment, Academic year 2020/21, Subject-specific semester: 1'. The 'Curriculum' tab is active. A 'Node filter (Exam date)' dropdown is highlighted with a red box. Below it, a table lists courses with their exam dates. The 'Examination(s) in academic year' dropdown is set to '2019/20' and is also highlighted with a red box. The table shows two courses: '[531214308] Case Study Project (Climatology)' and '[801505901] Introduction to Business Administration (Exam)'. The 'RM' column for the first course has a green 'R' icon, and the 'RM' column for the second course has a red 'R' icon. Below the table, there is a table with columns: 'Examination(s) in academic year', 'Part', 'Lecturer (Assistant)', 'Place (1st session)', and 'Time (1st session)'. Two rows are shown, both for 'Introduction to Business Administration' in the '2019/20' academic year. The first row has a red 'R' icon, and the second row has a green 'R' icon.

- Set the **academic year** if necessary.
- If there are registration requirements, an “**R**” appears in the “RM” column. If the R is green, it means you fulfill them. Click on the icon for more information.
- Click on the green arrow symbol  to register.



As a rule, you have to register for exams in addition to registering for the course.

Registering for Exams 2/6

- Click on **Continue to Registration** for the desired date (there is often a first and second date each semester)

Examination(s) in academic year 2019/20

- 81.PV00000 19W 05WS L Introduction to Business Administration
- 81.PV01667 205 05WS L Introduction to Business Administration

Or without CS in the Exams application:

RWTHAACHEN UNIVERSITY RWTHOnline Mika Test DE EN

Exam Dates

All Exams My Exams

81PV01667 Filter (2) Date

exams with 1 exam dates (filtered by "81PV01667")

EXAM

81PV01667 Introduction to Business Administration 2020 S

09:00 - 13:00

15 OCT 2020

- ZuseLab C4 (2315 | 201)
- ZuseLab C5 (2315 | 202)
- ZuseLab S1 (2315 | 203)
- ZuseLab C3 (2315 | 211)
- ZuseLab C2 (2315 | 106)
- ZuseLab C1 (2315 | 107)

Registration period 06.04.2020, 00:00 - 08.10.2020, 23:59

Deregistration until 15.10.2020, 08:55

Currently registered 183 (max. 9999)

Not Registered

Continue to Registration

Examiner: Dunkel, Jan Philipp

Organisation [813110] Chair of Economics for Engineers and Natural Scientists

Support

Registering for Exams 3/6

- Please check all your details before you click on **Register**.
 - If necessary, make changes to your **course of study** and the **curriculum context** (e.g. mandatory or core elective).

EXAM

81PV01667 Einführung in die Betriebswirtschaftslehre 2020 S

09:00 - 13:00

15
OCT 2020

- ZuseLab C4 (2315 | 201)
- ZuseLab C5 (2315 | 202)
- ZuseLab S1 (2315 | 203)
- ZuseLab C3 (2315 | 211)
- ZuseLab C2 (2315 | 106)
- ZuseLab C1 (2315 | 107)

Prüfer/in: Dunkel, Jan Philipp

Organisation [813110] Lehrstuhl für Wirtschaftswissenschaften für Ingenieure und Naturwissenschaftler

Registration period 06.04.2020, 00:00 - 08.10.2020, 23:59

Deregistration until 15.10.2020, 08:55

Currently registered 183 (max. 9999)

Zweitertermin, zentral geplant GGF. sind veranstaltungsbegleitende Teil
...Show more

Choose degree programme *
1480 82 203 - Angewandte Geographie

Select curriculum context *
Introduction to Business Administration (Exam)

Not Registered

Register

! The context is particularly important when it comes to exams, as your performance will be credited in this context.

! Pay attention to the **information** displayed during the selection process.

REGISTRATION WITH CURRICULUM NODE

- Applied Geography
 - Minor (subject)
 - Minor Subject Business Administration
 - Introduction to Business Administration

Introduction to Business Administration (Exam)

! By registering for this curriculum node, the elective area 'Minor Subject Business Administration' will automatically be selected. This selection can only be reversed by the responsible department.

