

COURSE REGISTRATION



1. Planning your semester with the checklist

- Please use the **checklist** for your study programme (see Anglistik-website) to find out what is recommended for the upcoming semester
- Compare the checklist with your **transcript in LSF** to find out whether you have diverged from the checklist recommendations in earlier semester and to identify possible constraints (e.g. certain modules/module packages may not be combined)

With very few exceptions (which are explicitly indicated), the semester recommendations in the checklist are really only recommendations, no rules. You are free to diverge from these recommendations as long as you make sure that you (a) meet all requirements for taking a certain module and (b) do not violate any selection/combination rules (see “course registration” in “A-Z” on the website).

Please note: in such cases there will be no error message during course registration – you will only notice later during exam registration .

VVZ

2. Selecting classes in LSF

- To find out which specific classes are offered for a module, consult the section on your study programme in the course catalogue („Vorlesungsverzeichnis“) in LSF

Course catalogue > Faculty of Languages and Literatures > Englische Philologie > [Your study programme]

- Select your **favourite class (priority 1)** and – if possible – some alternatives (**priority 2 to x**) for every module which you would like to take (**in the end you can only take one class per module! Please also do not select the same class for several modules**)
- Please **read the details on the individual classes**; on the LSF-subsections for each class you also will find the following information:
 - (1) The **registration period** in which you can register for the respective class (*Belegzeitraum 1* or *Belegzeitraum 2*)
 - (2) Possibly: **special registration procedures** (e.g. in the case of the ICP)
- Use this information to plan which classes you want to register for.

Students with children and students with disabilities can now contact the study advisory service of the English Department directly. All others: please follow steps 3-8.

LSF

3. Course registration in LSF

- **Register** for the classes you have selected in LSF in the section “Register for courses”
- You can increase your chances for a place in a class by **selecting several priorities** for a module
- Please consult the **LSF help website** for instructions (section “Belegen über den Modulbaum”)

- **It does not suffice to add a course to the schedule via the course catalogue (“vormerken”); you need to register (“belegen”) via “register for courses”!**
- **Registration is only possible during the registration period to which a course has been assigned (*Belegzeitraum 1* or *Belegzeitraum 2*)**
- **Classes which cannot be registered for in the current registration period are not shown in “register for courses”. This does NOT mean that these classes do not exist, only that they are currently not open for registration. All classes that are offered in a semester are always listed in the course catalogue.**
- **When exactly you register within the define registration periods does not have any influence on your chances to get a place (i.e. it is NOT „first come – first served“)**



4. Please wait... / automatic assignment of places

- After each registration period it will take a couple of days for places to be assigned to students via the LSF system; **please be patient!**
- You can check the **status of the classes you have registered for** in LSF:

Schedules > Registrations (PDF) [=button at the top of the page]

- You can see all classes you have registered in the PDF file; on the right-hand side you can see a column entitled “**status**” with several abbreviations. These mean the following:

AN	You are currently registered (“ ANGemeldet ”); i.e. you do not have a place in this class yet. Please wait.
ZU	You have been accepted (“ ZUgelassen ”), i.e. you have a place in this class
AB	Your request for a place has been rejected (“ ABgelehnt ”); i.e. you did not get a place in this class.
ST	You have been unregistered (“ Storniert ”) from this class; i.e. you do not have a place.
AV	You do not have a place in this class, but in one of its alternatives (“ Alternative Veranstaltung ”) for the same module (which should be marked by ZU in the table).



5. If you have a place in a class...

- ...the university teacher(s) will usually get in touch with you by e-mail before the first meeting.



6. If you did not get a place in a class...

- ...in the first registration period: try again in the second registration period
- ...at the end of both registration periods: try to register for leftover places via the course catalogue in LSF (“**Restplatzvergabe**”)
- You can find instructions on the **LSF help page** (“**registering for leftover places**”)

- **Please note: Registration for leftover courses after the end of both registration periods is via „course catalogue“ not „register for courses“**

- **Registration for leftover courses is the only step in the registration process which is “first come – first served”**



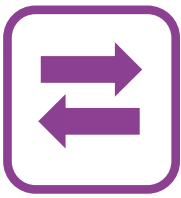
- **If you got a place via registration for leftover courses, then (and only then!) please fill in the [module assignment form](#) and send it via our [message form](#); please do not forget since correct module assignment is essential for exam registration. Please also inform the teacher that you have been accepted for his/her class via “Restplatzvergabe”.**



7. If you still need a place...

- ... you can try to contact the teacher of the class you want to take directly and ask whether you can still join the class or be put on a waiting list

The study coordinator/student advisory service of the English Department (Dr. Günther, Dr. Falkner) do NOT assign students to places at any point in time; please only contact them if you urgently need a particular module in the upcoming semester and were not successful with steps 5 and 6 (an if you have last tried to be accepted in courses other than your first priority for the module you need).



8. Unregistration

- If you got accepted for a class and decide not to attend it, **please unregister in LSF**
- You can find instructions on how to do this on **the LSF help page**
- **You have to unregister in the same way as you registered for a class:**
 - In case you have registered in one of the regular registration periods via “registering for courses” you can also only unregister via “registering for courses”
 - If you have registered via the course catalogue for a leftover place you can only unregister via the course catalogue
 - If you have been registered by a teacher, please ask the teacher to unregister you.
- Please also inform the teacher that you have unregistered from his/her class.

