Introduction to RWTHonline for Students
Farewell CAMPUS Office – Welcome RWTHonline!

At the beginning of winter semester 2018/19, RWTHonline will also include exam management, thus fully replacing CAMPUS Office for all parts of the student-life-cycle.
Planning Your Studies in RWTHonline

- RWTHonline will replace the old CAMPUS Office system in Winter Semester 2018/19.

  CAMPUS Office will remain accessible for a transitional period, e.g. in order for you to view transcripts from past semesters (including Summer Semester 2018).

- Registering for Courses

  As soon as the course registration period for your course of study begins, you can put together your timetable in RWTHonline. Your Faculty, department, or institute’s website will have information about the registration and de-registration periods.

- Central tool for planning studies: Study Overview (Curriculum Support)

  Curriculum Support offers you a comprehensive overview of all information you need to plan your studies: a graphical illustration of your examination regulation, study programme structures, course and exam offerings directly linked to your examination regulation, and a record of your personal achievements.

- Pay attention to all emails about RWTHonline during the introductory phase!
Exam Management During the Introductory Phase of RWTHonline

- Achievements transferred
  End of September – End of November 2018
- Data cleansing begins 09/2018
- Starting October 1, 2018
  Exam dates
- Starting December 3, 2018
  Exam registration
- January 10, 2019
  End of the registration period for the first exam dates

- Published examinations can be viewed using the “Exam dates“ application beginning October 1. Exams can be viewed beginning October 8.
- Early registration deadlines apply for individual exams. Pay attention to information provided by your faculty/department/division.
- Per usual, you can register for the second exam date (PT2) up to 7 days before the start of the exam.
Exam Management in RWTHonline

• Same data pool for examiners and students

• Online registration and de-registration
  ▪ “registered“ and “de-registered“ only possible statuses now
  ▪ By the deadline: register and de-register using RWTHonline as often as you like
  ▪ -> Orientation de-registration no longer required

• Three ways to register for exams
  ▪ Curriculum Support (register according to the standard curriculum: recommended)
  ▪ Exam registration application
  ▪ Exam dates application

• Additional notes in grade entries
  ▪ New notes in grade entries, e.g. “exam not completed (medical note) – PAQ“

• Conditional registration
  ▪ New term in RWTHonline: Registration status, when a student must have fulfilled certain prerequisites to take an exam and these have not yet been fulfilled.
Log-in

Welcome to RWTHonline

Information for RWTH Students and Employees
You can log in using your username (TIM ID) and the password you use for CAMPUS Office Web services.

Information for Applicants
If you are not currently studying at RWTH, you must first register in RWTHonline.
You can find further information about applying on the RWTH website.

Questions or Feedback?
Write us at rwthonline@rwth-aachen.de or use our RWTHonline documentation portal (accessible inside of the RWTH Network).

Looking for the public view?
CONTINUE WITHOUT LOGIN

Login for students and employees
LOGIN ACCESS

- Login for applicants
Student Desktop

The grey tiles are currently inactive and will be activated when relevant.
## Overview: Previous Applications in RWTHonline

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates</td>
<td>Download and print certificates</td>
<td>Application documents are found in the application tile “Applications“</td>
</tr>
<tr>
<td>Applications</td>
<td>Complete and submit applications, view submitted applications and status, view documents in the online applications</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td>View instructions for RWTHonline</td>
<td>Only available from within the RWTH network</td>
</tr>
<tr>
<td>My achievements</td>
<td>View your own achievements</td>
<td>Scheduled to be available starting December 3, 2018</td>
</tr>
<tr>
<td>News Ticker</td>
<td>View news updates</td>
<td>Only available from within the RWTH network</td>
</tr>
<tr>
<td>Exam registration</td>
<td>View your own exam registrations, find exams for your course of study</td>
<td>Scheduled to be available starting December 3, 2018</td>
</tr>
<tr>
<td>Exam dates</td>
<td>View RWTH exams</td>
<td>Available beginning October 1, 2018</td>
</tr>
</tbody>
</table>
### Overview: Previous Applications in RWTHonline II

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Center</td>
<td>Go to the Language Center website</td>
<td></td>
</tr>
<tr>
<td>Current/home address</td>
<td>Edit your address information yourself</td>
<td>Make sure to keep your current address update so that you receive your mail.</td>
</tr>
<tr>
<td>Tuition fee</td>
<td>View a list of your study contribution fees – including information about re-enrollment</td>
<td></td>
</tr>
<tr>
<td>Course of studies</td>
<td>Get an overview of your study programmes and status</td>
<td></td>
</tr>
</tbody>
</table>

The applications **Courses, My Calendar, Modules, Degree Programmes** and **Study overview (Curriculum Support)** will be explained in the detail on the following slides.
From CAMPUS Office to RWTHonline

A reminder with a link is provided for all functions in CAMPUS Office that are now solely available in RWTHonline.
From CAMPUS Office to RWTHonline

The RWTHonline course catalog provides an overview of all published courses at RWTH Aachen University.

