RWTHonline

Introduction for First-Semester Students
Planning Your Studies On RWTHonline

RWTHonline – RWTH’s Campus Management System for Organizing Studies and Teaching
Planning Your Studies on RWTHonline

- **First steps**
  Registration, homepage, checklist, preparing your calendar/schedule

- **Best practice: planning your studies**
  Register and de-register from courses and exams via Curriculum Support

- **Offers of support and information**

RWTHonline is continually being adapted to meet the requirements at RWTH. The screen shots on the following slides may therefore appear slightly different to the display you will later see on the system.
First Steps

Registration, Homepage, Checklist,
Preparing Your Calendar/Schedule
Welcome to RWTHonline

Information for RWTH Students and Employees
You can log in using your username (e.g., 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.

You can find further information about applying on the RWTH website.

Technical questions or general feedback?
Write us at rwithonline@rwth-aachen.de or use our RWTHonline documentation portal (accessible inside of the RWTH Network). Please address any specialist questions to the respective division of the ZHV or to your departmental advisors.

Login for students and employees

Login for applicants

- RWTH Single Sign-On
- Username (form: ab1234567)
- Password
Personalize your homepage:
- Change display
- Filter and classify
- Set favorites
## Homepage – RWTHonline Apps

<table>
<thead>
<tr>
<th>App</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td>Here you can view and print certificates relevant to your studies.</td>
</tr>
<tr>
<td></td>
<td>Note: all documents relevant to your application are not located here, but in “Applications”.</td>
</tr>
<tr>
<td>Applications</td>
<td>You can submit applications, see the status of your application, and view your application documents here.</td>
</tr>
<tr>
<td>Courses</td>
<td>You can see an overview of all RWTH course offerings (general and your personal course catalogue) and register and de-register from courses here.</td>
</tr>
<tr>
<td>My Achievements</td>
<td>Overview and information on your grades</td>
</tr>
<tr>
<td>My Calendar</td>
<td>In the standard view you will see the courses you have been allocated a place in and all dates relevant to the University. You can include additional elements here, ie. dates you have added to your favorites and register and de-register from these.</td>
</tr>
<tr>
<td>Modules</td>
<td>An overview of RWTH’s current module offerings.</td>
</tr>
<tr>
<td></td>
<td>Note: some modules may have different values in differing courses of study. In this app, you can look up the specific information for your study programme in the module details.</td>
</tr>
</tbody>
</table>
## Homepage – RWTHonline Apps

<table>
<thead>
<tr>
<th>App</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Registration</td>
<td>You can find the exam dates for your study programmes and register and de-register from them.</td>
</tr>
<tr>
<td>Exam Dates</td>
<td>An overview of all the published exam dates at RWTH</td>
</tr>
<tr>
<td>Resource Occupancy</td>
<td>Dates of the capacity of rooms and other resources</td>
</tr>
<tr>
<td>Current/Home Address</td>
<td>You can edit your address information here.</td>
</tr>
<tr>
<td>Degree Programmes</td>
<td>An overview of all current study programmes at RWTH, sorted into qualification types</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>Overview of all fee amounts paid</td>
</tr>
<tr>
<td></td>
<td>Note: you will find the information required to re-enroll here.</td>
</tr>
</tbody>
</table>
## Study Overview (Curriculum Support)

The Curriculum Support application is the central tool for planning your studies. It includes the following in one overview:

- Your standard curriculum according to the examination regulation
- Your individual academic progress
- Your standard course schedule by semester (semester plan)
- Your exam offerings by semester
- Registration and de-registration from courses and exams.

It also includes useful information such as

- Credits
- Requirements status (ie. “met” or not met”)
- Module details in German and English

It can be displayed in different ways, e.g. as your semester plan or as tree structure view.

**WE RECOMMEND:** you use Curriculum Support to compile your own schedule. You can then be certain that you are fulfilling the requirements in your exam regulations.