Registering for Exams 4/6

- The **result of the registration procedure** will be displayed afterwards:

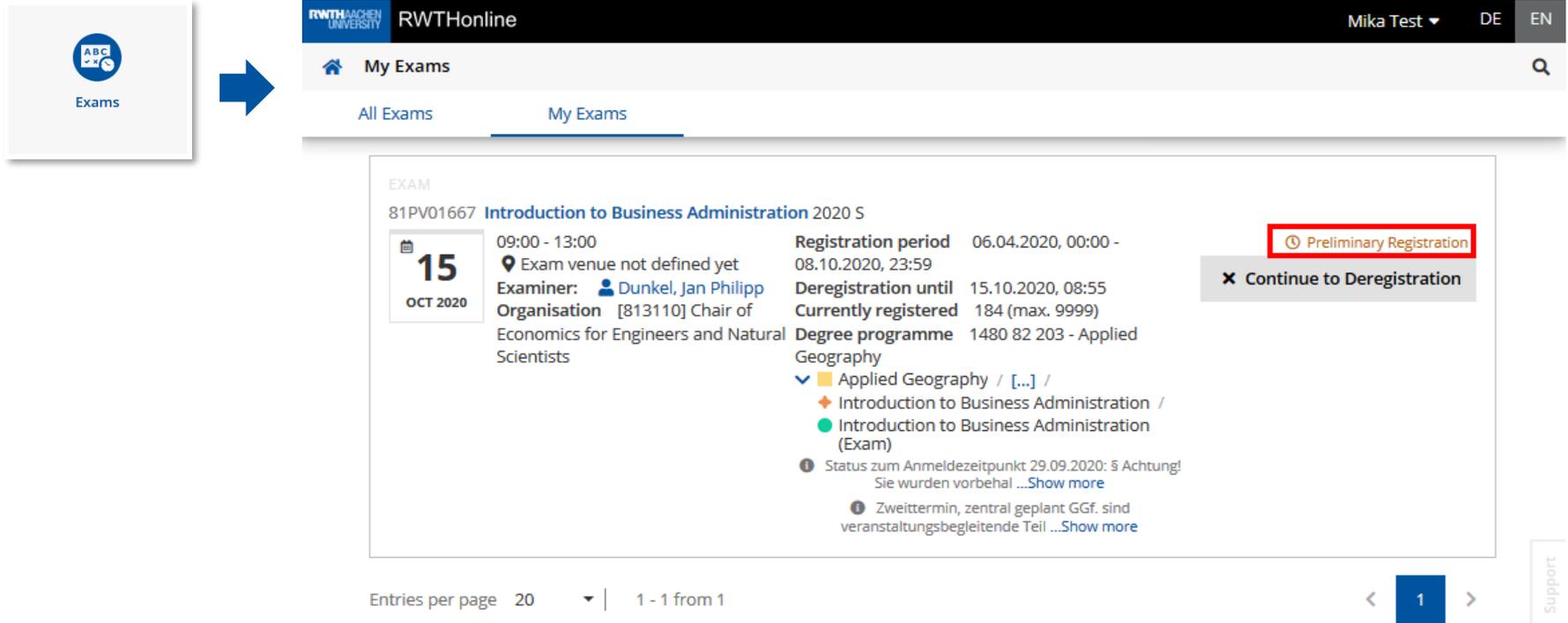
- Check the notification to see whether you have registered.
- Carefully check your **registration status**:
 - Registration
 - Preliminary Registration

The screenshot shows the RWTHOnline interface. At the top, there's a navigation bar with 'RWTHAACHEN UNIVERSITY', 'RWTHonline', 'Mika Test', 'DE', and 'EN'. Below that, a breadcrumb trail shows 'Exam Dates'. A progress bar indicates two steps: 'Choose Exam Details' (completed) and 'Confirmation' (completed). A red-bordered box highlights a green notification: 'You have been successfully registered. Note: You have been preliminarily registered for an exam. The prerequisites are checked at a later date. If you do not meet the requirements you will be deregistered.' Below this, the exam details for '81PV01667 Einführung in die Betriebswirtschaftslehre 2020 S' are shown. The exam date is '15 OCT 2020' from '09:00 - 13:00'. A red-bordered box highlights the 'Preliminary Registration' status. The exam is held at various ZuseLab locations. The examiners are 'Dunkel, Jan Philipp' from the 'Lehrstuhl für Wirtschaftswissenschaften für Ingenieure und Naturwissenschaftler'. The exam is part of the 'Applied Geography' degree program. The registration period is '06.04.2020, 00:00 - 08.10.2020, 23:59'. The exam is currently registered by 184 students. The exam is a 'Zweitertermin, zentral geplant GGF. sind veranstaltungsbegleitende Teil'.