Click path:
Courses ➔
All courses
From CAMPUS Office to RWTHonline

You can view
- All current study programmes at RWTH (enrollment still possible)
- All study programmes being discontinued and till when they can be completed (enrollment no longer possible)

Under “Degree Programmes” you can find all examination regulations published by RWTH.
From CAMPUS Office to RWTHonline

Click path:
Courses ➔
My courses

Individual course catalog lists all courses for which you have registered.

The functions formerly available in CAMPUS Office under the heading of „Meine Anmeldungen“ can now be accessed in RWTHonline under “My courses”.

Filter by course number or course title

61.03292  Computer Arithmetic - Fundamentals - Standardgruppe
L | 2 SW

Registration procedure: Anmeldung zu Computer Arithmetik
Degree programme: 1460 82 032 Chemistry
Registration editable until 31.07.2018, Deregistration until 31.07.2018

61.24326  Laboratory Computer Science 2 - Gruppe 1
LA | 3 SW

Registration procedure: Praktikum Informatik
Degree programme: 1460 82 032 Chemistry
Registration editable until 31.07.2018, Deregistration until 31.07.2018
From CAMPUS Office to RWTHonline

This view displays all courses that you have bookmarked as favorites using the star icon.

Your individual course catalog lists all courses you have bookmarked.

Click path:
Courses → My bookmarked courses
From CAMPUS Office to RWTHonline

Via the “Settings“ tab you can view bookmarked courses (favorites) in your personal calendar, for example.

Click path:
My Calendar ➔
Settings: ➔ “Show appointments for my bookmarked course groups“
Pay attention to study programme-specific adjustments in the module details under “Allocation to SPO versions,” e.g. ECTS credits.
### Study Overview (Curriculum Support)

#### Curriculum Support

**Teststudentin, Hannah (888008),
82 759 Electrical Engineering, Information Technology and Computer Engineering (HG-NRW/2017, Bachelor programme, current), Neueinschreibung**

**Academic year 2018/19**

Subject-specific semester: 1

#### Academic achievements, by:

<table>
<thead>
<tr>
<th>Node-Name</th>
<th>rec. sem.</th>
<th>Credits</th>
<th>Duration</th>
<th>UF</th>
</tr>
</thead>
<tbody>
<tr>
<td>[2017] Electrical Engineering, Information Technology and Computer Engineering</td>
<td>180</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Compulsory Modules</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Compulsory elective courses in the major field of study</td>
<td></td>
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</tr>
<tr>
<td>Major field of study Electrical Power Engineering</td>
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<tr>
<td>Compulsory modules Electrical Power Engineering</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>[6011223] Circuit Technology 2</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>[6010719] Fundamentals of Electronic Materials and Components 1</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>[6011225] Electrodynamics - Electromagnetic Waves</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>[6011228] Electrical Power Engineering Laboratory</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>[6011241] Theoretical Fundamentals of Highfrequency Engineering</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Compulsory elective modules Electrical Power Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major field of study Micro- and Nanoelectronics</td>
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</tbody>
</table>
Study Overview (Curriculum Support)

• Curriculum Support provides you with:
  - Your standard curriculum according to the examination regulations
  - Your individual curriculum
  - You semester-specific standard timetable
  - Registration for and de-registration from courses
  - Starting in the winter semester of 2018/19:
    - Exam offerings
    - Registration for and de-registration from exams
    - Your individual academic record

• Curriculum Support contains useful information such as:
  - Credits
  - “Requirements“ status (“met“ or “not met“)
  - Module details in German and English
  - …

• Curriculum Support offers different views, such as:
  - Tree structure view (NODES (all))
  - Semester plan view (NODES (semester plan))
  - …
Study Overview (Curriculum Support)

- Each Examination Regulation is represented in a tree structure.
- The individual tree elements are called “nodes.“
- In Curriculum Support, the nodes are displayed as symbols.