## Study status

An overview of your study programmes including the status

## Student Dossier

An archive of your documents.
## Homepage – Links

<table>
<thead>
<tr>
<th>Link</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>IdM SelfService</td>
<td>Link to the IdM SelfService website</td>
</tr>
<tr>
<td>RWTHmoodle</td>
<td>Link to the RWTHmoodle website (central online learning portal at RWTH)</td>
</tr>
<tr>
<td></td>
<td>NOTE: you will automatically have access to the relevant RWTHmoodle Classroom once you have been allocated a place on the course.</td>
</tr>
<tr>
<td>Language Center</td>
<td>Link to the RWTH Language Center (language courses for students and academic staff at RWTH)</td>
</tr>
<tr>
<td>Wiki intern: Help</td>
<td>Link to the RWTHonline-Dokuportal (instructions on RWTHonline)</td>
</tr>
<tr>
<td>Wiki intern: News</td>
<td>Link to the RWTHonline-Newsticker (news on RWTHonline)</td>
</tr>
</tbody>
</table>
## Checklist: Are My Details on RWTHonline Correct?

<table>
<thead>
<tr>
<th>Check</th>
<th>App</th>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Documents</td>
<td>Is your certificate of enrollment available and correct?</td>
</tr>
<tr>
<td></td>
<td>Current/Home Address</td>
<td>Are your address details correct?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOTE: make sure your correspondence address in particular is always up to date, so your mail can be delivered to you.</td>
</tr>
<tr>
<td></td>
<td>Tuition Fee</td>
<td>Have all your payments been registered?</td>
</tr>
<tr>
<td></td>
<td>Study Status</td>
<td>Has your enrollment been registered on RWTHonline? (See “Status” column)</td>
</tr>
<tr>
<td></td>
<td>My Calendar</td>
<td>What settings does your calendar have? Adapt your display according to your preferences (See Slide 12)</td>
</tr>
</tbody>
</table>
Calendar Settings – Preparing Your Schedule

You can configure your calendar display and prepare your schedule using the favorites function.

1. Select the display option “weekly schedule” in your calendar.
2. Click on SETTINGS.
3. In the Calendar View section, check whether the option “Show appointments for my bookmarked course groups” has been selected.
4. In “Timetable view”, enter details on how often your appointments occur at the same time, on the same day, and at the same place per semester, so they appear in your schedule.
Best Practice: Planning Your Studies

Register and De-register from Courses and Exams via Curriculum Support


"Curriculum Support" is the central tool for planning your studies in RWTHonline.
Study Overview (Curriculum Support)

- Every examination regulation is depicted as a tree in RWTHonline.
- The tree elements are called “nodes.”
- In Curriculum Support, the nodes are displayed as symbols.

![Diagram showing a tree structure representing examination regulations.](Key terms in RWTHonline: Nodes, SPO context, position in curriculum)

- Courses and exams are localized at the lowest node level (offer and exam nodes) and are thus assigned to a curriculum, often called “position in curriculum” or “SPO context.”
In your semester plan, the courses in your degree programmes are sorted according to the semester in which they should be taken. (Recommended semester: rec. sem.) This generally makes it easier for you to plan your studies.

If you have taken more than one degree programme, you can switch between them using the option “SHOW MY DEGREE PROGRAMMES.”

Observe the tool tips on RWTHonline when planning your studies! These appear when you position the mouse pointer over an icon or underlined text.
Study Overview (Curriculum Support) – Register via Semester Plan

1. Open the course semester you would like to plan by clicking on the triangle that appears before each listed semester.

2. Select the module. Symbol: 🌟

3. Select the offer node. Symbol: 🔺

4. The semester is shown in the course title (a). If necessary, check the academic year is correct and change it using the arrow button (b).

5. Click on the green T symbol in the “Part” column: ☑️ (c)
   If the symbol is red or gray, it is not possible to register for the course.
Registering for Courses

1. You will see this registration form. It is always the same, whether you are using the Curriculum Support, My Calendar, or My Courses apps.

