Introduction to RWTHonline for Students
Welcome to the Introduction to RWTHonline!
Introduction to RWTHonline – Content

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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.

Welcome to RWTHonline

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.
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](https://example.com) (accessible from the RWTH network, e.g. via a VPN connection, see [instructions at IT Center Help](https://example.com))
Applications

- Click on the individual tiles to open applications.

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!
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!

  – 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!
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.
  - In your module handbook
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.

- 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.

- 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:**

  ![Study Overview (Curriculum Support)](image)

  - 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**.

<table>
<thead>
<tr>
<th>Node filter-Name</th>
<th>Credits</th>
<th>Duration</th>
<th>Results</th>
<th>Sel 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>[2013] Applied Geography</td>
<td>180</td>
<td>6</td>
<td>1</td>
<td>P</td>
<td>EN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Mandatory Geography</td>
<td>73</td>
<td>1</td>
<td>1</td>
<td>P</td>
<td>EN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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:

  - 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:

  - 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.
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.

  ![Courses application screenshot](image)

  - 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.

  ![Search results screenshot](image)

  - 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

  ![Exams Application](image)

  – For example, enter a title in the search field.

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

  ![Exam Dates Search](image)

  – 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

  - 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

- 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!

Or without CS in the Courses application:
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.

  - 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.

- 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:
  
  - 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)

Or without CS in the Exams application:
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).

⚠️ 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.
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

⚠️ 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:

- Please note: you can also deregister from exams here during the deregistration period.
Registering for Exams 6/6

- Check existing exam registrations and their consequences in Curriculum Support:
  - A green P symbol with a tick indicates your registration was successful.

- Please note that you may also choose an area when registering for an exam.

You can see: it is really important you understand your own course of study and choose the right curricular context when registering.
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

<table>
<thead>
<tr>
<th>Check</th>
<th>Questions</th>
<th>Associated Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Are my address details still correct?</td>
<td>Current/Home Address</td>
</tr>
<tr>
<td></td>
<td>Please note: make sure your current address in particular is always up to date, so mail can be delivered to you.</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Have I made all payments correctly?</td>
<td>Tuition Fees</td>
</tr>
<tr>
<td>☐</td>
<td>Has my enrollment been registered on RWTHonline?</td>
<td>Study Status</td>
</tr>
</tbody>
</table>

Current/Home Address

Tuition Fees

Study Status
# Checklist for Planning Your Studies

<table>
<thead>
<tr>
<th>Check</th>
<th>Questions</th>
<th>Associated Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>What are the requirements according to my examination regulations?</td>
<td>Examination regulations</td>
</tr>
<tr>
<td></td>
<td>• How is my course of study structured? (Tip: “Studienverlaufsplan”)</td>
<td>Study Overview (Curriculum Support)</td>
</tr>
<tr>
<td></td>
<td>• Where can I find all the information on the modules in my course of study? (Tip: module handbook)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• What modules are recommended in my semester (Tip: Semester plan) and what courses and exams do I have to register for?</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>What courses am I registered for?</td>
<td>Courses</td>
</tr>
<tr>
<td>□</td>
<td>What exams am I registered for?</td>
<td>Exams</td>
</tr>
</tbody>
</table>
| □     | 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

<table>
<thead>
<tr>
<th>Check</th>
<th>Questions</th>
<th>Associated Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>What is the deadline for receipt of payment in order to re-enroll in the next semester?</td>
<td>Tuition Fees</td>
</tr>
<tr>
<td></td>
<td>• What amount do I have to transfer and what is the Purpose?</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Do I have the status “re-enrolled” in the new semester once my payment has been received?</td>
<td>Study Status</td>
</tr>
<tr>
<td>☐</td>
<td>Are all my achievements listed on RWTHonline?</td>
<td>My Achievements</td>
</tr>
</tbody>
</table>

![Tuition Fees, Study Status, My Achievements icons]
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year</strong></td>
<td>• 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</td>
</tr>
<tr>
<td></td>
<td>• 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)</td>
</tr>
<tr>
<td><strong>Assigned confirmed place</strong></td>
<td>• Registration status for courses, which permits students to participate in them</td>
</tr>
<tr>
<td></td>
<td>• These course dates are transferred to your personal calendar</td>
</tr>
<tr>
<td></td>
<td>• Access to RWTHmoodle classrooms is granted</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>• The number of a course: for a lecture, exercise e.g. 31.46776, or exam in the format 31.PV00004</td>
</tr>
<tr>
<td></td>
<td>• Displayed, for example, in Curriculum Support under the course offering ▲ or exam offering ● level at the beginning of the course link</td>
</tr>
<tr>
<td><strong>Credit Points</strong></td>
<td>• Also called ECTS credits or abbreviated to CP</td>
</tr>
<tr>
<td></td>
<td>• Are credit points for evaluated student performances in modules</td>
</tr>
<tr>
<td></td>
<td>• A predefined number of these credits is required to complete a module</td>
</tr>
<tr>
<td></td>
<td>• This number of credits to be completed is listed in the column “ECTS Cr.” in Curriculum Support, for example</td>
</tr>
<tr>
<td><strong>Curricular Context</strong></td>
<td>• Refers to Curriculum Support on RWTHonline</td>
</tr>
<tr>
<td></td>
<td>• Also called curriculum context, position in the curriculum, or SPO context</td>
</tr>
<tr>
<td></td>
<td>• Is selected during registration, e.g. to enable credits to be correctly assigned to the desired area in one's own course of study</td>
</tr>
<tr>
<td><strong>Curriculum Support</strong></td>
<td>• Represents the structure of the course of study on RWTHonline</td>
</tr>
<tr>
<td>(Application)</td>
<td>• You can see your study progression here</td>
</tr>
<tr>
<td></td>
<td>• Has the views “Curriculum” and “Semester Plan”</td>
</tr>
<tr>
<td><strong>Free Registration</strong></td>
<td>• Registration without curricular context is called free registration</td>
</tr>
<tr>
<td></td>
<td>• Achievements completed with free registration will not be assigned to your course of study</td>
</tr>
</tbody>
</table>
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
</table>
| Module                      | • 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             | • Illustrates the modular structure of the course of study  
                               • Gives detailed information on modules and also lists associated courses and exams |
| Nodes                       | • 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    | • 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”      | • Found in the appendix of the examination regulations  
                               • Indicates the semester in which courses should be taken |
| Study Tree                  | • 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](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](https://online.rwth-aachen.de/support/#/main)
We Wish You the Best of Luck for Your Studies!