Courses and exams are localized at the lowest node level (offer and exam nodes) and thus assigned to a curriculum.

Symbols and meanings:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning / note</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼</td>
<td>Root node (e.g. SPO-Version 2010)</td>
</tr>
<tr>
<td>—</td>
<td>Rule node (e.g. Compulsory subject)</td>
</tr>
<tr>
<td>+</td>
<td>Module node (e.g. Basic Chemistry I)</td>
</tr>
<tr>
<td>◆</td>
<td>Exam node (e.g. Exam)</td>
</tr>
<tr>
<td>△</td>
<td>Offer node (e.g. Lecture)</td>
</tr>
</tbody>
</table>

The “node“ is a central concept in RWTHonline.
Best Practice: Planning Studies in RWTHonline I

From Curriculum Support to registering for a course to displaying your own timetable
Study Overview (Curriculum Support) – Register via “Semester plan”

1. In the desktop view, click on the “Study Overview (curriculum support)” tile.
2. In the drop-down menu “NODES (all),” select “Semester plan.”
3. Please note the tool tips during registration! (i.e. the notes that appear on the screen when you position the mouse pointer over an icon or underlined text)
Study Overview (Curriculum Support) – Register via “Semester plan”

1. Expand the subject-specific semester via the triangle symbol.
2. Select the module. Symbol: 🌟
3. Select the course. Symbol: 🔴
4. Click on the green T symbol in the “Part” column.
   (If the symbol is colored red or grey, registration is not possible // the RM column shows whether you meet the requirements for registration)
Registering for Courses

1. Check the course details.
2. Click CONTINUE.

### Course registration

- **AV2 Vorlesung** not registered
  - Enrollment from 04.07.18, 00:00 to 11.07.18, 23:59
  - Deregistration to 11.07.18, 23:59
  - Expand details of allocation

- **13.01497 Physics I (for students of electrical engineering)**

  **Standardgruppe**

  - Lecturer: Heinrichs, Yannik, Janßen, Moritz
  - Dates: 08.10.2018, 10:30 - 12:00
  - Location: trivago-Hörsaal (H02) (1385|102)
  - ... show all

3. Click CONTINUE.
Registering for Courses

1. Choose the study programme.
2. Choose the SPO context. PLEASE NOTE: Only select the “Free Registration” option when no SPO context can be selected. Registrations using the SPO context are prioritized in the allocation process.
3. Choose the course group.
4. Provide a preference ranking for the course group.
5. Click ENTER PLACE REQUEST (i.e. submit registration).
Registering for Courses

1. Please check the result of your registration in the confirmation window.
2. Go to the “My courses“ page.
3. Please check your registration status.
4. PLEASE NOTE: De-registration is only possible within the stated deadline.
5. PLEASE NOTE: By registering for a course, you are not automatically registered for the exam! You must additionally register for the exams you wish to take.
Bookmark Courses – Prepare Your Timetable

1. You can make creating your timetable easier by bookmarking courses for your personal calendar.

2. PLEASE NOTE: Bookmarking is a sort of favoriting – it does not mean that you are reserving a spot or registering for the course!

3. In the desktop view, click on the “My calendar” tile.

4. Your timetable is available in a graphical representation or in a list format.

![Personal calendar interface](image)
Bookmark Courses – Prepare Your Timetable

1. In the calendar view, click on SETTINGS.
2. Under “Calendar View,” choose the option “Show appointments for my bookmarked course groups.”
### Bookmark Courses – Prepare Your Timetable

1. In the desktop view, click on the "Courses" tile.
2. Under “All courses,” select the desired course.
3. Click on the star symbol. The course is now bookmarked as a favorite.

---

**Courses**

<table>
<thead>
<tr>
<th>Term</th>
<th>2018 W</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter by course number or course title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Lecturer</th>
<th>Registration Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.28516</td>
<td></td>
<td>Barth, Dimitri</td>
<td></td>
</tr>
<tr>
<td>41.19020</td>
<td><strong>Advanced Robotic Kinematics and Dynamics</strong></td>
<td>Radermacher, Siegfried,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schneider, Jan Felix</td>
<td></td>
</tr>
<tr>
<td>41.28613</td>
<td><strong>Control Engineering (International Academy) Lecture</strong></td>
<td>Bach, Udo</td>
<td></td>
</tr>
<tr>
<td>13.02627</td>
<td><strong>A) Mesoscopic physics and nano science</strong></td>
<td>Winter, Hubert</td>
<td></td>
</tr>
</tbody>
</table>
**Bookmark Courses – Prepare Your Timetable**