- ⚠ If you are preliminarily registered for an exam and do not meet the registration requirements within 6 days of the date, you will be automatically deregistered from the exam.
- ⚠ You may not sit an exam if you are only preliminarily registered for it. Check your registration status before the exam (see following slides). If in doubt, contact an examiner.

Registering for Exams 5/6

- Check your **registration status** in the Exams application in the My Exams tab:



The screenshot shows the RWTHOnline interface. On the left, there is a button labeled 'Exams' with a calendar icon. An arrow points to the 'My Exams' tab in the top navigation bar. The main content area displays details for an exam:

- EXAM**
- 81PV01667 Introduction to Business Administration 2020 S**
- 15 OCT 2020** (Calendar icon)
- 09:00 - 13:00**
- Exam venue not defined yet**
- Examiner: Dunkel, Jan Philipp**
- Organisation [813110] Chair of Economics for Engineers and Natural Scientists**
- Registration period** 06.04.2020, 00:00 - 08.10.2020, 23:59
- Deregistration until** 15.10.2020, 08:55
- Currently registered** 184 (max. 9999)
- Degree programme** 1480 82 203 - Applied Geography
 - Applied Geography / [...] /
 - Introduction to Business Administration /
 - Introduction to Business Administration (Exam)
- Status zum Anmeldezeitpunkt 29.09.2020: § Achtung!** Sie wurden vorbehal ...[Show more](#)
- Zweitertermin, zentral geplant Ggf. sind veranstaltungsbegleitende Teil** ...[Show more](#)

On the right side of the exam details, there is a button labeled 'Preliminary Registration' (circled in red) and a button labeled 'Continue to Deregistration'.

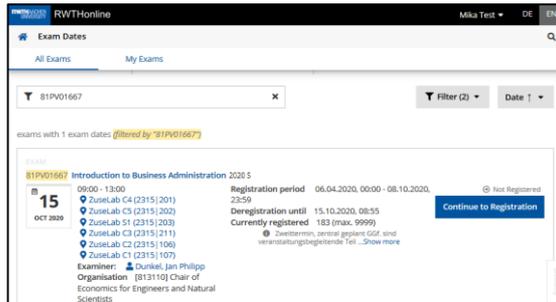
At the bottom, there is a pagination bar showing 'Entries per page 20' and '1 - 1 from 1'.

- Please note: you can also deregister from exams here during the deregistration period.

Registering for Exams – Everything at a Glance!

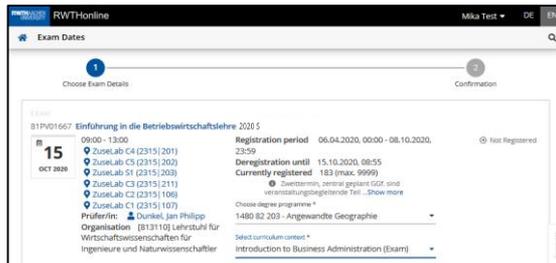


- Identify recommended exam (see Slides 11ff)
- Click on the plus sign until the exam level appears (or use the exam date node filter in the “Curriculum” view)
- A green arrow  indicates that registration is possible – click on it



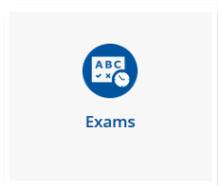
First step under “All Exams”

- Select date by clicking on “Continue to Registration”



Steps in the registration form:

- Check all details, especially course of study and curriculum context 
- Check information when choosing the context in your curriculum 
- Click on “Continue to Registration”



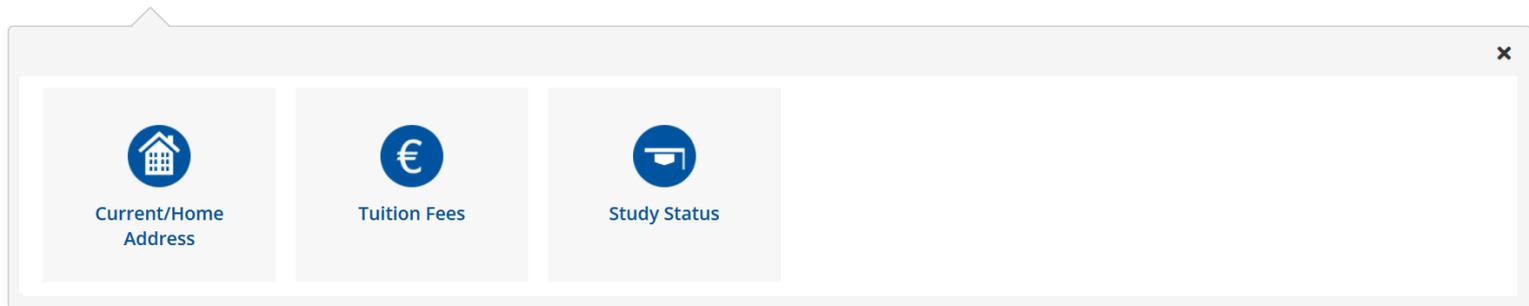
- After successfully registering, you can view your exam date in the Exams application. You may deregister from it until the specified deadline.