2. Review your entries.

3. If you are not sure whether you would like to take the course, you can add the course group to your favorites. Click on the star next to the group title and then BACK. Your bookmarked dates will now appear in your calendar, although you are not yet registered on the course. (see Slide 12).

4. If you would like to take the course, click on CONTINUE on the form.
Registering for Courses

1. Select the SPO context.
   Only choose the “free registration” option if no SPO context is available.
   Places on courses with limited capacity will e.g. often be preferentially allocated to registrations with SPO context.

2. If you can choose from several groups, select your preferred group and specify your preference ranking.
Registering for Courses

1. Click on ENTER PLACE REQUEST to complete your registration. This button appears once you have entered all the required details.

2. Follow the menu prompts until the system shows that you have submitted your request. Your request for a place will first be reviewed. Once you have been allocated a place you are registered on the course.
Registering for Courses

1. Check your registration status under “My Courses” in the Courses app.
2. You can edit or cancel your request for a place here within the stated deadlines.

NOTE: registering for a course does not mean you are registered for the relevant exam(s). You must register for all your exams in an additional process (see Slide 22ff.)
Registering for Exams via Semester Plan

1. Open the course semester you would like to plan by clicking on the triangle that appears before the listed semester.
2. Select the module. Symbol: 🌟
3. Select the exam node. Symbol: 🔴
4. The semester is shown in the exam title (a). If necessary, check the academic year is correct and change it using the arrow button (b).
5. Click on the green P symbol in the “Part” column (c). If the symbol is red or gray, it is not possible to register for the exam.
Registering for Exams via the Curriculum

Semester recommendations will not always be given. In such cases, use “Curriculum” in Curriculum Support.

Example of registering for an exam:

1. Click on “Exam date” in the NODE FILTER drop down menu. (a)
   Registering for a course via the curriculum works in the same way. Use “NODE FILTER (all)” for this.

2. Open the exam nodes for the exam you would like to take and check the academic year (see Slide 24.)

3. Click on the green P symbol to open the registration form. (b)
Registering for Exams

The “Subject exam/Module exam” window will open. This happens whether you register via Curriculum Support, your Calendar, the Examination Dates, or the Exam Registration app. Under “Exam dates and registration” select CONTINUE TO REGISTRATION.
Registering for Exams

1. Check the exam details.
2. Make sure your programme details are correct.
3. Click on REGISTER and follow the menu prompts until the system confirms you are registered.

It is only possible to be preliminarily registered for some exams.

What does “preliminarily registered” 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 regulations.

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/Canceling Exam Registrations

- You can see an overview of your exam registrations via the Exam registration application in the "My Exams" tab.
- You can de-register here within the stated deadlines. To do so, click on DEREISTER in the Operations column. The “Subject exam/Module exam” window will open. (see Slide 27)
The following applies to all Bachelor’s and Master’s degree programmes:

A de-registration within the stated deadline (a) is not considered as a withdrawal by the system and will not appear in the printout of your study record.

If you would like to de-register from an exam, click on CONTINUE TO DEREGISTRATION (b) and follow the menu prompts until the system confirms you are de-registered.
At the End of Each Semester...

• See your achievements: My Achievements app
• Re-register for the next semester: Tuition Fees app
  You will find the payment information required to re-enroll here.
• Check your enrollment status: Course of Studies app
Offers of Support and Information

• Instructions
  ▪ RWTH’s internal Wiki: https://wiki-intern.rwth-aachen.de
  ▪ Videos for students by students https://rwth.video/RWTHonline

• RWTH Web
  ▪ The most important information on your studies at http://www.rwth-aachen.de/academics
  ▪ Registrar’s Office, International Office
  ▪ Central Examination Office
  ▪ AStA – Students’ Committee, Student Councils

• Student Advising
  ▪ Departmental Advisors
  ▪ Student Advice Centre

• Technical Support
  ▪ rwthonline@rwth-aachen.de

When contacting support please include your name, student ID number, RWTH Single Sign-On username (e.g. ab123456), your course of study, and your query.
We Wish You the Best of Luck for Your Studies!