In the “My bookmarked Courses“ tab, you can view a list of your favorited courses.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Name</th>
<th>Selected Groups</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 S</td>
<td>Computational Chemistry</td>
<td>1 / 1</td>
<td>Course registration</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>2 SWS</td>
<td></td>
</tr>
<tr>
<td>02.00000</td>
<td>Test English (LN)</td>
<td>1 / 1</td>
<td>Assigned confirmed place</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>2 SWS</td>
<td></td>
</tr>
</tbody>
</table>
### Bookmark Courses – Prepare Your Timetable

1. In the desktop view, please click on “My Calendar.”

2. The symbol “white tick on a grey background” shows that the course has been bookmarked.

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#### Personal Calendar

Hannah Teststudentin, Student, Test

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

Calendar week 29 / 2018

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>07:00</td>
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<td></td>
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<tr>
<td>08:00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>09:00</td>
<td><strong>09:00 - 10:00</strong></td>
<td>**PPS H1 (2315</td>
<td>101)** regular class; Lecture;</td>
<td>\text{not visible}</td>
<td>\text{not visible}</td>
</tr>
<tr>
<td>10:00</td>
<td>\text{not visible}</td>
<td>\text{not visible}</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
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<td></td>
<td></td>
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<tr>
<td>12:00</td>
<td>\text{not visible}</td>
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</tr>
<tr>
<td>10:15-11:45</td>
<td><strong>Computerio</strong> AOC (2020</td>
<td>131) regular class; Lecture;</td>
<td>\text{not visible}</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Best Practice: Planning Studies in RWTHonline II

Registration for and de-registration from an exam using Curriculum Support
Registering for exams – using your Curriculum Support

1. In the desktop view, click on the “Study Overview (curriculum support)” tile.

2. In the drop-down menu “NODES (All),” select the view “Semester plan.”

Pay attention to the tool tips when registering!
(i.e. the notes that appear on the screen when you position the mouse pointer over an icon or underlined text.)
Registering for exams – using your Curriculum Support

1. Select the semester in which you would like to take an exam.
2. Open the tree diagram until the level with the exam nodes. Symbol: ⬤
Registering for exams – using your Curriculum Support

1. Open the exam node.

If you see that there are exam dates for the exam (green P symbol), but no exam is shown, check which academic year you selected. In this case, use the arrows to select the academic year.

Example: The exam date is during Summer Semester 2018 (18S) and not in the pre-selected Winter Semester 2018/19.

2.
Registering for exams – using your Curriculum Support

1. Click on the green P symbol to register.
2. The window “Subject/Module Exam – Detail View” will open.
3. Click on “Exam information” to be taken to the registration form.
4. Click GO TO REGISTRATION.
## Registering for exams – using your Curriculum Support

1. The window “Exam registration“ will open with detailed information about the exam. (1-6)
2. Register. (7)

### Exam registration

<table>
<thead>
<tr>
<th>Exam Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Exam Mode</td>
</tr>
<tr>
<td>Type of Exam</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Start of Exam</td>
</tr>
<tr>
<td>End of Exam</td>
</tr>
<tr>
<td>Registration from</td>
</tr>
<tr>
<td>Registration until</td>
</tr>
<tr>
<td>De-registration until</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Further Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show examination details</td>
</tr>
</tbody>
</table>

### Exam Venues

- t.b.d.

### Persons involved

- Müller, Hans-Georg (Examiner)
- Ott, Brigitte (Contact person for exams)

### Programme Details

- Degree programme: 1402 02 002 Chemie
- Status within curriculum: (2018) Chemistry

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What does “preliminary registration“ mean?

In some subjects you are required to fulfill certain prerequisites before taking the exam. These are clearly laid out in the module catalog of your examination regulation.

In RWTHonline, required prerequisites can be saved in the system so that the system can automatically check whether you have fulfilled them. When you submit a conditional registration, the prerequisites will be checked at a later time. If you have fulfilled the prerequisites up to 6 days before the exam date, the system will automatically register you for the exam. If you have not fulfilled them by this time, you will be de-registered.
Checking Your Exam Registration – Using Curriculum Support

In the drop-down menu select “NODE (Registered examination).“
You will see an overview of all the exams for which the system has recorded a registration from you.