Information

- Checklists
- Glossary
- Further help and support

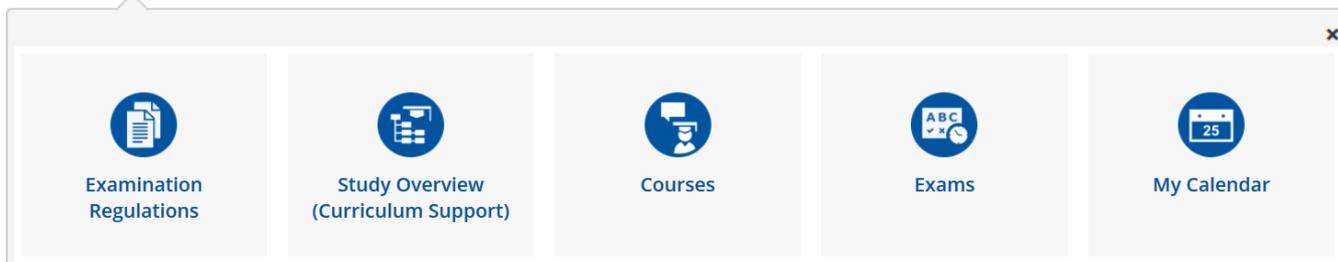
Checklist at the Beginning of the Semester

| Check | Questions | Associated Application |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | Are my address details still correct? Please note: make sure your current address in particular is always up to date, so mail can be delivered to you. | Current/Home Address |
| <input type="checkbox"/> | Have I made all payments correctly? | Tuition Fees |
| <input type="checkbox"/> | Has my enrollment been registered on RWTHonline? | Study Status |



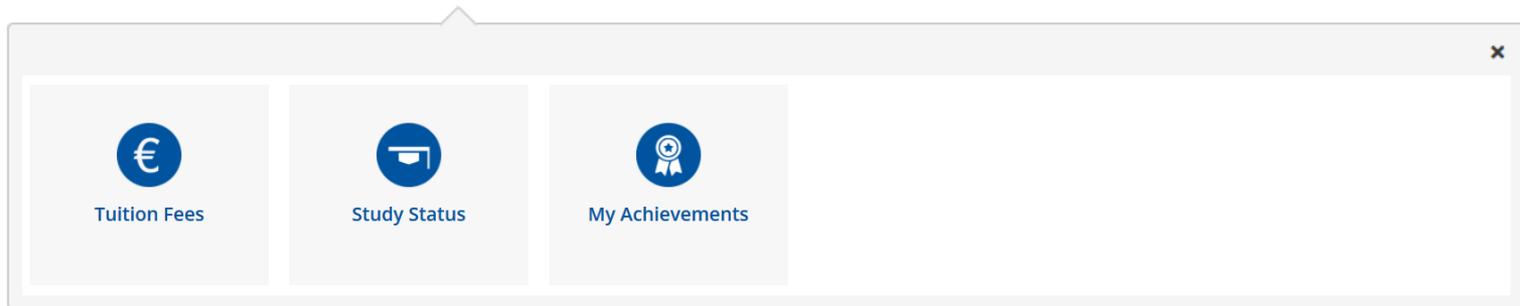
Checklist for Planning Your Studies

| Check | Questions | Associated Application |
|--------------------------|---|--|
| <input type="checkbox"/> | What are the requirements according to my examination regulations? | Examination regulations |
| <input type="checkbox"/> | <ul style="list-style-type: none">• How is my course of study structured? (Tip: “Studienverlaufsplan”)• Where can I find all the information on the modules in my course of study? (Tip: module handbook)• What modules are recommended in my semester (Tip: Semester plan) and what courses and exams do I have to register for? | Study Overview (Curriculum Support) |
| <input type="checkbox"/> | What courses am I registered for? | Courses |
| <input type="checkbox"/> | What exams am I registered for? | Exams |
| <input type="checkbox"/> | When do my courses or exams take place? Please note: adjust your calendar to suit your own needs! | My Calendar |



Checklist Toward the End of the Semester

| Check | Questions | Associated Application |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | <ul style="list-style-type: none">• What is the deadline for receipt of payment in order to re-enroll in the next semester?• What amount do I have to transfer and what is the Purpose? | Tuition Fees |
| <input type="checkbox"/> | Do I have the status “re-enrolled” in the new semester once my payment has been received? | Study Status |
| <input type="checkbox"/> | Are all my achievements listed on RWTHonline? | My Achievements |



Glossary

| | |
|----------------------------------|---|
| Academic Year | <ul style="list-style-type: none">• An academic year consists of a winter and summer semester, e.g. academic year 2020/2021 includes winter semester 2020/2021 and summer semester 2021• Often only the academic year can be set on RWTHonline instead of the summer semester (abbreviated as SuSe or S) or the winter semester (abbreviated as WiSe or W) |
| Assigned confirmed place | <ul style="list-style-type: none">• Registration status for courses, which permits students to participate in them• These course dates are transferred to your personal calendar• Access to RWTHmoodle classrooms is granted |
| Course Number | <ul style="list-style-type: none">• The number of a course: for a lecture, exercise e.g. 31.46776, or exam in the format 31.PV00004• Displayed, for example, in Curriculum Support under the course offering ▲ or exam offering ● level at the beginning of the course link |
| Credit Points | <ul style="list-style-type: none">• Also called ECTS credits or abbreviated to CP• Are credit points for evaluated student performances in modules• A predefined number of these credits is required to complete a module• This number of credits to be completed is listed in the column “ECTS Cr.” in Curriculum Support, for example |
| Curricular Context | <ul style="list-style-type: none">• Refers to Curriculum Support on RWTHonline• Also called curriculum context, position in the curriculum, or SPO context• Is selected during registration, e.g. to enable credits to be correctly assigned to the desired area in one's own course of study |
| Curriculum Support (Application) | <ul style="list-style-type: none">• Represents the structure of the course of study on RWTHonline• You can see your study progression here• Has the views “Curriculum” and “Semester Plan” |
| Free Registration | <ul style="list-style-type: none">• Registration without curricular context is called free registration• Achievements completed with free registration will not be assigned to your course of study |

Glossary

| | |
|--------------------------|---|
| Module | <ul style="list-style-type: none">• A course of study component that is completed by means of assessments and the credit points earned from them• Completed modules are marked with a green P in the line of the module in the “Pos” column in Curriculum Support |
| Module Handbook | <ul style="list-style-type: none">• Illustrates the modular structure of the course of study• Gives detailed information on modules and also lists associated courses and exams |
| Nodes | <ul style="list-style-type: none">• A technical term from RWTHonline to illustrate the structure of your course of study• The color-coded symbols in Curriculum Support – square, rectangle, plus, triangle, circle – are called nodes of a certain type (e.g. plus in orange = module node) |
| Preliminary Registration | <ul style="list-style-type: none">• With preliminary registration, the participation requirements can still be met after the registration procedure. Preliminary registration does not yet grant you the right to participate in the examination! If you do not meet the requirements within 6 days of the exam date, RWTHonline will automatically cancel your registration. |
| “Studienverlaufs plan” | <ul style="list-style-type: none">• Found in the appendix of the examination regulations• Indicates the semester in which courses should be taken |
| Study Tree | <ul style="list-style-type: none">• A term for the modular structure of the course of study and its graphic implementation in the Curriculum Support application on RWTHonline• The individual elements of the tree, called “nodes” on RWTHonline, are all connected to the root, which represents the subject area and the version of the examination regulations |

Further Help and Support

- Instructions in the RWTHonline documentation portal
in the Wiki internal of the RWTH: <https://wiki-intern.rwth-aachen.de/display/RD/Manuals+for+Students>
- Information on the RWTH website
 - [Studying at RWTH](#)
 - [Glossary of Academic Terms](#)
 - [Official Announcements \(e.g. General Examination Regulations\)](#)
- Student Advice Centre and Departmental Advising
 - [Departmental Advisors](#)
 - [Student Advice Centre](#)
 - [AStA – Students' Committee, Student Councils](#)
 - [Registrar's Office, International Office](#)
 - [Central Examination Office](#)
- RWTHonline Support
For technical problems: <https://online.rwth-aachen.de/support/#/main>



We Wish You the Best of Luck for Your Studies!