### Curriculum Support

xu, Amro (100740), 82 032 Chemistry (HG-NRW/2010, Bachelor programme, current); nicht zurückgemeldet

Academic year 2018/19

Subject-specific semester: 2

#### DISPLAY

**NODE (Registered examination)**

<table>
<thead>
<tr>
<th>Node-Name</th>
<th>rec. sem. (S)</th>
<th>Credits</th>
<th>Duration</th>
<th>WF</th>
<th>Results</th>
<th>Sel</th>
<th>Pass</th>
<th>DF</th>
<th>RM</th>
<th>Cre</th>
<th>CREF</th>
<th>Grade</th>
<th>MP</th>
<th>WA</th>
<th>FRV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam registration with selection of node</td>
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<tr>
<td>[10.PV39448 18S 0WS L Applied Spectroscopy and Instrumental Analytics Exam]</td>
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<tr>
<td>[10.PV39415 18S 0WS L Mathematics II Exam]</td>
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<tr>
<td>[10.PV39417 18W 0WS L General Chemistry 1 Exam]</td>
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<tr>
<td>[10.PV39405 18S 0WS L General Chemistry 2 Exam]</td>
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</tbody>
</table>
De-registering from Exams – Using Curriculum Support

The following applies to all Bachelor's and Master's study programmes:
Within the “Registration period” (1) and during the period “Deregistration possible until” (2), you can register for and de-register from exams in RWTHonline as needed. A de-registration during the allowed period is not considered a withdrawal by the system and will not appear in the printout of your study record.
De-registering from Exams – using your Curriculum Support

1. Click on the green P symbol, to de-register.
2. The window “subject/module exam – detail view” will open.
3. Under “Exam information” you can find the de-registration link.
4. Click DEREGISTRATION.
5. The page “Exam de-registration” will appear.
6. Review the information, and then click DEREGISTER.
Best Practice: Planning Studies in RWTHonline III

Registration for and de-registration from exams in your own study programmes using the application “Exam Registration” – available beginning December 3, 2018

View exams for all study programmes using the application “Exam dates” – available beginning October 1, 2018
Registering for Exams – Exam Registration Application

1. From the Desktop view, click on “Exam registration.”
2. Click the heading “Exam registration – Search.”
3. Click on SEARCH (1) without entering a search term, in order to have all exam dates shown, or use the advanced search. (2)
Registering for Exams – Exam Registration Application

Click on “GO TO REGISTRATION” behind the exam, for which you would like to register.
You will be taken to the exam registration or de-registration if the exam has been activated for these steps and your examination regulation allows you to.

Key

Registration currently not possible (e.g. due to the registration deadline)

Registration possible

Preliminary registration possible

Already registered
De-registration possible
Registering for Exams – Exam Registration Application

1. The window “Exam registration” will open with detailed information about the exam.
2. Scroll to the bottom and register.
View Exam Dates – Exam Dates Application

1. The window “Exam dates” will open with an overview of all the published RWTH exam dates.
2. Filter by title word or
3. Filter using the number of the organizational unit (institute, chair, etc.) offering the exam for which you are looking.
View Exam Dates – Exam Dates Application

You can now view all the exam dates for your organizational unit you selected.

From here you continue to the exam registration or de-registration if the exam has been activated for these steps and your examination regulation allows you to.
Support for Students

• Application, student, and fee management
  • Registrar's Office website (Division 1.2)
  • International Office website (Division 2.1)
  • Send questions to: bewerbung-support@rwth-aachen.de

• Exam management
  • Central Examination Office website (Division 1.3)
  • Exam and final papers website
  • Send questions to: zpa@zhv.rwth-aachen.de

• Examination regulations and modules in RWTHonline
  • Send questions to: modellierung@zhv.rwth-aachen.de

• Student Advice Centre
  • Website: Advising and Services for Students
  • Send questions to: studienberatung@rwth-aachen.de
Support for Students

- Faculties and Student Councils
  - List of RWTH faculties
  - List of RWTH departmental advisors
  - List of all RWTH student councils
  - AStA website

- RWTHonline on the RWTH website: rwth-aachen.de/RWTHonline

- RWTH internal wiki: wiki-intern.rwth-aachen.de
  - RWTHonline Document portal
  - RWTHonline News ticker

- RWTHonline Support Address
  - Send technical questions to: rwthonline@rwth-aachen.de
    Include
    Your name, student ID number, your username (e.g. ab123456), your study programme, and your problem/question